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## 2018 New Referee Checklist

Please complete each of the following steps. Once completed you will be added to the list of referees eligible to receive referee assignments in the above leagues except Idaho Futsal League.

■ **Complete the online form at:**



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

***You will be added to a new Arbiter group called SWISRA. This is a different group than the one you used to sign up for your referee clinic. You will need to accept being a member of this new group.***

***Once your information has been added to the SWISRA Arbiter group, a Welcome email will be sent from [messaging@arbitersports.com](mailto:messaging@arbitersports.com) (please make sure this address is in your email whitelist and double check your junk/spam folder). The Welcome email will include login instructions to Arbitersports.com (our online assigning website) at [www.arbitersports.com](http://www.arbitersports.com).***

***Referees are expected to be diligent about checking email daily during the season. If you aren't willing to do this, you shouldn't expect any referee assignments.***

***I also send bulk text messages during the season. If a parent would also like to receive these text messages, they may sign up at [www.idahoassignor.org/emergency-text-messages/](http://www.idahoassignor.org/emergency-text-messages/).***

■ **Login to Arbitersports**

1. The first time you login you will be required to accept the Terms and Conditions and reset your password
2. Read all of the Announcements on the home page each time you login
3. Click the **Profile** tab then the **Information** submenu
4. Fill in your complete address including zip code - **no address means no assignments**
5. Check that your birthdate is correct
6. Check the phone numbers for accuracy and add a cell, home or work number, if applicable
7. Select a carrier for all cell phone numbers
8. If you haven't supplied a photo, click **Picture** and upload a photo of yourself
9. Click **Save**

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

10. 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.**
11. Download the instructions from <https://www.arbitersports.com/Groups/Files/refpayforofficials.pdf>
12. Follow the instructions and set up your account at [www.arbiterpay.com](http://www.arbiterpay.com)

### ***Review written and video tutorials on how to use the ArbiterSports website***

13. There are video tutorials on the Idaho Assignor website at [www.idahoassignor.org](http://www.idahoassignor.org). Click the **Videos** menu at the top of the page.
14. There are also written and video tutorials available on the ArbiterSports Help website at <https://arbitersports.force.com/officials/s/>.

### ***Continue with ArbiterSports setup***

15. Login again to ArbiterSports at [www.arbitersports.com](http://www.arbitersports.com)
16. 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)*
17. 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.

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

18. Click the **PAYMENTS** tab then the **ArbiterPay** submenu
19. 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 is a bank and they don't share your info with me.

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

20. Click the **BLOCKS** tab then the **Dates** submenu.
21. Set dates and times you are **NOT** available to referee by following the online written and video tutorials
22. Consider blocking the following type dates: all practices, prom, state high school districts & finals, SAT, ACT, PSAT, vacations, graduations, out-of-area tournaments, etc.
23. 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 you being removed from the list of referees eligible to receive game assignments from me!**

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*

### **Set Travel Limits**

24. Click the **BLOCKS** tab then the **Travel Limits** submenu.
25. Because of the way ArbiterSports calculates travel distances, I recommend that Travel Limits be set to a minimum of 40 miles. If set below 40, you may not get the assignments you are expecting. (*Failure to set travel limits properly means you won't get any assignments.*)

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

26. Click the MAIN tab
  27. Check the "Ready To Be Assigned" checkbox near the top, center-right. Text is red. (*You will not get any assignments until you mark this checkbox.*) It is highly recommended that you sign up for the "Connected" service on ArbiterSports
- The "Connected" service costs \$7.95 or less per year, but allows you to get text messages and use multiple email addresses. It is especially valuable when a parent is helping to manage a youth referee's schedule.
  - Login to ArbiterSports and click the "Connected" tab. You will be able to read more information about the service and sign-up.
  - Once you have completed all of the items on this checklist, send me an email and let me know.
  - Read and keep handy the **Knowledge Base** document. The Knowledge Base explains how referees can work well with their assignors and received the type of assignments they desire.
  - Email me if you have any questions
  - Congratulations! You are ready to be assigned.

**Failure to follow these instructions and the accompanying Knowledge Base document is the number 1 reason referees are removed from the referee assigning list. Please be a responsible professional.**