

## ARBITER AND BLOCKING YOUR SCHEDULE

April 2011

Scheduling is done through arbiter.

Referees should update all information in their arbiter account, including phone numbers. You must have a current cell number, so I can contact you before game. If any of your information changes, including phone numbers or email addresses, it is your responsibility to update your information.

Upload a current photo to arbiter.

Block your schedules regularly.

Please accept/decline games quickly - you will get 24 hours to respond, before I re-assign the game to another referee.

**Check email daily** during soccer season.

**Blocking your schedule** is done through Blocks and not Schedule. This is for when you are NOT available to work.

Click on Blocks, then click on either:

- Block all day
- Block part day

Then click on the date you want to block. For partial day blocks, include the time range.

To change, click on Clear Blocks, and then on the date you want to change.

Data is saved automatically.