

ArbiterSports

Assignments

Thursday, October 18, 2018

You will be notified via email if you have new or changed assignments in the system. It is important that you react to these messages in a timely manner. Be aware that occasionally you will get such an email and nothing will appear different to you. It may be that your partner has changed or the time is different. In these instances, just check that you show as having accepted the assignment and take note of your current partners, the date and time of the game. It is not necessary to alert the assignor via email that you got sent an unnecessary notice. Instructions for using this part of the system are as follows:

Click on the link for "Schedule."
Click either "Accept" or "Decline" for each assignment as appropriate.
Click the "Save" button at the top or bottom of the page when finished.

Other Schedule

You can view partners, send out reminder emails, etc. by clicking on the game number at the left side of an assignment.

The Standard View will show you all assignments from today's date forward for **all groups** you are in. You can filter the list if desired to show only assignments from a particular assignor by unchecking the boxes for other assignors at the top left of the screen.

To show all assignments, including those in the past, click the "Show All" box at the left of the screen. This is helpful if you need to submit a report on past assignments. (The "R" icon is the link to submit a game report.)

Although the Standard View gives you the most information on one screen by using a table format, you can also view your schedule by day, week or month by choosing the appropriate option on the left side of the screen.

Each sport assignor can determine whether or not to allow assignments that have already been accepted to be turned back through the system.

If your assignor **does** allow this, simply click the "Turn Back Assignment" link on the right side of the assignment from within your Schedule page.

If your assignor **does not** allow assignments to be turned back through the system, **you must call or email and ask to be removed from an assignment. If you leave a message or send an email, make sure the assignor responds.**

YOU ARE RESPONSIBLE TO OFFICIATE ANY ACCEPTED ASSIGNMENTS UNTIL YOUR

NAME IS NO LONGER ON THE ASSIGNMENT IN ARBITER. If necessary, keep contacting your assignor via phone or email until the matter is resolved.

To individually accept or reject assignments, click the "Detail ID" button at the far left for the assignment in question.

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