

Arbiter and Game Assigning Procedures

Ela Soccer uses Arbiter Sports, a web-based program for game assignments. Referees select their own games based on their own schedules, however to enable referee assessment and mentoring, certain games may be pre-assigned to you.

Getting signed up on Arbiter

1. Log on to Arbitersports.com using the password given in your "Welcome Message". ***(You will only receive a welcome message if you have supplied the office with your referee application documentation and have included a unique email address.)***
2. Accept terms and conditions.
3. Change password. This is your new password, so use something you won't forget.
4. If you are invited to join Ela Soccer Club click "accept". *(This is for referees who may be listed with other organizations.)*
5. Click on "sign in".
6. From "Main" page click on "Profile".

Make sure your personal information is accurate. **Phone numbers must be updated** by clicking the Phones link on the left hand side of the profile page. **Please ensure you provide a cell phone number to enable the assignor to reach you in the event a last minute change occurs.**

Game Assignment

When the schedules are ready you will receive email notification that the Master schedule is available for viewing and the date when the system will open for game assignment.

To view the Master schedule: Sign in to Arbiter. Click the Master Schedule tab

Pre-Assigned games: You may be assigned a game/s as part of our mentoring and evaluation process. You will receive an email for assigned games or you can sign in and click on Schedule. You must Accept or Decline the games offered to you asap. Don't forget to click "submit" to finish. ****If you decline a pre-assigned game you will need to arrange for another mentor date****

Self-Assign games: Sign in to Arbiter. Click the Self Assign Tab. All games you are eligible for will be displayed. To take a game click on Go next to the game you wish to be assigned to. You are allowed a max of 3 games.

Check Arbiter routinely every day. With schedule conflicts and game changes, games become available on an ongoing basis. If there are open games at the start of the week of the game weekend you may be contacted directly to help take open games.

To give back self-assigned games: This is not done on Arbiter. You must send an email to Referees@elasoccer.com. Once you have been taken off the game you will receive a confirmation email from the system.

Please take your game assignments seriously. Do not take games to fill your schedule before you are certain you are able to honor the assignment.

To print your schedule: Select Schedule under the Reports heading in the left column. Follow prompts to select date range and format.

Game Verification:

To verify the game and get paid you must report back in Arbiter no later than 2 days after the game. We suggest you do this the same day as your game/s.

Recreation & Academy Center Referees: Login to Arbiter. In the upper left of the screen you see Schedule, Master Schedule” and Self Assign. Click Schedule. After selecting schedule click the box that says Show All. Your schedule will expand. When the game you just did comes up, click on the R. A screen comes up that shows the game, has a place for the score, and a place for comments. To verify the game and set the game ready for payment:

1. Enter the score of the game.
2. Click Save and you are done.

Recreation Split Center Referees and Competitive Program AR's: Login to Arbiter. In the upper left of the screen you see Schedule, Master Schedule and Self Assign. Click Schedule. After selecting schedule click the box that says Show All. Your schedule will expand. When the game you just did comes up, click on the R. A screen comes up that shows the game, has a place for the score, and a place for comments. To verify the game and set both officials as ready for payment:

1. AR 1 and Split Center Leads - Enter the score of the game. (If you were AR2 or "Split Center " you will not be able to enter the score. Please note the score in the comments).
2. Look at the referees at the bottom. It lists both of you as being there. On Time. If you were both there, just leave it be. If your partner was not there, change that box to No Show. If they were late, change it to late.
3. Click Save and you are done.

If there is an incident at the game or anything you feel necessary to report on you can do this in the comments section of the specific game.

IMPORTANT REMINDER FOR RECREATION AND ACADEMY GAMES: A goal safety form must be signed by one of the coaches at the game. Forms must be turned in at end of the season.

Your Assignor is Roberta DelGiudice. Email: Referees@elasoccer.com Phone: 847 833-4095.
(In Roberta's absence you may contact Jackie Marais at jackie.marais@elasoccer.com)