

How to accept Assignments from SAOA

Step 1: You should have received an email from ArbiterSports. If you check your junk email

• Welcome to Arbiter!

Yahoo/Inbox ★

 **ArbiterSports** <messaging@arbitersports.com>
To: Jeffrey Engelmann

 Aug 6 at 9:55 PM ★

Dear Jeffrey Joseph Engelmann,

Welcome to ArbiterSports!

Terry Gallaher is using ArbiterSports to manage their referee assignments and they have added you as a sports official who can receive officiating assignments from their account.

You must have your own ArbiterSports officiating account to receive these assignments.

Follow these simple steps to get started:

1. Go to [ArbiterSports.com](https://www.arbitersports.com) and enter your sign in information (top right of page).
User ID: `rujje2@yahoo.com`
Password: Don't remember your password? [Reset your password](#).
(Note: the first time you sign in you must accept the [Terms & Conditions](#))
2. Check your Profile page to make sure your personal information is accurate. Phone numbers can be updated by clicking the Phones link. You can also upload a photo of yourself using the link on the left menu ? assigning groups and schools find it helpful to see your face with your name.
3. Block the dates that you aren't available to officiate by going to the Blocks tab and selecting the dates you can't work.
4. Set the distance you are willing to drive for an assignment by clicking on Travel Limits under the Blocks tab. You can set a different travel limit for each day of the week.

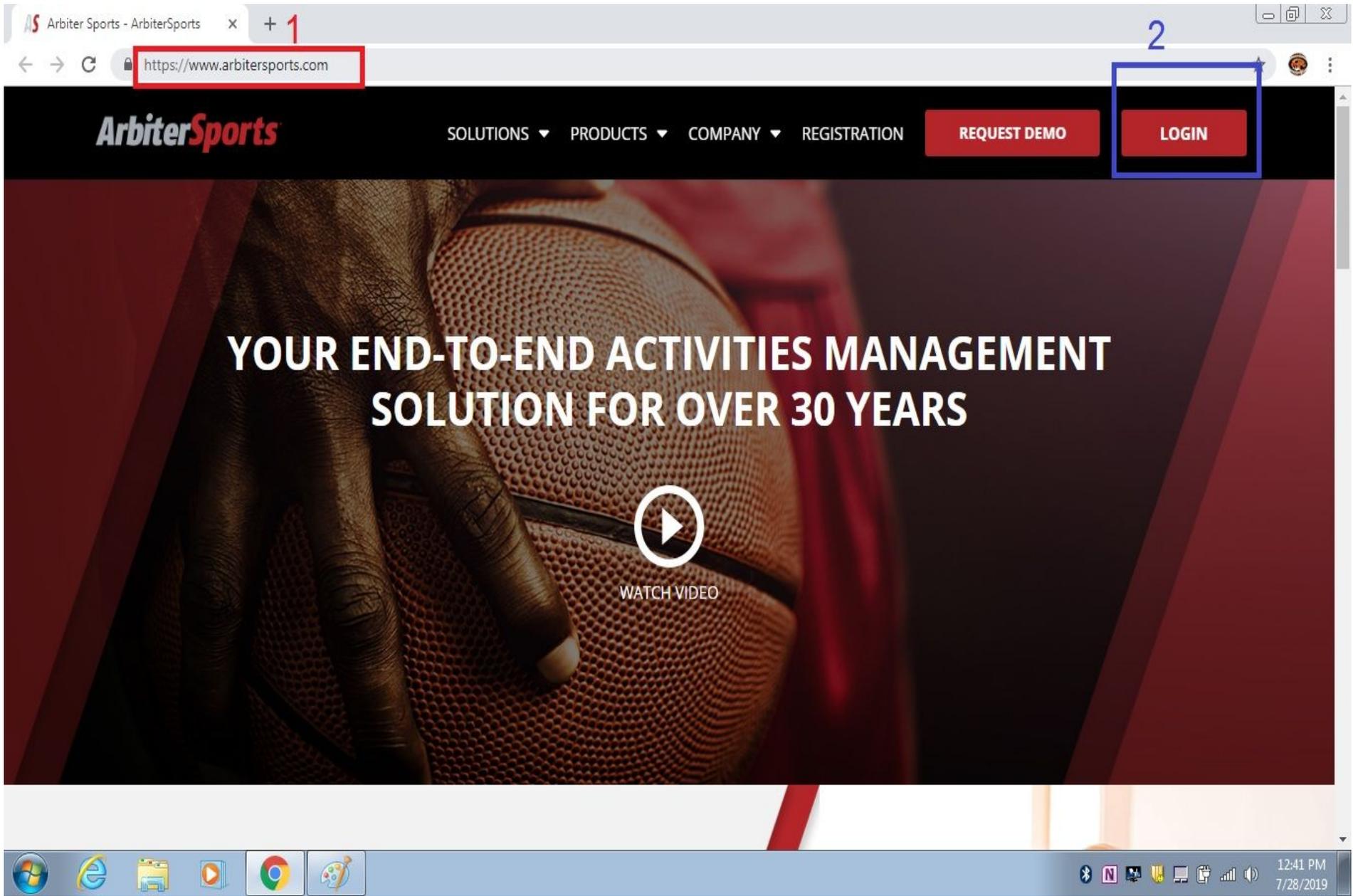
That's it! You will be notified by email when you are assigned any games. Come back to ArbiterSports to review your assignments, and to accept or decline them. Always remember to click the Submit button after you accept or decline any assignments.

If you have any issues accessing your account, please contact ArbiterSports at support@arbitersports.com for assistance.

Sincerely,

ArbiterSports Team

Step 2: <https://www.arbitersports.com/>



Step 3:



My Account
Update My Information
Message Center

Jeffrey Engelmann

Since your account is registered in more than one group, locate the account you wish to sign into and click the corresponding icon in the 'Sign In' column. Below we have also listed groups inviting you to be part of the organization. If you choose to participate, your information will be accessible for use in that group.

Below are groups inviting you to join them.

Group	Group Name	Account Type	Action
105109	SAOA	Official	Accept Decline
108867	IHSA Main	Official	Accept Decline
112788	IHSA	Official	Accept Decline

Which Account would you like to sign into?



Step 4: Click Main And click box "Ready to be assigned"



MAIN SCHEDULE PAYMENTS BLOCKS LISTS REPORTS REFLOCKER PROFILE



Jeffrey Engelmann

Ready To Be Assigned

Need Help? ?

Announcements

Special Notices

- SUPPORT ARTICLES
- SUPPORT FORUM
- PRODUCT FEEDBACK



REFLOCKER

PROFILE



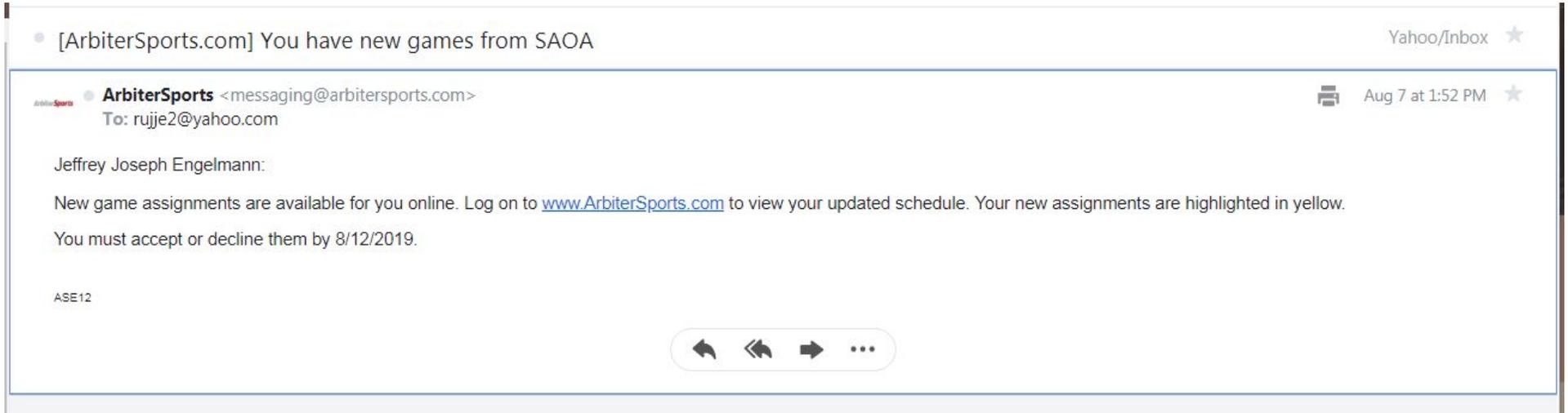
Ready To Be Assigned

Special Notices

-  SUPPORT ARTICLES
-  SUPPORT FORUM
-  PRODUCT FEEDBACK

How to accept an assignment

Step 1: you should receive an email



Step 2: <https://www.arbitersports.com/> and Login

The screenshot shows a web browser window with the URL <https://www.arbitersports.com/> in the address bar. The website header features the Arbitersports logo on the left and a navigation menu with the following items: SOLUTIONS, PRODUCTS, COMPANY, and REGISTRATION. To the right of the menu are two red buttons: 'REQUEST DEMO' and 'LOGIN'. The 'LOGIN' button is highlighted with a blue rectangular box, and the number '2' is written above it. Below the header is a large hero image of a basketball player's hand holding a basketball. Overlaid on this image is the text 'YOUR END-TO-END ACTIVITIES MANAGEMENT SOLUTION FOR OVER 30 YEARS' and a 'WATCH VIDEO' button with a play icon.

ArbiterSports

SOLUTIONS ▾ PRODUCTS ▾ COMPANY ▾ REGISTRATION

REQUEST DEMO

LOGIN

YOUR END-TO-END ACTIVITIES MANAGEMENT
SOLUTION FOR OVER 30 YEARS

WATCH VIDEO

12:41 PM
7/28/2019

Step 3: Select SAOA

ArbiterSports

Jeffrey Engelmann (Official) SAOA (105109)

MAIN SCHEDULE PAYMENTS BLOCKS LISTS REPORTS REFLOCKER PROFILE

Southwestern Athletic Association

Jeffrey Engelmann Ready To Be Assigned

Announcements

Help?

ArbiterPay	1099
Official	
CentralSt8	103921
Official	
UMAC	104711
Official	
CFO	104777
Official	
Central Hub	
SAOA	105109
Official	
IHSA Main	108867
Central Hub	
Apollo Conf.	108977
Official	
MCFOA (D3-NCAA Football)	109387
Official	
NAIA 360 Account	109470
Official	
Central Hub	
NAIA FB	109471
Official	
Central Hub	
Mid-States Football Association	110598
Official	
IHSA	112788
Official	

Step 4: Click Schedule

ArbiterSports

Jeffrey Engelmann (Official) SAOA (105109)

MAIN **SCHEDULE** PAYMENTS BLOCKS LISTS REPORTS REFLOCKER PROFILE



Jeffrey Engelmann

Ready To Be Assigned

Need Help?

Announcements

Special Notices



Step 5: Click Accept or Decline Games Click Submit when done. Accepting games will put them on your Schedule

ArbiterSports

Jeffrey Engelmann (Official) SAOA (105109)

MAIN **SCHEDULE** PAYMENTS BLOCKS LISTS REPORTS REFLOCKER PROFILE

Calendar

Reports

- Schedule
- Outlook Export
- Declined Games

Display

- List View
- View By Day
- View By Week
- View By Month

Legend

Normal

Schedule

Select 'Accept' or 'Decline' for specific assignments. Click 'Submit' when finished, or click 'Exit' to return to the previous page.

Need Help?

Submit Exit

Filter

Date: Future Group: SAOA (105109) Include: Games Apply Filter

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
4177		SAOA	Referee	8/15/2019 Thu 6:00 PM	High School Football, Sophomore Football	Highland High School	Highland	Triad	\$0.00	Accept by 8/11/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Submit Exit