

# SCHEDULING ALIGNMENT IN ARBITER



## Shared Best Practices for Athletic Directors & Assigners

*In Arbiter, Athletic Directors enter schedules and Assigners manage assignments within the same connected system. Aligning early helps avoid duplicate work and miscommunication.*

### 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 schools begin building schedules in Arbiter, workflow differences between assigners and schools may become apparent. Early communication and alignment make these adjustments simple.*

- **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 TIPS

- **Leagues & Conferences:** Develop a common naming reference for teams and levels so all schools are working from the same standard.
- **Assigning Groups:** ADs should build schedules first, verify accuracy, and then connect games to an assigning group through a mass update.

### THE GOAL

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



#### 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  
[support@arbitersports.com](mailto:support@arbitersports.com)