

# 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](http://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Add current/remove outdated staff members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



1-800-311-4060

[support@arbitersports.com](mailto:support@arbitersports.com)

## 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