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## 2020 New Referee Information & Checklist

Please complete each of the following steps to be added to the list of referees eligible to receive referee assignments in the above leagues.



***Complete the online form at:***

***<https://idahoassignor.org/new-referee-registration/>***

***I will add you to a new Arbiter group called SWISRA. You must accept membership in this group.***

***Once your information has been added to the SWISRA Arbiter group, two Welcome emails will be sent. One is from [messaging@arbitersports.com](mailto:messaging@arbitersports.com), and the other from me.***

***An effective assigning system depends on referees checking email daily during the season. If you aren't willing to read your email every day, please do not complete this checklist.***

### ***Login to ArbiterSports and Update Your Profile***

1. Please read the Announcements on the home page each time you login
2. Click the **Profile** tab then the **Information** submenu
3. Verify all of the following information: name, email, address, telephone numbers and date of birth. Make corrections as needed.
4. Click **Save**

### ***Set up your ArbiterPay account***

5. Referees are paid by the Idaho Youth Soccer Association (IYSA), not by me.
6. IYSA pays referees through [www.arbiterpay.com](http://www.arbiterpay.com). An ArbiterPay account is required. Referees are paid periodically throughout the season as the leagues pay their referee bills. **REFEREES ARE NOT PAID AFTER EVERY GAME AND ARE NOT PAID IN CASH OR BY CHECK.**
7. Download the instructions from <https://www.arbitersports.com/Groups/Files/refpayforofficials.pdf>
8. Follow the above instructions and set up your account at [www.arbiterpay.com](http://www.arbiterpay.com)

### ***Check that ArbiterPay is set up correctly***

9. Click the **PAYMENTS** tab then the **ArbiterPay** submenu

Al Padley  
Idaho State Assignor  
[assignor.idaho@gmail.com](mailto:assignor.idaho@gmail.com)  
[www.idahoassignor.org](http://www.idahoassignor.org)  
[www.idahosoccerrefs.org](http://www.idahosoccerrefs.org)  
208-841-3560 cell/text

10. If your ArbiterPay account is listed, you have everything set up correctly. If not, follow the instructions you previously downloaded. If you encounter problems, please contact support at [www.arbiterpay.com](http://www.arbiterpay.com) . I can't help you since ArbiterPay acts as a bank and they don't share your account information with me.

### ***Video tutorials to help you learn the ArbiterSports website***

11. We produced many helpful video tutorials on how to use ArbiterSports. Find them at <https://idahoassignor.org/videos/>.

### ***Continue with ArbiterSports setup - Attaching***

12. If you are a player, coach, parent, etc., click the **SCHEDULE** tab then the **Attach** submenu and attach yourself to your team's game schedule. This will create automatic blocks on your calendar so you won't be assigned to ref during your team's games. (*only available after leagues release their season schedules and I have added them to Arbiter*). Know the actual level you are playing in for this season. You may have to scroll to the bottom of the list to find it.
13. If your team's schedule changes, including the addition of tournament games, you must return to the **Attach** page and attach to the new or rescheduled games. It is not automatic.

### ***Block other dates and times on your Arbiter calendar***

14. Click the **BLOCKS** tab then the **Dates** submenu.
15. Set dates and times you are **NOT** available to referee by following the online written and video tutorials
16. Consider blocking the following type dates: all practices, home coming, prom, state high school districts & finals, SAT, ACT, PSAT, vacations, graduations, out-of-area tournaments, etc.
17. Keep blocks up-to-date everyday during the season. **"I forgot to block my calendar" in not an acceptable excuse for declining a referee assignment and will result in removal from the list of referees eligible to receive game assignments from me!**

### ***Set Travel Limits***

18. Click the **BLOCKS** tab then the **Travel Limits** submenu. **DO NOT** set below 40 miles. Trust me.

### ***Check Ready to be Assigned***

19. Click the MAIN tab
20. Mark the "Ready To Be Assigned" checkbox near the top-right. Text is red. (*You cannot receive assignments until you mark this checkbox.*)

- Read and keep the **Additional Information** document handy. It explains how we can work effectively together so you receive the type of assignments you desire.
- Email me if you have any questions
- Congratulations! You are ready to be assigned.