

ARBITER REGISTRATION – GETTING STARTED CHECKLIST



Follow this guide for a smooth start and long-term success with Arbitrator Registration

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 REG ACCOUNT**

- Open email from messaging@arbitersports.com
- Accept the invitation link
- Select Create Account
- Note: Your Registration Account setup is separate from Game access--you MUST do this step In addition to your Game set-up.

STEP 2

ORGANIZATION

☐ **ADD & MANAGE USERS**

Ensure permissions are set according to the role/access needed

☐ **EDIT LANDING PAGE**

Customize the home page of your registration portal

☐ **SET LANGUAGE PREFERENCES**

Enable Google Translate or specific languages; translation is activated per page via the widget

STEP 3

PROGRAMS

☐ **EDIT FALL 2026-27 PROGRAM**

Review content and make edits as needed

☐ **PREVIEW PROGRAM**

View the form that participants will use to register

☐ **PUBLISH & TEST PROGRAM**

Submit test registration for your program

☐ **ANNOUNCE REGISTRATION**

Sample announcement for website/email blast

STEP 4

REPORTS

☐ **CREATE & SHARE APPROVAL REPORT**

Create a report to organize the data collected from your registrations

☐ **SHARE EMERGENCY CONTACTS**

Generate emergency cards for quick access when needed

☐ **SEND QUICK CONNECT EMAIL/TEXT**

Email/text participants

☐ **TRACK ATTENDANCE**

Share attendance report with coaches

STEP 4

INVITATIONS

☐ **PREPARE CSV FILE**

Add student data to template and save as .csv file

☐ **CREATE AND SEND INVITATIONS**

- Upload file
- Map fields
- Customize email
- Send invitations



Admin & Staff Help

[FAQs](#)

1-800-311-4060

support@arbitersports.com

Family Help

[FAQs](#)

1-800-311-4060

registration@arbitersports.com