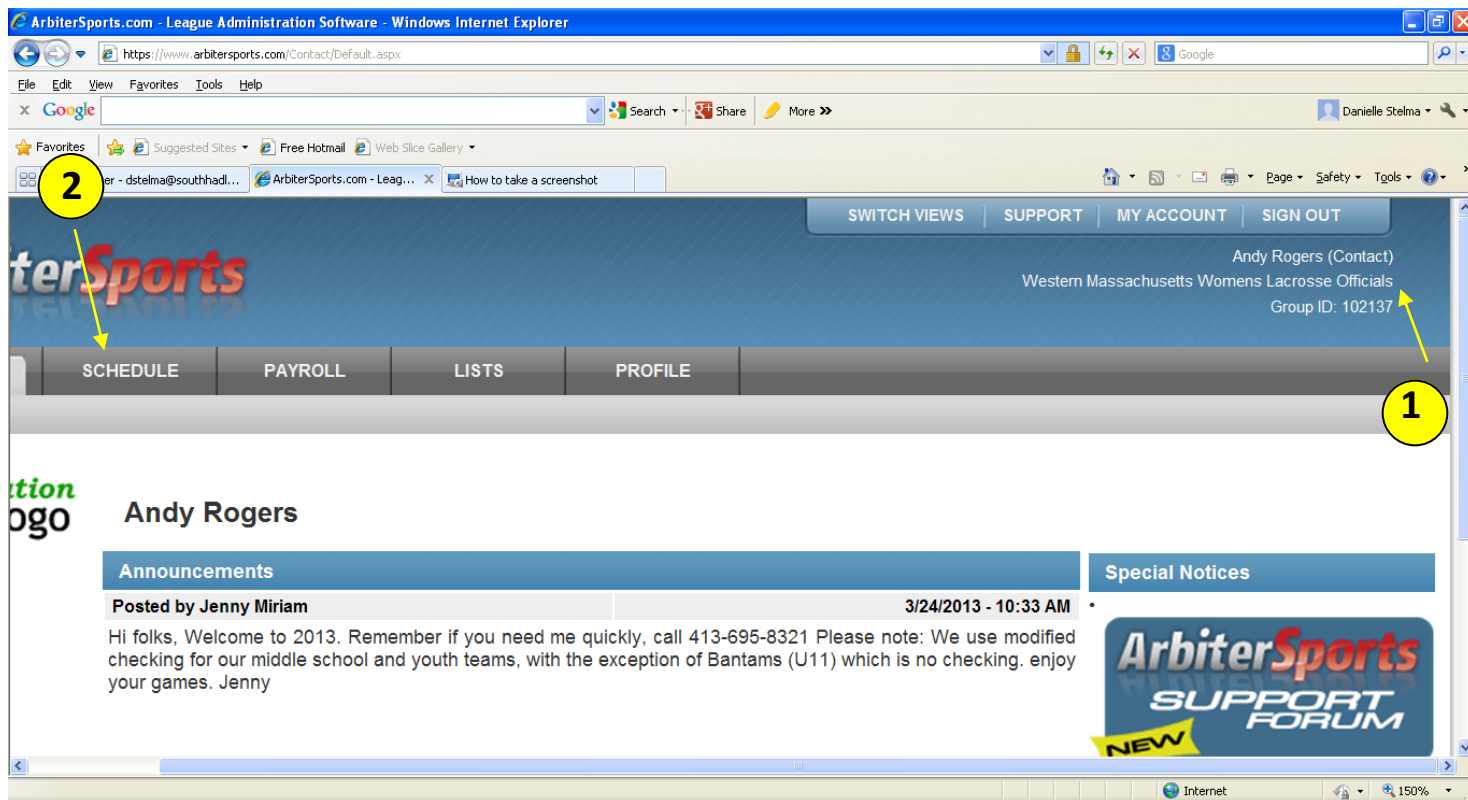


For the 2015 season, Katie Hopp (Lacrosse referee assignor) is asking that coaches add their home games directly to www.arbitersports.com. If you follow the steps below, it should take less than five minutes to get your team's home games into the system.

If you have any questions, contact Katie Hopp. Contact info can be found on the Arbiter.

1. Log into the Arbiter sports website using your email and password. Katie will be sending you an invite email if you are new to the system. Your initial password is your last name and you should change it once you log in. In some cases, your town may just have one account and your coordinator should be able to pass that out to you. If your account has multiple options, look for "Western Mass Women's Lacrosse Officials" and click on the little icon to the right of the organization.



2. Once you are logged in, click on the word "Schedule" in the grey banner that runs across the top

3. Under the next page, look for your team name/school and level. For the youth, Bantams are U11, Juniors are U13, and seniors are U15. Click on the number under the "Games" column

Type	Name	Sport	Level	Create 1099	Games
Bill-To	South Hadley Youth			1099	12
Site	S Hadley Middle				0
Site	S. Hadley Middle School 2				0
Site	South Hadley HS				0
Site	South Hadley Town Farm - Back Field				6
Site	South Hadley Town Farm - Front Field				0
Site	Town Farm				14
Team	S. Hadley	Lacrosse	U13		0
Team	SH Black	Lacrosse	U15		8
Team	SH Orange	Lacrosse	U15		6
Team	South Hadley	Lacrosse	U15		0
Team	South Hadley	Lacrosse	U13		6
Team	South Hadley	Lacrosse	U11		0

4. This is the screen where you add the games. You may see some of your away games already entered, remember, you are just entering your home games!!! Look for the green plus sign right under "Edit Game Schedule"

4

Group	Game	Date & Time	Site	Sport & Level	Home	Away	Notes	Slots
102137	149	4/23/2013 Tue 6:15 PM	Town Farm	Lacrosse, U15	SH Orange	Monson	[0/3]	[0/3]
102137	150	4/26/2013 Fri 6:15 PM	Town Farm	Lacrosse, U15	SH Orange	Agawam White	[0/3]	[0/3]
102137	159	5/2/2013 Thu 6:15 PM	Town Farm	Lacrosse, U15	SH Orange	West Springfield	[0/3]	[0/3]
102137	152	5/14/2013 Tue 6:30 PM	Town Farm	Lacrosse, U15	SH Orange	Long Black	[0/3]	[0/3]
102137	153	5/28/2013 Tue 6:30 PM	Town Farm, Front Field	Lacrosse, U15	SH Orange	Wilbraham White	[0/3]	[0/3]
102137	154	5/30/2013 Thu 6:30 PM	Town Farm	Lacrosse, U15	SH Orange	Dalton	[0/3]	[0/3]

5. A new screen pops up. For your home games, enter the following data:

a. Game date

B. Start time (end time doesn't matter)

C. Away team (make sure you have the correct away team if a town has more than one team. Ex. Agawam White vs Agawam Orange.

D. Site: enter your home field.

E. Once you are done, hit "save" and repeat the process until all of your home game are entered.

The screenshot shows the 'Add Game' form in the Arbitersports.com interface. The form is titled 'Add Game' and contains several input fields and buttons. Annotations are placed as follows:

- A**: A yellow circle with a red arrow pointing to the 'Date' field, which contains '5/17/2013'.
- B**: A yellow circle with a red arrow pointing to the 'Start' time dropdown menu, which is set to '6:15 PM'.
- C**: A yellow circle with a red arrow pointing to the 'Away' team dropdown menu, which is set to 'West Springfield, U15'.
- D**: A yellow circle with a red arrow pointing to the 'Site' dropdown menu, which is set to 'Agawam High'.
- E**: A yellow circle with a red arrow pointing to the 'Save' button.

Other visible fields include 'Game #' (Next Available), 'Sport' (Lacrosse), 'Level' (U15), 'Home' (SH Orange, U15), and 'Status' (Normal). There are also 'Save' and 'Cancel' buttons at the top right of the form.

6. The last item you should do is add your contact information. To do that, click on "My Account" at the very top right corner of your screen. Make sure to add your address and phone numbers where an officials/opposing coach can contact you in case of cancellation.

The screenshot shows the user account menu in the Arbitersports.com interface. The menu is located at the top right of the page and contains the following items:

- SWITCH VIEWS
- SUPPORT
- MY ACCOUNT
- SIGN OUT

Annotation **6** is a yellow circle with a red arrow pointing to the 'MY ACCOUNT' link. Below the menu, the user's name 'Danielle Stelma' is visible. At the bottom of the page, there is a navigation bar with links for 'SCHEDULE', 'PAYROLL', 'LISTS', 'PROFILE', and 'CALENDAR'. The 'Add Game' form is partially visible at the bottom, showing 'Save' and 'Cancel' buttons.