

Instructions for Signing In to The Arbiter www.thearbiter.net

Remember, your User Name is your e-mail address. If you are new, the first time you sign in you will have to change your password and accept the Terms and Conditions. If you need assistance you can contact Bill Fahey, SCA, or Technical Support @ Arbiter.net (1-801-576-9436) or support@thearbiter.net

Once you go to the www.thearbiter.net you must complete the following fields on to receive your assignments:

ACCOUNT

Information

- After you enter your information click on **Save**

Phones

- After you enter your phone numbers click on **Exit** it automatically saves them

To Return to the Start Page click on "Cancel" on the Information page or click on "Start Page" at the very top left corner of the page.

STATUS

Click in box to select **Ready**

BLOCKS

Calendar

Groups – be sure to click in appropriate box or boxes

If you belong to more than one group, you must click on all that apply.

(This will insure your blocks & assignments are recorded for both groups)

Action – click one of the actions:

View Block All Day Block Part Day Clear Blocks

***View** – this will come up automatically to show you the blocks you have put in

***Block All Day** – you must enter the following **Date Range** info:

To & From

Click on box for appropriate day(s)

Select Month & Year

Click on **Apply** to enter an All Day Block for that date(s)

***Block Part Day** – you must enter **Date Range and Time Range** info

Click **Apply** to enter a Part Day Block

***Clear Blocks** – you must enter **Date Range** info

SETTINGS

Make sure the **Ready** box has a check mark in it

Click **Sign Out** when you want to close out of the Arbiter.