

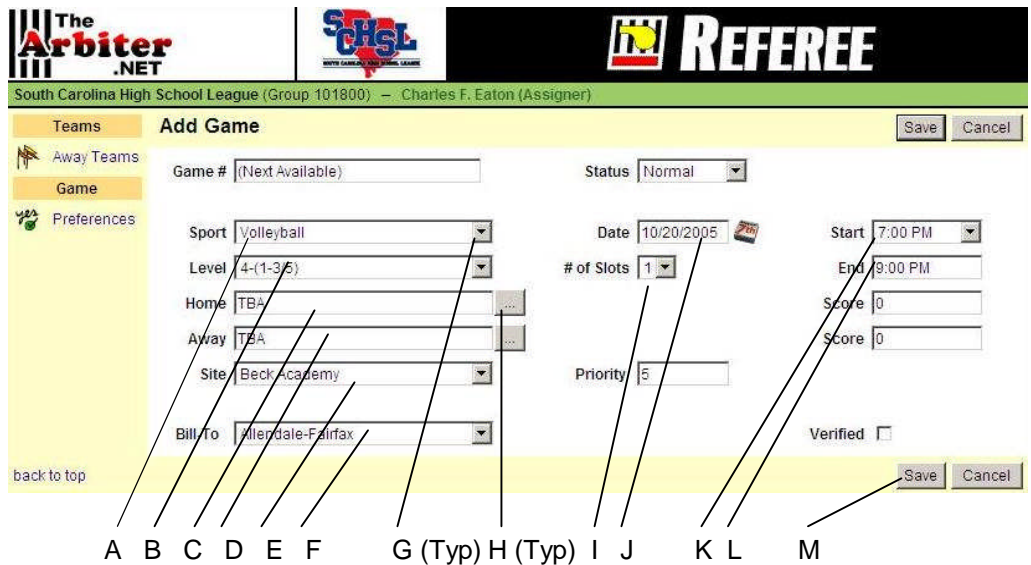
VOLLEYBALL SCHEDULE

Schools are now responsible for entering their volleyball schedule on the computer. Please follow the instructions below.

(Due on or before **MAY 1, 2011**)

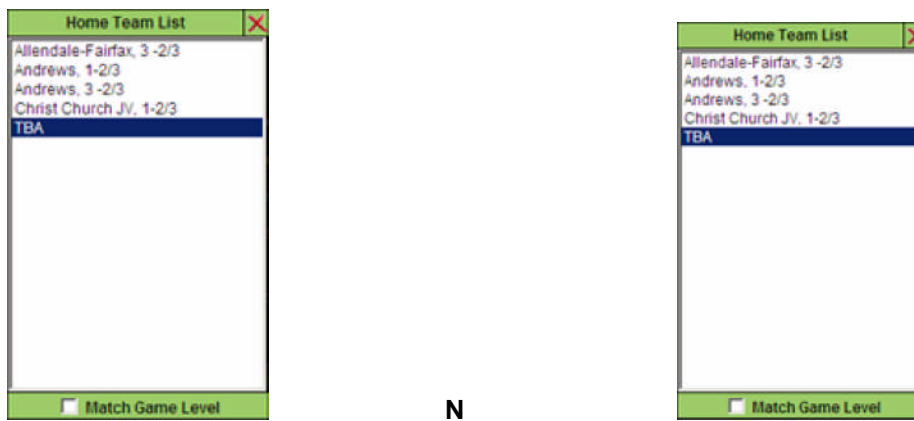
The booking system allows schools to enter all game information, thus reducing the potential for mistakes and omissions of games. The following steps are required to access the booking program and entering the game information:

6. Be certain that the League Office has a valid email address for the AD or other person who will be entering the game information. When this is done, instructions for logging into the booking program can be accomplished.
7. Log onto the internet at: www.arbitersports.com
8. If this is the first time you log in, follow the instructions for logging in as sent from the League Office when the email was submitted.
9. Click on "**Schedules**"; A **Games Schedules** menu will appear.
10. Select the SPORT: **Volleyball** under the **GAMES** column click on the "**0 Games or # Games**" item listed there. This will open the Add Games menu, which allows you to add/enter the game information.



6. This will be the place that your **HOME** game information is entered. **NOTE: Do not combine JV and Varsity games as a double header. Each must be treated as a separate team.**
7. Insure that "Volleyball" shows in the **SPORT** (Item "A") block. If Volleyball does not show, use the drop down arrow (Item "G") to get the choices and click on "Volleyball".
8. Select the correct **LEVEL** (Item "B") per the list below. Use the drop down arrow (Similar to Item "G") to see the choices and click on the correct choice.
 - a. 1-2/3 One 2 out of 3 game match
 - b. 2-2/3 Double Header 2 out of 3 game matches
 - c. 3-2/3 Trimatch 2 out of 3 game matches
 - d. 4-(3/5) One 3 out of 5 game match

- i. Insure that you correct team name is in the **HOME** block (Item "C"). If your team name does not show, use the drop down browse button (Item "H") to get the choices and click on your correct team name. If you do not see your opponent, make sure that the Game Level (Item "N" below) box is unchecked (this will show teams in **ALL** classes/levels. **NOTE: The Varsity will be listed by your school name and the JV will be listed as <School Name> JV.**



6. Using the drop down browse button (Similar to Item "H") select the **AWAY** team (visitors). If you do not see your opponent, make sure that the **MATCH GAME LEVEL** box (Item "N") is unchecked (this will show teams in **ALL** classes/levels.
7. Enter the **SITE** (Item "E") using the drop down arrow (Similar to Item "G") (your place or some other place from the menu such as a college or municipal field, if available) **NOTE: If your off-campus site is not listed, Contact your Assignor who can take action to get it listed.**
8. Next, enter the **DATE START** (Item "J") (the **END DATE** will automatically be entered).
9. Enter the number of officials desired in the **# OF SLOTS** (ITEM "I") block.
10. Enter the **TIME START** (Item "K") (the **TIME END** [Item "L"] will automatically be entered). **NOTE: If you have a JV/Varsity Double Header, you must manually end the first game at least 5 minutes before the scheduled start of the second game. Arbiter will not let you overlap or double schedule teams, times, dates or sites.**
11. **REMEMBER TO CLICK THE SAVE BUTTON (Item "M") TO FINISH ENTERING THE GAME INFORMATION. IF THIS IS NOT DONE, YOUR GAME INFORMATION WILL BE LOST!!!!**
12. Repeat the steps above until you have entered all of your **HOME** games.
13. When ALL HOME games are entered, click on the SPORT GAMES # and you will see all of the games that you entered.

TROUBLESHOOTING:

6. If you cannot access the booking program, make sure that the League Office has a valid email address for the person who is attempting to enter the system and that he/she is listed as a Contact for your school/team.
7. If you cannot find your opponent under the AWAY TEAM "drop down" make sure that the GAME LEVEL box is unchecked; this will not be a problem if you are playing an opponent which is the same level as your team i.e. 1A, 2A, etc. However, if you are playing an opponent of a higher or lower level, the GAME LEVEL box must be blank to see those opponents.
8. If you cannot find the SITE where your game is to be played, it may be that SITE is not in the system and the SITE will need to be added by the League Office.
9. If an error message appears stating that: "You or your opponent already have a game on that date or at that site", then you must check with your opponent, as, most likely, there is a conflict between your schedules. (i.e. your dates do not agree or your opponent has another school scheduled.).