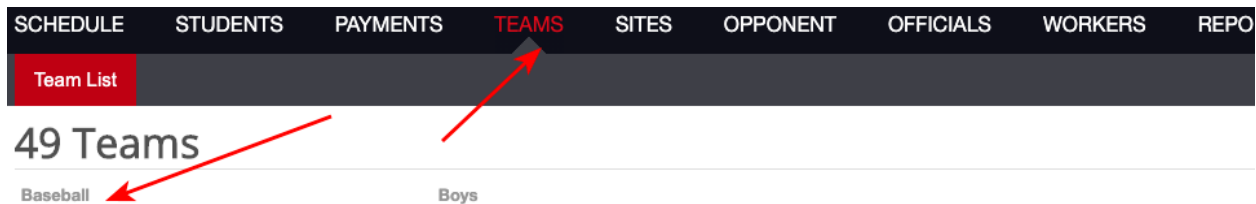


Entering ArbiterGame Team Settings

HAVING CORRECT TEAM DEFAULTS WILL PREVENT MANY AVOIDABLE ISSUES

Each team in ArbiterGame has its own group of default settings. A team's settings determine things such as the board which will be assigning officials, the site where the team plays, the length of time allotted the team's games and more. Each of the settings can be changed on an individual game, but having the correct defaults is one of the most important steps you can take to avoid errors which will cause serious problems going forward. You should check each of your teams at each level.

To edit a team, click on the "Teams" tab at the top, then on the sport in the teams list.



The following explains how to set the Times and Officials sections of the game defaults correctly:

TIMES

You can set default times for the items shown on the left. Times can also be adjusted on individual games, but you should set the most common values for the team on each item.

You will want to set the most common values for setup, home and away early dismissal, departure time and cleanup time. Each of these can also be adjusted on an individual game when entering or adding. Note that setup time must be before or the same as start time, and clean up time must be equal to or later than start time plus game duration.

Setting the game duration correctly is imperative. If the duration is set too short or too long it will give you conflicts when scheduling other events, and it will also cause issue for assigners scheduling officials.

The following are the default durations which should be set up on each team for sports where officials are assigned through Arbiter. **You should set these as your default and not edit them on any individual game unless instructed to do so by your assigner.**

SPORT	DURATION	SPORT	DURATION
Baseball	1 hour, 45 minutes	Lacrosse (Boys)	1 hour, 30 minutes
Basketball	1 hour, 30 minutes	Lacrosse (Girls)	1 hour, 15 minutes
Field Hockey	1 hour, 15 minutes	Soccer	1 hour, 30 minutes
Football	2 hours	Softball	1 hour, 30 minutes
Gymnastics	2 hours	Swimming	1 hour, 45 minutes
Ice Hockey	1 hour, 15 minutes	Volleyball	1 hour
		Wrestling	2 hours

OFFICIALS

Having the correct settings in the Officials section of the team settings is very important. The settings here determine the options you have available when entering or editing game. Incorrect settings here also lead to games not syncing correctly back to the CIAC site. There are three different options available, choose the appropriate one depending on how officials are assigned for the team's games:

“An ArbiterOne Assigning Group” should be selected if an assigner provides your officials and uses Arbiter to do so.

You need to be sure the group and level are properly designated. You will need to know the six-digit Arbiter group number for your assigner's group. If you do not know that you can find it on the chart at the bottom of the “Reports” tab in the Eligibility Center:

Sport	Assigner	ArbiterOne Group #	E-Mail Address
Baseball		102644	jtigsta@gmail.com jchernovetz@comcast.net
Boys Basketball	Buddy Chernovetz	102259	jchernovetz@comcast.net
Boys Ice Hockey		102876	johnkaz8052@gmail.com mcga265@sbcglobal.net apm@aetna.com

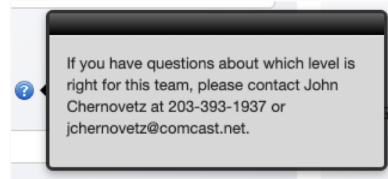
If there are already one or more groups showing, you should delete them. Doing so won't change any games already entered, but it will help make sure everything is correct moving forward. To delete a group, click the red “Remove” button to the right of its title:

When there are no groups left, click the green “Add Another Group” button:

Type the six-digit group number in the box, then click anywhere outside of the box and you will see the group name appear next to the number:

You will then want to check to make sure the “Assigner Level” is correct. The system will attempt to choose it for you from the levels your assigner has which match the sport and level of the team. If they only have one matching level then you will use that. If they have more than one you'll need to pick the one which applies to regular games.

If there is any question which level you should pick then contact your assigner and ask. You must have the right level here to be able to set the right level when entering games for this team. You can get the assigners contact info by clicking the question mark icon next to the group name:



“No Officials Required” should be selected if either the sport does not use officials (i.e. tennis or golf) or if it does use officials but your assigner does not use Arbiter.

“Assigned by School” should be selected if officials do need to be assigned, but that is done by you contracting with them directly. If the “Assigned by School” option is used, you will need to select the number of officials to be assigned (the number can be adjusted on a game-by-game basis):