

Date: November 9, 2017

To: Athletic Directors
Athletic Department Staff

From: Earl Estrada
High School Girls Lacrosse Assignor
OC/Riverside

Subject: 2018 High School Girl's Lacrosse Season

Starting this 2018 season, I am asking all high schools to enter their own home games in Arbiter. **Do not enter away games.** That is the responsibility of the other school. Thank you to those of you who have already done that.

I am also asking each high school to make their own changes to their home games only based on the criteria below.

Entering your home games

1. Log in to Arbiter
2. Click on Schedules
3. Under the "Type" column you will see "Bill-To"
4. All the way to the right of "Bill To" under the column "Games", you will see a number
5. Click on that number
6. A list of your games in Arbiter will show up including last season's games if you had games last season
7. On the top row you will see a + sign
8. Click on the + sign, this is where you enter your games
9. Enter all the information then click save
 - a. Leave the "Game#" field blank
 - b. Select the Sport – There are only 2 choices, Lacrosse or NCAA. In your case it's Lacrosse
 - c. Select the Level – Varsity or JV
 - d. Select the Home Team –Your school
 - e. Select the Away Team – Opponent
 - f. Select the Site – That's where your school plays the games
 - g. Select the Bill-To – That's your school
 - h. Leave the Status, Type, End and # of Slots fields as they are
 - i. Select the date of the game
 - j. Select the start time of the game
 - k. Click Save and proceed to the next game

See back page for game change instructions.

Game changes

1. Log in to Arbiter
2. Click on Schedules
3. Under the "Type" column you will see "Bill-To"
4. All the way to the right of "Bill To" under the column "Games", you will see a number
5. Click on that number
6. A list of your games in Arbiter will show up including last season's games if you had games last season
7. You will notice all the way to the right of each game under the column "Slots" a set of numbers such as [0/2]
 - a. [0/2] = no umpires are assigned
 - b. [1/2] = 1 umpire assigned
 - c. [2/2] = 2 umpires assigned and it's green.
8. Find the game you want to edit and then click the pencil icon to the left
9. Make the necessary changes

Which games can I make changes to?

1. Any home games that are more than 2 weeks away
2. Any home games that do not have any umpires assigned to them yet.
3. Please send me a short email to advise that you made the change.

Which games should the assignor make changes to and how do I request the change?

1. Any games that have umpires assigned to them already
2. Any games that are less than 2 weeks away
3. Send the assignor an email ASAP once you know about the change
4. Send the assignor a text message as well in case the email gets lost

Please enter your home games no later than January 31, 2018.

If you have any questions, need help, confused, etc, do not hesitate to contact me.

Below is my contact information:

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