

2012 Checklist to Receive Referee Assignments

Please complete each of the following steps. Once completed you will be added to the list of referees eligible to receive referee assignments in the above leagues.

- **Add assign@swisra.org to your email contact list**
- **Send Al an email* at assign@swisra.org with the following details:**
 1. Name
 2. Email Address
 3. Cell phone (if you have one) - tell me it's your cell phone
 4. Home phone - tell me it's your home phone
 5. Birthdate
 6. A photo of yourself
- * By sending this email request, you are agreeing to receive emails from Al Padley and from the Southwest Idaho Soccer Referee Association (SWISRA). If you would like to receive Assignor Update emails at an additional address, e.g. home and office or add a parent email, please sign-up at www.swisra.org/email-updates/.
- **You will receive a Welcome email from assign@swisra.org (please make sure this address is in your email whitelist and double check your junk/spam folder). The Welcome email will include login instructions to ArbiterSports.com (our online assigning website) at www.arbitersports.com .**
- **Login to ArbiterSports**
 7. The first time you login you will be required to accept the Terms and Conditions and reset your password
 8. Read all of the Announcements each time you login
 9. Click the **Profile** tab then the **Information** submenu
 10. Fill in your complete address including zip code
 11. Check that your birthdate is correct
 12. Check the phone numbers for accuracy and add a cell, home or work number, if applicable
 13. Select a carrier for all cell phone numbers
 14. If you haven't supplied a photo, click **Picture** and upload a photo of yourself
 15. Click **Save**
- **Set up your RefPay account**
 16. The Southwest Idaho Soccer Referee Association (SWISRA) pays referees through www.refpay.com . A RefPay account is required. Referees are paid once or twice a season when the leagues pay their referee bills. Referees are not paid after every game.
 17. Download the instructions from <https://www.arbitersports.com/Groups/Files/refpayforofficials.pdf>
 18. Follow the instructions and set up your account at www.refpay.com
- **Review written and video tutorials on how to use the ArbiterSports website**

19. Please review the written and video tutorials available on the ArbiterSports website. Click the **Support** menu item at the top right when logged in to www.arbitersports.com
20. You will also find additional written and video tutorials on the SWISRA website at www.swisra.org and click the **Arbiter** menu item at the top of the page. These are older and not as up-to-date as those found on ArbiterSports.

• ***Continue with ArbiterSports setup***

21. Login again to ArbiterSports at www.arbitersports.com
22. If you are a player, coach, parent, etc., click the **SCHEDULE** tab then the **Attach** submenu item and attach yourself to your team's game schedule. This will create automatic blocks on your calendar so you won't be assigned to ref during your team's games.
23. If the schedule changes, including the addition of tournament games, you must return to the **Attach** page and attach to the new games. It is not automatic.

• ***Check that RefPay is set up correctly***

24. Click the **PAYMENTS** tab then the **RefPay** submenu item
25. If your RefPay account is listed, you have everything set up correctly. If not, follow the instructions you previously downloaded. If you encounter problems, please contact support at www.refpay.com . I can't help you since RefPay is a bank.

• ***Block additional dates and times on your Arbiter calendar***

26. Click the **BLOCKS** tab then the **Dates** submenu item.
27. Set dates and times you are **NOT** available to referee by following the online written and video tutorials
28. Consider blocking the following type dates: prom, state high school districts & finals, SAT, ACT, PSAT, vacations, graduations, out-of-area tournaments, etc.
29. Keep blocks up-to-date everyday during the season. **"I forgot to block my calendar" is not an acceptable excuse for declining a referee assignment!**

• ***Set Travel Limits***

30. Click the **BLOCKS** tab then the **Travel Limits** submenu item
31. Because of the way ArbiterSports calculates travel distances, I recommend that Travel Limits be set to a minimum of 40 miles. If set too low, you may not get the assignments you are expecting.

• ***Check Ready to be Assigned***

32. Click the MAIN tab
33. Check the "Ready To Be Assigned" checkbox near the top, center-right. Text is red.

- ***It is highly recommended that you sign up for the “Connected” service on ArbiterSports***
- The “Connected” service costs \$7.95 per year, but allows you to get text messages and use multiple email addresses. It is especially valuable when a parent is helping to manage a youth referee’s schedule.
- Login to ArbiterSports and click the “Connected” tab. You will be able to read more information about the service and sign-up.

- Once you have completed all of the items on this checklist, send me an email and let me know.
- Read and keep handy the **Requirements to be Assigned** document
- Email me if you have any questions
- Congratulations! You are ready to be assigned.

Failure to follow these instructions and the accompanying Requirements to be Assigned document is the number 1 reason referees are removed from the referee assigning list. Please be a responsible professional.