



Your schedule migration is complete. Use this checklist to review your schedules, verify your data, and complete recommended next steps. Following these steps in order will help ensure an efficient transition while minimizing issues for your opponents and assigners.

CHECK SITES

RESOURCES → SITES

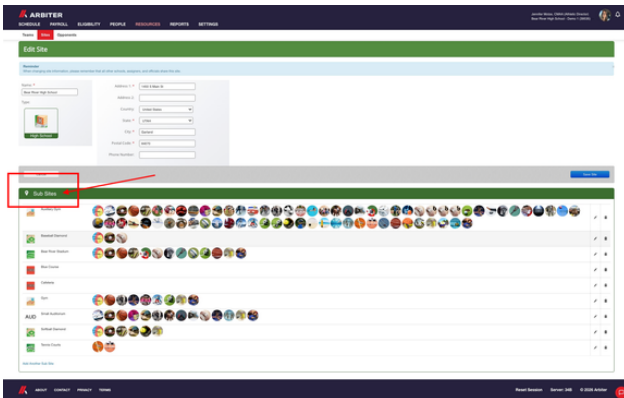
SCHEDULE PAYROLL ELIGIBILITY PEOPLE RESOURCES REPORTS SETTINGS

Teams Sites Opponents

- Remove duplicate sites and any locations where your school does not host events

CHECK SUB-SITES

CLICK ON SITE TO OPEN DETAILS




- Look for duplicates or sub-sites assigned to the site
- Click the trash can to merge them into the correct site or sub-site

CHECK TEAMS

RESOURCES → TEAMS

SCHEDULE PAYROLL ELIGIBILITY PEOPLE RESOURCES REPORTS SETTINGS

Teams Sites Opponents

- Look for duplicate/unwanted teams
-  [Merge the Teams](#) (Don't delete if merge option available)



SET TEAM DEFAULTS

- If you haven't already done so, [Set Home Default Sites](#)
- Add/Update the Assigning Group if applicable
- Add typical start time
- Set game duration -- To minimize facility conflicts, it's better to underestimate slightly than to block facilities longer than necessary
- Optional: Add Workers & Smart Scheduler defaults

CHECK SCHEDULES

REVIEW HOME GAMES FIRST

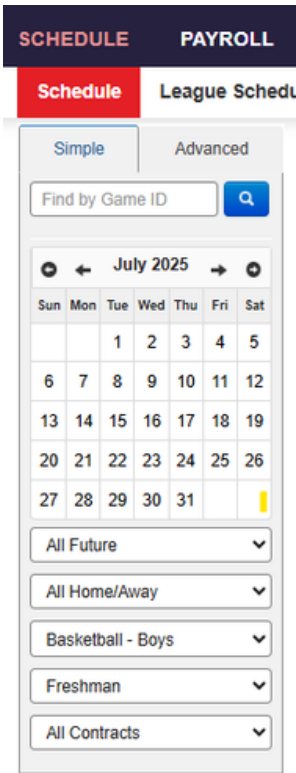
- Set Filter for: All Future, **HOME**, Specific Sport
- Confirm Event Accuracy (use split screen with source data)
 - If you have duplicates → [Delete the Incorrect Event](#)
 - TIP: Keep the event with the most accurate details
- Events missing? Manually add it.
- Accept Contracts In Bulk ([Select All](#) → [Action Accept Contracts](#))

- Adjust Game Durations as needed
- Add/Edit Sites/Sub-sites as needed
- Send [Games to Assigner In bulk](#)

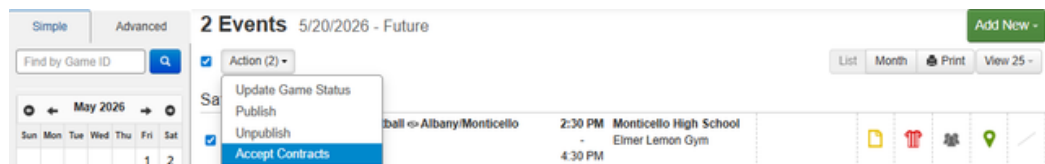


CHECK SCHEDULES

REVIEW AWAY GAMES NEXT

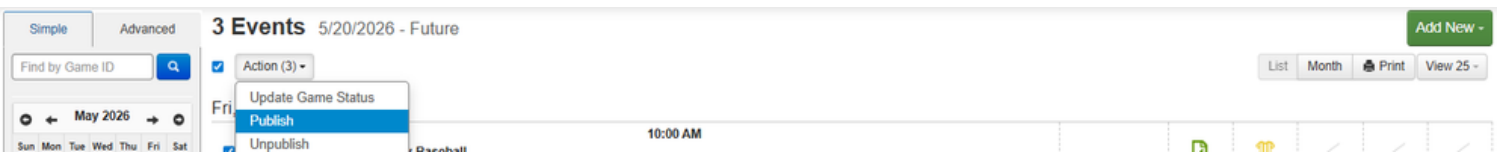



- Set Filter for:
 - All Future, **AWAY**, Specific Sport
- Confirm Event Accuracy (use split screen with source data)
 - If you have duplicates → DECLINE ONE
 - TIP: DECLINE the event with the least accurate details
- Events missing? Manually add it.
- Accept Contracts In Bulk ([Select All](#) → [Action Accept Contracts](#))



PUBLISH GAMES

FILTER BY TEAM SCHEDULE



- Once ready to make your schedule live on your new Arbiter website, you will want to filter your schedule for the applicable team and select all then →  [Publish Games in Bulk](#)



If you'd like to get ahead on next year's details, here are a few more Items you can take care of In Arbiter Game.

TRANSPORTATION

 [Add Transportation Details](#)






Transportation Request Required

Dismiss Students: Bus: *
Van: * Transportation Company:
Car: * Cost:
Lift Bus: *
Departure Time:
Return Trip: *
 This request has been communicated to our Transportation Officer *
 This request has been approved *
[Comments](#)





EVENT DETAILS

 [Add Game Workers](#)

Thu, September 24, 2026


 Girls Varsity Volleyball vs Hillcrest High School - Demo 7:00 PM TEST - Duchesne High School Auxiliary Gym 8:30 PM    


Event Workers

 Announcer	Elliott Winberg	45 mi	\$80.00		<input type="button" value="Unassign"/>
 Judge	Brandin Shumac	2045 mi	\$60.00		<input type="button" value="Unassign"/>

[Add Event Workers](#) [Print Voucher](#)

 [Add Event Links](#)

 Ticket Link:

 Streaming Link:

Have Questions? Join one of our webinars... [REGISTER HERE](#)