

# SCHEDULING ALIGNMENT IN ARBITER



## Shared Best Practices for Athletic Directors & Assigners

When Athletic Directors enter schedules in Arbiter Game and Assigners manage assignments in ArbiterOne, both sides are working in a connected system. Early alignment helps reduce duplicate work, confusion, and rework later in the season.

## HOW THE SYSTEMS WORK TOGETHER

### Athletic Directors

- Enter games directly in Arbiter Game
- Manage how events are displayed, communicated, and reported

### Assigners

- Access school-entered games directly in ArbiterOne
- Review and accept games (or enter manually — not recommended)
- Assign officials, with assignments visible to Athletic Directors

## WHAT TO ALIGN ON EARLY

As schedules are built in Arbiter, some differences between assigning workflows and school needs may naturally surface. This is common and expected — and easiest to address early with shared agreement.

- **Event Structure** - Separate boys and girls events vs. combined or coed entries
- **Levels of Play** - Individual levels (Varsity, JV, Middle School) vs. combined levels
- **Game Locations** - Consistent site (location) naming for clarity and publishing
- **Account Structure** - How middle school and high school events are handled
- **Scheduling Responsibility** - Who enters games and when

 *Pro tip: Many leagues create a simple shared reference that outlines how each school, team, and level is labeled in Arbiter. This gives Athletic Directors and Assigners a common playbook and helps prevent confusion later.*

## THE GOAL

- One shared source of scheduling information
- Fewer duplicate entries
- Clear expectations between schools and assigners
- Less cleanup during the season

*A short conversation upfront saves time for everyone.*



### Need Support?

Help guides and resources are available to assist both schools and assigners with managing schedules and incoming games in Arbiter.

[Resource Library](#)

1-800-311-4060

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