



User's Guide & Reference

Introduction

The intent of this manual is to offer at least one way to use all of the features of ArbiterSports.com website. While this is not an all inclusive manual on the use of ArbiterSports.com website, it does cover all of the major uses for officials of the Northern Virginia Baseball Umpires Association and Mid-Atlantic Collegiate. This User's Guide & Reference was written by an official for officials and thus contains a lot of information that has been tested over time. This is by no means the only way to maneuver through the website and the only way to get comfortable with the use of Arbiter is through the use of the site. What works for one person may not work for another.

There are many ways to navigate your way around the website, most of the time you will find yourself using the pushbuttons that are on any given page. However, at times it is best not to use these pushbuttons but instead try using the back button on your browser. On many of the pages that contain icons, if you put your mouse cursor over the icon a small popup window will appear to inform you of what function that icon button will perform. This will be something that you will just have to experiment with as you gain experience with the use of the website.

The subject matter contained in this manual is a step-by-step process of how to use the different sections of the website. In some cases, there is much more information than may be needed to complete the given task or form. With that said, at the end of this manual there are some very helpful tips on how to accomplish the Commissioner's goal of correctly completing a report or form. They are entitled **Hints & Tips #** and will be referenced in the section that they apply.

ArbiterSports.com

User's Guide & Reference

Once you have been given a Username & Password to the Arbiter system there is some information that you will need to verify or update. The Arbiter system is very easy to navigate through as all links are provided as tabs on the top of the screen or in the navigation pane on the left-hand side of the screen. When you select one of the links under a main title you will be given a new screen that may contain submenus. We will now walk through each screen and its links in order of importance.








Note: All selection may not be available to all officials.

1. MAIN Tab

- A. You can also get to this page when you sign into a specific Organization (assuming you have multiple organizations showing for whom you work) by clicking the “Sign In” icon for the organization. There are always 8 main tabs at the top of a navigational page; **Main, Schedule, Evaluations, Payments, Blocks, Lists, MyReferee, and Profile**. The first selection you should make after you login for the first time is to select the **Profile** tab. (Note: Clicking on the **My Account** tab at the very top-right of the page gets you to the same place). There are then a set of subtabs listed below the main tabs at the top of the **Update My Information** screen; **Information, Preferences, Passwords, and Sharing**. The default is the **Information** subtab.

You will see the following areas under the page title **Update My Information**; they are **User Identification, Address and Other Information**.

- a. Under the **User Identification** area verify that your name, first and last is spelled correctly and that your email address is correct.
- b. Under the **Address** section verify and make any corrections to address, city, state and postal code and then verify that a check mark is in the box, “**(Public to other officials and contacts)**”.
- c. In the **Other Information** section, verify or enter your **SSN** (Social Security Number) and your **Date of Birth** and in the correct format. In the **Official Number** you should put your Virginia High School League (VHSL) assigned Id number, if applicable.

- d. When you have completed all changes to your schedule select the **Save** pushbutton to return you to the **Main** page.
- B.** Select the **Profile** tab from the **Main** page. On the **Update My Information** page you will see three sublinks on the left-hand navigation pane under the **Account** title.
- a. The first one to select is **Phones**; here you will find all of your phone numbers for others to contact you. On this page you will be able to add order and edit all phone numbers that other officials and assignors can use to contact you.
 - b. On the left-hand side will be icons that you can use to edit, delete, or add a phone number. The  icon is used to add a phone number. When you select this icon you will be given a new screen that will add a new line to your phone number list. Select the **Type** from the pulldown menu; enter your number in the **Phone Number** field, including area code. Enter **Extension** if applicable and leave the check in the box for **Public**. Now enter any comments you may need in the **Note** area, i.e. *“Call first during work week”*. If you need to cancel this operation select the  icon on the left side to cancel, or if you want to save this information select the  icon to save and return to the **Phone Numbers** screen.
 - c. If you need to edit a phone number select the  icon on the left-hand side to edit that phone number.
 - d. If you need to delete a phone number select the  icon on the left-hand side to delete that phone number and then answer **Yes** to the popup question.
 - e. You can reorder your numbers in relation to telling other officials what numbers to call you on. This is done on the far right-hand side of the **Phone Numbers** screen. Select the  icon to move it up in the list or select the  icon to move it down in the list. All of this movement will affect what phone numbers are printed on another official's schedule. Your home number will be printed first and if you cell phone is second that will appear on the printed schedule.
 - f. Once you have completed all changes you will now select the **Exit** box at the bottom right of the **Phone Numbers** box. This will return you to the **Update My Information** page.
 - g. There will be no information under the **Custom Fields** link on the left-hand side under **Account**.

- h. You may want to add a picture of yourself so other officials will know who you are when they are looking for you at a ball field. To do these select the **Picture** link on the left-hand side under **Account**. This will take you to the “**Add an image to your user account**” screen, be sure to read the instructions on this page as what type and format the picture must be in. **Browse** to the picture located on your local computer, then next select the **Upload** button to attach it to your user account. This will return you to the **Update My Information** page.
- i. Under the *Preferences* subtab of *Profile* on the top under the main tabs, there are various pieces of information that should not need to be changed.
- j. If you need to change your password you can do so by selecting *Password* subtab of *Profile* on the top under the main tabs. Here you will need to type in your old password and then your new password twice. Once you are done select the **Change** pushbutton in the bottom right of the **Change Password** screen. This will return you to the **Update My Information** screen.

Note: You may have to log in again.

- k. If you work for more than one organization and want those organizations to be able to see your availability for scheduling, etc., you can select the *Sharing* subtab of *Profile* on the top under the main tabs and check the type of information you want to share and for what organizations. If you have made changes, be sure to click the **Save** box before you exit.

2. **BLOCKS Tab**

- A. The next section you may need to update is the *Blocks* main tab at the top of the navigation page. On the **Calendar** page you will be able to set days that you may not be able to work. (See **Hints & Tips #1 – Blocks**)

Note: The more limits you put on your availability; the fewer games you may be assigned.

- a. The default view is your schedule with the current month displayed in the lower portion of the page under the **Action** – “**View Schedule**” heading and the **View Schedule** radio button selected under the **Action** submenu.
- b. The legend for the colored days in the schedule is given on the left-hand navigation pane under the **Legend** submenu.

- c. To block an entire day select the **Block All Day** radio button and then select the day on the calendar to block. This will turn that day **Red** on your calendar and you will not be assigned a game that day.



Note: Be sure to change the radio button back to **View Schedule** after selecting the last day you want to block or you may create more blocks than you wanted.

- d. To block part of a day based on time select the **Block Part Day** radio button, fill in the time frame under the **Time Range** heading and then select the day you want to apply it to down in the calendar. This will turn that day **Peach** on the calendar and you will not be assigned a game during that time frame.

Note: Be sure to change the radio button back to **View Schedule** after selecting the last day you want to block or you may create more blocks than you wanted.




- e. If you have created a block, whether it is a **Block All Day** or a **Block Part Day** and you want to delete that block select the **Clear Blocks** radio button and then select the day on the calendar for which you want it to apply. This will clear any block for that day.

Note: Be sure to change the radio button back to **View Schedule** after selecting the last day you want to clear a block or you may unblock more days than you wanted.

- f. You may also apply any of the above actions by selecting the correct radio button and then fill out the information in the **Date Range** fields. In the **From** field select the  icon to select the starting date and in the **To** field select the  icon to select the ending date. Now you may select the corresponding days of the week during that timeframe you want to apply this change to. When the information is correct select the **Apply** pushbutton and you will see the changes made on the calendar. This feature is best used when you may be going out of town for a week or two for business or vacation with family.

- g. If you want to add a Note to a particular Block All Day or Partial Day Block, check the **Add Note** box recording one of these blocks (or by checking the box and clicking on the blocked day in the Calendar) and a dialog box will open up in which you can record a note related to that block.

- h. When you have completed all changes to your schedule select the **Exit** pushbutton to return you to the **Main** page.

- B. The next section you may need to update is the *Travel Limits* subtab under the *Blocks* main tab at the top of the navigation pane. On the **Edit Travel Limits** page you will be able to set distance and zip code from where you will be traveling from for each day of the week. (See [Hints & Tips #2 – Travel Limits](#))
- a. The default view on the **Edit Travel Limits** page will be your existing **PostalCode** and **Distance** you are will to travel from that zip code.
 - b. To make a change to this information select the  icon on the left-hand side to edit the information for that day of the week. This will give a new screen with fields for that day available to edit. Correct the information in the **PostalCode** and **Distance** fields. When you have finished be sure to select the  icon to save the information for that day of the week. If you do not want to make any changes to that day of the week or need to cancel the information you have entered select the  icon to return to the previous menu.
 - c. To make a change for multiple days at one time, fill in the **Postal Code** and **Distance** fields at the top portion of the frame, then check the boxes on the left side of each day that correspond to those you want to apply this change, and then click the **Apply** pushbutton to record and save these changes.
 - d. When you have changed all the days of the week on the **Edit Travel Limits** page select the **Exit** pushbutton to return to the **Main** page.
- C. The last section is the *Summary* subtab under the *Blocks* main tab at the top of the navigation pane. On the **Print Blocks Summary** page you will be able to print out a listing of the blocks you have set for yourself.
- a. On the **Print Blocks Summary** page select the format you wish the printout to be under the Export Format pulldown menu.
 - b. Next select the **Print Preview** pushbutton and a new window will open with all of your block information at the top and your current travel limits information at the end of the document.
 - c. When finished with that page, simply close the window and you will be returned to the **Print Blocks Summary** page. When all printouts are complete select the **Exit** pushbutton to be returned to the **Main** page.

- D. Now that you completed all of the personal information updating need you will have to notify the assignor of your status to begin umpiring games.
- a. Once again, click on the **Profile** main tab which defaults to the **Information** subtab and the page titled **Update My Information**. On the left side of this page, you will see a status indicator box labeled **Ready** under the **Status** main title.
 - b. Put a check mark in the **Ready** check box by selecting the box. This will allow the assignor to assign you games; if you do not do this you will be shown as unavailable when games are being assigned.
 - c. When you have completed all changes to your schedule select the **Save** pushbutton to return you to the **Main** page.



3. *SCHEDULE Tab*

- A. Once you have made yourself ready to be assigned games and you have been assigned to a game the next section to require your attention will be the **Schedule** main tab at the top of the navigation page. On the **Schedule** page you will see all games that have been assigned to you.
- a. The default view on the **Schedule** page will be all games that have been assigned to you. You cannot view any of the information for a game until you click on the **Submit** pushbutton on the bottom right of the screen. *By opening this page, the games are automatically “Accepted” for you since you had not blocked that time period (as described earlier), thus indicating to the scheduler that you were available.*
- Note: If you cannot do a game on your schedule, you must notify the COMMISSIONER by PHONE immediately.*
- b. On the left side of the **Schedule** screen, you see a **Legend** identifying the status of the various Games.
 - c. On the **Schedule** screen, you have many links that can be viewed that will supply more information about that game. They are **Game**, **Notes**, **Site** and **Home**. We will discuss each one in order now.
 - d. Click on the blue **Game** number link and this will display the **Game Details** screen for that game. Here you will see the detail information about that game to include; your partner or partner’s names, their email address, and pulldown lists of their phone

numbers. If you click on the blue link of your partner's name, a separate window will open that will give you his or her; name, address, phone numbers (including calling order, if he or she has set one), an email address, and, if loaded, a picture. Close the window to return to the **Game Details** window.

- e. If you desire to send an **Email** to your partner you can click on their blue email address and, if you have an email setup on the computer you are using, it will open a new window to compose an email to that address.

Note: The lead Official for the game will be the name that is in Bold)

- f. If you need to know more information about the **Site** at which the game will be played, click on the blue link for the site name. This will take you to the **Site Details** window which will give you the address of the game site. This address has a blue link associated which can be clicked and a separate window will open a **Google Maps** search on that address that you can use to map out your route to the game site. This same information may also be supplied for the listing under the **Home** heading.
- g. This view also contains a heading for **Notes** that may or may not contain information. The **Notes** icon will have a green plus sign,  if there are no notes, or if notes can be created. If the **Notes** icon does not have a green plus sign,  this means that are notes that have been created.

Note: A word of caution here, there are times that the Notes icon will be green saying it contains a note but it may not be viewable by all officials; only assignors may be able to view it.

- h. When you have finished with viewing the **Game Details**, select the **Exit** pushbutton at the bottom right of the screen and this will return you to the **Schedule** page.

B. The **Schedule** page also gives you the ability to print your schedule of games. It also gives you the ability to view all of your past games that have been played and are not archived from the database. This is done by the use of the **Reports** and **Display** main titles in the navigation pane on the left-hand side of the page.

- a. To print copies of your schedule, select the **Schedule** blue link under the **Reports** main title heading. This will take you to the **Print Schedule** page where you specify the **Export Format** in which you wish to print your schedule. You will not be able to change the **Date**

Range as that is set by the information in the database. Select the **Print Preview** pushbutton at the bottom right of the screen, this will open a separate window and display your schedule in the format you have chosen. When all tasks are complete select the **Exit** pushbutton at the bottom right of the screen to return to the **Schedule** page.

Note: You must have the correct installed application on your computer to open the file, i.e., you choose the .PDF format you must have Adobe Acrobat Reader installed or you choose the .XLS format, you must have Microsoft Excel installed.

- b. You can export your schedule to Microsoft Outlook by clicking on the blue **Outlook Export** link and following the directions found there.
 - c. To review all of your past games that have already played select the **Show All** checkbox under the **Display** main title in the navigation pane on the left-hand side of the screen. This will change the view of the **Schedule** page to list all of your past games that are available and not archived in the database. There are multiple options you may select as to how you want to see this information. Click on the blue links under the **Show All** check box to select the format that is best suited for you. There are also 3 radio buttons under **Show All** that let you either show only 'Events' (e.g., scheduled meetings, if the scheduler is putting those on the **Schedule** calendar), only 'Games', or 'Both' Games and Events.
- C. When a game is complete the lead **Official** is required to fill out the **Game Report**. This is done on the **Schedule** page under the **Notes** heading. This is a very important procedure that must be completed so that the association can be paid from the client as well as the officials can be paid by the association.

Note 1: This is a simple 3 click operation!

- 1: Select the check box "Show All" after you have clicked on your Game Schedule.*
- 2: Select any Red **R** icons that you see in the notes column.*
- 3: Select the Submit pushbutton on the report page.*

*Just 3 "clicks" if the game status was normal. This will now turn the Red **R** icons to Green **R** icons unless you have entered Comments, then it will now become a Yellow **R** icon.*

(See Hints & Tips #3 – Game Reports)

Note 2: For more information on when a game status is other than Normal.

(See Hints & Tips #4 – Game Reports FAQ's)

- a. The lead **Official**, whose name is in bold on the **Schedule** page, will select the **Create Report** icon, **R** under the **Notes** heading for the game just completed. This will take you to the **Game Report** page.
- b. On the Game Report page you will be required to enter the **Status** of the game, **Score** of game (on occasion), and the **Status** of each Official. At times you may also need to select the **Checkbox** for one or more of the **Forms** entries, **HS ejection form**, **MD JuCo Ejection Report**, **NCAA Ejection Report**, **NCAA Suspension Report**, and/or **ODAC Ejection Report**.
- c. One of the most important areas of this report is the **Comments** section at the bottom. If a game has ANY extenuating circumstances to report, this is where it needs to be communicated to the assignor.
- d. When the **Game Report** has been completed the **Create Report** **R** icon will change to the **View Report** **R** icon, if the status is normal, and will change to the **R** icon, if there has been information entered for the assignor to resolve.
- e. If an ejection form/report or a suspension report checkbox is selected, those forms must be filled out immediately and faxed to the Commissioner.
- f. When the **Game Report** is complete, select the **Submit** pushbutton at the bottom right of the screen. This will return you to the **Game Schedule** page where you can complete any other **Game Reports** that may need to be done.

Note: It is always a good idea to select the Show All checkbox under the Display main title in the navigation pane on the left-hand side to see if there any Game Reports you have not done.

4. LISTS Tab

- A. The **Lists** main tab at the top of the navigation page has subtabs **Officials**, **Sites**, and **Forms**, which are used to produce various lists of information that are used in our association.
 - a. When you select the **Officials** subtab, which is the default, this will take you to **Officials** listing page. Here you can find the **Full Name**, **Email** address, **Address** and **Phones** for everyone in the association's database. You can either enter a last name in the **Last Name Filter** box in the upper right corner of the **Officials** page and then click **Last Name Filter**, or click on the first letter of the last

name which you are searching for the alphabet at the bottom of the **Officials** page.

Note: If there are more names starting with the letter you have chosen, you will need to click on the (page) numbers that are listed above the alphabet until you find the appropriate page.

- b. The **Officials** listing page also allows you to search for officials by using the blue **Filter** link under the **Utilities** main title heading in the navigation pane on the left-hand side; as well as to print a listing of all officials by using the blue **Roster** link under the **Reports** heading in the navigation pane on the left-hand side.
- c. To perform a search select the blue **Filter** link in the navigation pane on the left-hand side, this will take you to the **Filter Officials** page where you can enter the search criteria and then select the **Get Results** pushbutton on the right-hand side of the page.
- d. When you have finished with the listings select the **Exit** pushbutton at the bottom right of the screen. This will return you to the Main page.
- e. To print a listing of all officials in the association select the blue **Roster** link in the navigation pane on the left-hand side, this will take you to the **Print Roster of Officials** page. Here you have the options of **Export Format, Fields to Include, Page Setting** and **Page Format**.

Note: You must have the correct installed application on your computer to open the file, i.e., you choose the .PDF format you must have Adobe Acrobat Reader installed or you choose the .XLS format you must have Microsoft Excel installed.

- f. When you have finished with the listings select the **Exit** pushbutton at the bottom right of the screen. This will return you to the **Officials** listing page.
- g. When you have finished with the listings, simply select another main tab or subtab at the top of the navigational page.


B. The **Sites** subtab under the **Lists** main tab at the top of the navigation page can be used to quickly locate a game site address.

- a. Selecting the **Sites** subtab will take you to the **Sites/Contacts** page where you will find the **Name, Phone** and **Address** of a game/match site. You can use blue **Filter** link in the navigation pane on the left-hand side similar to the process described under **Officials** above.


- b. The **Address** field of a game/match site is also linked to **Google Maps**. Selecting the blue **Address** link is where you can get driving directions, as well as see an overall map of the sites location.
 - c. The **Sites/Contacts** page also allows you to search for game sites by using the blue **Filter** link under the **Utilities** main title heading in the navigation pane on the left-hand side.
 - d. To perform a search, select the blue **Filter** link in the navigation pane on the left-hand side, this will take you to the **Filter Sites** page where you can enter the search criteria and then select the **Get Results** pushbutton on the right-hand side of the page.
 - e. When you have finished with the listings, simply select another main tab or subtab at the top of the navigational page.
- C. The **Forms** subtab under the **Lists** main tab at the top of the navigation page can be used to quickly locate a number of the forms needed for the administration portion of being an official.
- a. The **Forms** subtab will take to the **Forms** page for Mid-Atlantic Umpires and give you a list of forms by **Name** and the **Date** they were last updated.
 - b. The form **Name** will be a blue clickable-link to the actual form and it can be downloaded to your computer or it can be opened, edited and the saved, or printed out.
- Note: Some of these forms are on the Mid-Atlantic Umpires website, www.umpires.org, and will require a username and password to access.*
- c. When you have finished with the listings simply select another main tab or subtab at the top of the navigational page.

5. EVALUATIONS Tab


- A. The **Evaluations** main tab at the top of the navigation page has subtabs; **Evaluate Officials** and **View Responses**. If you are the Lead Official of a game, you are required to complete an evaluation on your partner(s), select the **Evaluate Officials** subtab. You can review the evaluations done on you by selecting the **View Responses** subtab.

- a. When you select the *Evaluate Officials* subtab, this will take you to the **Evaluation Reports** page. Select the correct link, **College NCAA Rating Form** or **MAC Baseball Evaluation Form** under the **Evaluation Report Name** heading.
- b. Selecting either the **College NCAA Rating Form** or the **MAC Baseball Evaluation Form** will take you to the **Evaluation Lists** page. Here you will find a list of officials that you need to fill out evaluations for. The list contains the **Officials** name, **Position**, **Game**, **Date & Time**, **Sport & Level**, **Report** and **Evaluate** fields. Select the **Evaluate**  icon on the end of the row for the **Official** you want to complete the report on. This will take you to the **Evaluation On-Line Form** page where you will use the **Scoring Description** information to complete the form based on what position the official worked in that game. When you have finished entering all data select the **Submit** pushbutton at the bottom right of the page.

Note: Once the Submit pushbutton is selected you will not be able to make any changes to this evaluation.

- c. After you select the **Submit** pushbutton you will be returned to the Evaluation Lists page and the Evaluate  icon will become green.

B. This section also allows all officials to review the evaluations done on you by selecting the *View Responses* subtab.

- a. When you select the *View Responses* subtab this will take you to the **View Evaluation Responses** page. To see all evaluations for a given form, select the **#Responses**, number link for the **College NCAA Rating Form** or **MAC Baseball Evaluation Form** under the **Evaluation Report Name** heading.
- b. When you select the number under the **#Responses** heading this will take you to the **Official: Your Name (Form Name)** page where you will see a list of all evaluations. The average score for an evaluation is under the **Score** heading and the actual evaluation form can be viewed by selecting the **Details**  icon under the **Details** heading.

Note: The Commissioner may, or may not, have this feature active at times.

- c. When you select the **Details** icon this will take you to the **Evaluation On-Line Form (Form Name)** page where you can see all the information that was entered by your evaluator. When finished viewing select the **Exit** pushbutton at the bottom right of the


page, this will return you to the **Official: Your Name (Form Name)** page.

- d. When finished viewing all evaluations on the **Official: Your Name (Form Name)** page select the **Exit** pushbutton at the bottom right of the page, this will return you to the **View Evaluation Responses** page.
- e. On the **View Evaluation Responses** page you may also get an average score for all evaluations for that form by selecting the score number under the **Average Score** heading. Selecting the average score will take you to the **Form Name (Official: Your Name)** page where you can see the average of all scores under each **Criteria**. When finished viewing select the **Exit** pushbutton at the bottom right of the page, this will return you to the **View Evaluation Responses** page.
- f. When you have finished with the forms select the **Exit** pushbutton at the bottom right of the screen. This will return you the main page.


6. PAYMENTS Tab


- A. The **Payments** main tab at the top of the navigation page has subtabs; **RefPay** (this is the default), **Paysheets**, **Invoices**, and **1099's** that are used not only by the assignors but are also helpful for officials to keep a running record of what games you have been paid for throughout the year.

Note: The Invoices and 1099's sections are not used by officials at this time.

- a. When you select the **RefPay** subtab, you will be able to see if there has been any RefPay activity, such as a deposit made in your RefPay account. By clicking the  logo near the top of this page, you will be taken to the RefPay website.

Note: You will need to establish a RefPay account in order to get paid or talk to the Commissioner to make other arrangements.

- b. When you select the **Paysheets** subtab you will be taken to the Pay Official page. Here you will be able to **Select**, **View**, **Calculate**, and **Print Paysheets** after they have been recorded by the association.
- c. **To Select a paysheet**, put a check in the checkbox on the left-hand side. **To View a paysheet**, check the box under the **All** heading for the paysheet(s) you want to view. You can select how you want the games sorted on the report you will view by selecting the  icon to

show the results by Game Date, or the  icon to show the results by Game Level, under the **View** heading.

- d. To **Calculate** multiple paysheets, select the correct checkboxes on the left-hand side and select the **Calculate** pushbutton. To **Print Paysheets**, select the correct checkbox on the left-hand side and select the **Print Paysheets** pushbutton at the bottom-middle of the screen.
- e. When you have finished with the forms select the **Exit** pushbutton at the bottom right of the screen. This will return you to the main page.

7. MY REFEREE Tab

- A. The ***MyReferee*** main tab at the top of the navigation page has subtabs; ***MyReferee*** (this is the default) and ***Profile***. The ***MyReferee*** subtab simply links to the MyReferee publications part of the ArbiterSports website. The ***Profile*** subtab open the ***MyReferee Profile*** page for ArbiterSports that gathers profile and marketing information about you.

Note: These pages are for optional use.

Hints & Tips #1

Blocks

Blocks are a very tough subject with the assignors. However, they all realize that they are a necessary requirement to make the system work. They would all like for us officials to be available everyday of the week and always on weekends. We all know that it is not possible and many of us will have to take time off by blocking days for business, family, personal and emergency reasons. One important point to remember here is that the more time you block the less number of games that may be assigned to you. Blocks are not the only thing that affects the number of games assigned but they are just one of the contributing factors. Trying to figure out how to do blocks can be very troublesome to deal with not only for yourself but also for the assignors. One of the major keys to using blocks is that you really need to get them into the system at least 2 weeks ahead of time that seems to work best for the assignors all year long. So with that said let's look at two examples of how you might want use this feature of the system, they are on opposite sides of the spectrum and surely many of you will be somewhere in the middle.

Example #1 – The most obvious case would be one in which you are your own boss or you set your own schedule or better yet you boss is a huge baseball fan and will work with you on letting you go from work whenever you need. In this example you would only need to block a day when you know you cannot work at all.

Example #2 – The extreme case would be you are not able to leave work early and your significant other will only let you work on one day on the weekend. In this case, you may well need to block your normal weekly work schedule, say 9 A.M. – 5 P.M., as well as either Saturday or Sunday on the weekend. You would put partial day blocks on the weekdays, something to keep in mind here is that the system will also take into account travel time leading up to the beginning of a block time as well as the ending of a block time. For example if you had a block time beginning at 2 P.M., the system will not schedule for a game that would any later than 1:30 P.M. If you have a block time that ends at 5 P.M. because that is the time you can leave work the system will not even begin to schedule you for a game until at least 5:30 P.M. The point here is that you really need to pay attention as to when and how you use the blocks to accomplish your intended goal. You may just have no choice to enter the weekday blocks as partial days, 8 A.M. - 4:30 P.M., and a full day block on Sunday. If you have one of these extreme cases it might be wise to talk to the Commissioner as he will work with you and your schedule.

Hints & Tips #2

Travel Limits

Travel Limits, again are another tough subject because this will also restrict the number of games you may be assigned. This feature of the system can be very useful for those officials that have long travel distances to and from work. The travel limits settings are all based on zip codes, meaning it is the distance from one zip code to the other in a straight line not the distance based on how you would have to drive. These formulas that the system uses does not take into account things like rivers and lakes nor does it know about major road construction projects. Also, the travel limit you set will be a radial mile that is if you use 50 as your setting that will be a radius of 50 miles all around the zip code you set. Also, realize that the default zip code loaded into the system will be the one that you supplied when you became a member of the association, usually your home zip code. There will be many variations that you can come up with but, for now, we will look at some different examples.

Example #1 – The most obvious one here would be that you live in Arlington, zip code 22204, and you work in Arlington, zip code 22201. There would not be a big difference as to which zip code you use as these are only a few miles apart.

Example #2 – Some of you may take public transportation to and from work so you have to go home to get your umpire gear. In this case, you would want have you zip code set to you home zip code.

Example #3 – The extreme scenario would be say you live in Lovettsville, zip code 20180, and you work in Alexandria, zip code 22314. This has many options to it, you could set your zip code to home and have a very long travel time to get to a game and a short trip home. The other side is you could set it to your work zip code and have little travel time to the game and a very long trip home after the game. The better solution might be to set your zip code to something in between to have equal distance both two and from the game, for instance Herndon, zip code 20171. Also, remember that where you set your zip code will also affect what games you could be assigned; for example, are there more baseball fields in Fairfax, VA, or Aldie, VA.

Example #4 – This is a simple case of travel distance, say you work from home and on Monday & Wednesdays you need to stay close to home. You can change the distance you would be

willing to travel on those two days to only 20 miles. This would allow you to get to the game quickly and get back home that much sooner.

Hints & Tips #3

Game Reports

Game Reports, these seem to be very tough problem for some officials to get done. You must understand that if you are charged with doing the game report you not only affect yourself by not getting it done; you affect the association getting paid, as well as your partners getting paid, but most importantly **YOU** getting paid. If you are the Lead Official, you **MUST** do a game report after a game is completed, as well as even if a game has been cancelled prior to going to the game site. Because the game report is so closely tied to the billing system, it is very important that these be filled out correctly. Let's look at each part of the report and discuss what should be done with each field.

Status – Game - When you open the game report whatever this field is set to you should leave it alone. Changing this field affects how the system bills the association's clients and it is best that if a change needs to be made here all officials let the assignors make that change. (Default setting is **Normal**.)

Score – Game – This field usually only needs to be filled out for Tournament games; where the score is needed for the assignors to know when and where the next game will be played. (Default is **0 – 0**)

Official Status – This is used to report on yourself as well as your partners. If you and your partners arrive to the game site on time then you would report **On Time** for all. If you or one of your partners are **Late** you would need to change the pulldown menu to **Late**. If one of your partners is a **No Show** then that would be reflected in the pulldown menu. Really important is that if you are going to report yourself or a partner **Late** you **MUST** include information in the **Comments** section as to how late. There are 3 different conditions that must be reported; **1. Late** to the pre-game, **2. Late** to the home plate conference, and **3. Late** after the third inning. These all have an effect on if and how a person will get fined.

Comments – This section could be the most important but the most neglected of the entire report. If you have anything other than a **Normal** status and you and your partners are on time there should be some information here. If the game status is **Cancelled** put in the comments how you were notified the game was cancelled. “**Arbiter notified by email game was cancelled.**” If you mark anyone Late enter the information here as to how late they were. “**Partner (name) showed up just before the first pitch.**” “**Partner (name) showed up in the bottom of the 4th inning.**” This is also where you would put information about any incident that happened in the game. If you arrive at the game site and the field is unplayable or you have a game that gets rained out during the game, leave the status of the game as **Normal** and put the information in this section. “**Game was rained out in the bottom of the 2nd inning.**” Putting an entry in this section will cause the **Report** icon, **R** to be yellow and that way the assignors can make the decision what needs to change in the form so that the proper action is taken for the association.

Hints & Tips #4

Game Reports FAQ's

Q: What if the game Status is not normal?


A: Here are some guidelines for completing a **Game Report** when the **Status** is not **Normal**.

- A “**Rainout**” is defined as a game where you showed up but did NOT START because of weather. You should change the **Game Status** to **Rainout** in all weather cancelled games if you went to the game site. The Commissioner will respond by billing the League a ½ fee. If you change a **Game Status** to **Rainout** you must write a note in the **Comments** section to declare that it was rained out before the start. *Be Clear!!*
- A game that was started but was not a complete game is NOT a **Rainout**. Games that are stopped after they have started are **Normal** full fee games. Enter a note in the **Comment** section as to when and why the game was stopped and be sure to leave the status as **Normal**.
- A “**Cancelled**” game is one that never started. Only report a **Cancelled** game if it never started for other than a weather issues. Enter a note in the **Comments** section as to whether or not you and/or your partner went to the game site. Most **Cancelled** games are marked cancelled early or you would receive a phone call to save you the trip. *Again Be Clear!!*

- A **“Forfeit”** is game where at least one team shows up with a full team of players OR both teams have some players and coached present. Never change the game to a **“Forfeit”**. If you feel a game should be a **Forfeit** you should leave the **Game Status** as **Normal** but report the details in a note in the **Comments** section. **Be Clear!!**
- The Commissioner will bill the League and pay the umpires full fees in these circumstances as long as the League did not report the game as **Cancelled** or a **Rainout**, just remember to be specific in you notes. Generally, the association will pay officials a half fee when you show up for a game that never starts and will pay a full game fee for games that start or become legitimate forfeits.

Q: What if my partner(s) are missing or late?

A: Here are some guidelines for when your partner is missing or late as it pertains to the **Game Report**.

- Officials are required to have two way contact with their partners. You must call your partner and they must return your phone call. Emails are fine for this process as long as you get a response.
- If your partner(s) misses a game or is late, you should indicate that on the **Official Status** pull down menu box. If you are not the umpire with the report responsibilities on the game you can get the information to an assignor by selecting the **Note**  icon on the **Game Schedule** page and enter your partner’s status. Failure to report this is a violation of our contracts with the leagues and we will not be paid even a half fee for the game.
- If your partner is late to the game you will need to enter just how late in the **Comment** section. In all cases of a partner(s) missing or late you need to be real specific as to when or if they do show up. There are three different levels of being late and they are, late to the pregame, late to the home plate conference and late after the third inning.

- If your partner(s) misses a game completely you will get a bonus fee if you have had two way contact with your partner(s). Without the contact you will only be entitled to a single game fee.

Q: What if I had to eject a coach or player during a game?

A: Here are some guidelines for when you have an ejection or suspension.

- If you or your partner has an ejection or suspension that takes place you must include that report and information in the **Game Report**. In some cases, an ejection or suspension report will need to be filled out and sent to the Commissioner, as well.