

# ARBITER REGISTRATION – GETTING STARTED CHECKLIST



**Follow this guide for a smooth start and long-term success with Arbiter 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](mailto:support@arbitersports.com)

#### Family Help

##### FAQs

1-800-311-4060

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