

ARBITER WEBSITES – GETTING STARTED CHECKLIST



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

- LOG IN TO ADMIN CONSOLE**
 - Click your Arbiter Website URL
 - Scroll to bottom of page
 - Click on 'Web Admin'
 - Use 'Lost Your Password?' link to create a new password

- LEARN ABOUT ADMIN VIEW**

Take a quick tour of your new website.

STEP 2

TOOLS

- ADD & MANAGE USERS**

Grant permission to staff members and assign pages to them on the Arbiter Website.

- IMPORT USERS**

Bulk add staff members to give them admin access.

- CONFIGURE ACCESSIBILITY SETTINGS**

Bulk add staff members to give them admin access.

STEP 3

SETTINGS

- MANAGE WEBSITE MENU**

Organize content under navigation menu to help your school community find necessary information.

- ENABLE MULTIPLE LANGUAGES**

Allow visitors to view your website in their preferred language.

STEP 4

CONTENT

- TOUR YOUR HOMEPAGE**

Get familiar with the homepage layout.

- MANAGE SITE STRUCTURE**

Your sitemap serves as the control center for organizing pages and website navigation.

- ADD, EDIT, PREVIEW, PUBLISH PAGES**

Review content and make edits as needed & preview content for publishing.

- ADD TEAM PHOTO**

Personalize your team pages.

- ADD TEAM DETAILS**

Update the 'About the Team' content displayed on team pages.

- POST ARTICLES OR NEWS ITEMS**

Review content and make edits as needed

- PUBLISH PHOTO GALLERY**

Review content and make edits as needed

- UPLOAD & ORGANIZE FILES**

Promote important news and timely information.

- CREATE CONTENT POPUPS**

Promote important news and timely information.



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