

ARBITER GAME – GETTING STARTED CHECKLIST



Follow this guide for a smooth start and long-term success with Arbiter Game

You don't need to complete everything at once.

Each item links to a related help article if you need guidance along the way.

STEP 1 ACCESS

☐ **ACTIVATE YOUR GAME ACCOUNT**

- Go to www.arbiter.io on your web browser.
- Set your password, confirm access, and verify you can log in successfully.

STEP 2 PEOPLE

☐ **ADD & MANAGE STAFF**

Add current/remove outdated staff members

☐ **UPDATE PERMISSIONS**

Confirm permissions for admins, other staff

STEP 3 SETTINGS

☐ **REVIEW SCHOOL INFO**

This is the public info viewable on website

☐ **REVIEW PREFERENCES**

Ensure your notification preferences are correct

☐ **iCal FEED**

Create any custom calendar feeds you need

STEP 4 RESOURCES

☐ **ADD MISSING OPPONENTS**

Don't delete existing opponents—add any missing ones--search by ZIP

☐ **REVIEW & UPDATE SITES/SUBSITES**

Search by ZIP code first; create only if not found

☐ **REVIEW TEAMS & SET-UP**

Set defaults to maintain scheduling consistency

☐ **ADD SMART SCHEDULER FOR TEAMS**

Enable and configure to support automated scheduling.

STEP 5 SCHEDULE

☐ **LEARN TO FILTER**

Create advanced filters and sort contracts etc.

☐ **ADD A SINGLE TEAM EVENT**

Your team defaults will be visible, adjust as needed

☐ **ADD A NON-TEAM EVENT**

Select Other Event and add the details.

☐ **IMPORT GAMES IN MASS**

Use Template to create a csv import of any schedule

STEP 6 REPORTS

☐ **VIEW PRINTABLE SCHEDULES**

To share with students, staff, etc

☐ **OTHER SCHEDULE REPORTS**

View by Opponent, Team, Day, Week

☐ **CREATE ELIGIBILITY REPORT**

Generate by team



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