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Enter your email address and your temporary password, which was sent to you in an email, titled Welcome to the Arbiter.

Click "Sign In"



You are now at the "Start Page"

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Under "Account"

Click "Information"

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Please complete your personal information. Including your phone numbers.

Under "Account", click "Phones".

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**Important to add your phone numbers** so Athletic Directors can reach you at, in case of a cancellation.

Click on the + sign in the red box to add your home, cell and work #'s.

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Click on the "green checkmark" This will save your information.

Do this for every phone number entered.

Once all your numbers are entered, click "Exit"

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You will now be on your personal information screen. You may change your Password on this page.

Once everything is inputted, then click "Save".

## **TO BLOCK OR UNBLOCK DAYS**



From the "Start Page"

Under "Blocks"

Click "Calendar"

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Located on the left hand-side of the page select one of the options under "Action"

- "View Schedule" is what you are looking at the whole view of the month.
- "Block All Day" is when you wish to block the whole day off.
- "Block Part Day" is when you can block off a certain time period that you are not available.

"Clear Blocks" - is when you can remove a blocked day.

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To Block off a whole day. Make sure you are on the correct month. To change the month, there is a drop down menu, find the month you wish to work on .

Then click on the day that you wish to block off as not being available. The day will turn "RED"

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At the bottom of the screen, you will see the day you blocked in "RED", If you wish to remove this block, just click on the little "red garbage can" at the bottom of this screen.

)2818		Connecticu	t Field Hock	ey Assn Official	s Board		
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Open Day	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
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If you wish to only block off certain times that you are not available. Click on "Block Part Day". This will open up the Time Range and the Date Range fields to allow you to pick times or even certain days.

Action O View Schedule	Calendar Action - "Block F	Part Day"					Exit
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To delete the Block Part Day, just click on the "Red Garbage Can" on the bottom of the screen.

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By Clicking on the "Clear Blocks" and clicking on the day(s) on the calendar you wish to change to be now available. To remove a series of days you would need to click on each one of them one at a time.

## **TO VIEW YOU SCHEDULE**



From the "Start Page". Click on "schedule" on the top left.

If there is a number in parenthesis, this represents the number of new games you need to accept or decline.

## **TO ACCEPT OR DECLINE GAMES**

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Legend	33331	Official	9/6/2007 Thu 4:00 PM	Field Hockey, Scrimmage	Hotchkiss School	Hotchkiss School	Granby High School	\$0.00	Accept by 8/8/2007				
Normal New	26389	Official	9/8/2007 Sat 7:00 AM	Field Hockey, Varsity	Farmington High School	Farmington High School	тва	\$75.47	Accept by 8/8/2007				
Notified Attachment	20447	Official	9/11/2007 Tue 3:45 PM	Field Hockey, Varsity	Glastonbury High School	Glastonbury High School	Enfield High School	\$75.47	Accept	Accept	Accept	1	
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On the right hand side are 2 columns....accept or decline. When accepting a game, click on the green box, when declining a game click on the red box.

ALWAYS click SUBMIT , when you are finished.

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Once your games are accepted. You can view your partner by clicking on the game #.

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To view your whole schedule for the season, click on "Show All" on the left.

To get directions to a school or Athletic Director's information, click schools name under site.

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Farmington High Sch	ool, Nelle Andrews (coach)	Head Coach DI	njandrews@sbcglobal.net	860-526-8898 (Home)
Esca	ijeda, Terri	District I AD	escajedat@fpsct.org	673-2514 x1124 Ext 1124
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To get directions to the school, click on the school address on the top. Mapquest will appear.

## **TO PRINT YOUR SCHEDULE**



From "Start Page", click- Schedule

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Legend	33331	*	Official	9/6/2007 Thu 4:00 PM	Field Hockey, Scrimmage	Hotchkiss School	Hotchkiss School	Granby High School	\$0.00	Accepted on 8/1/200
Normal New	26389	*	Official	9/8/2007 Sat 7:00 AM	Field Hockey, Varsity	Farmington High School	Farmington High School	тва	\$75.47	Accepted on 8/1/200
Notified Attachment	20447	*	Official	9/11/2007 Tue 3:45 PM	Field Hockey, Varsity	Glastonbury High School	Glastonbury High School	Enfield High School	\$75.47	A
	20468	*	Official	9/11/2007 Tue 5:15 PM	Field Hockey, JV	Glastonbury High School	Glastonbury High School	Enfield High School	\$49.04	Accepted on 8/1/200
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From "Game Schedule" page, click "Schedule" under Reports.

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From "Print Schedule" page select dates, click  $7^{th}$  icon – a calendar will appear.

Click the starting date – example 9/1 Then click ending date – example 11/17

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Now select one choice from the Export Format. Once this is done, click on PRINT PREVIEW.