2018-19 BASKETBALL SCHEDULE

(Due on or before – **OCTOBER 1, 2018** entered into Arbiter)

**Schools are now responsible for entering their basketball schedule on the computer.
Please follow the instructions below.**

The new booking system allows schools to enter all game information, thus reducing the potential for mistakes and omissions of games. The following steps are required to access the booking program and entering the game information:

1. Be certain that the League Office has a valid email address for the AD or other person who will be entering the game information. When this is done, instructions for logging into the booking program can be accomplished.
2. Log onto the internet at: WWW.ARBITERSPORTS.COM
3. If this is the first time you log in, follow the instructions for logging in as sent from the Arbiter Sports when the email was submitted.
4. Click on "**Schedules**", a **Games Schedules** menu will appear.
5. Select the SPORT: Basketball under the **GAMES column** click on the "**0 Games or # Games**" item listed there. This will open the menu, which allows you to enter your **HOME** game information. (Enter home regular season games only!)
6. An **ADD Game** menu will appear and this will be the place that the game information is entered. *(Do not worry about or attempt to enter the Game Number.)*
7. Using the "*drop down box* " select the AWAY **team** (visitors) and the **SITE** (your place or some other place from the menu such as a college or civic center, if available)
8. Next, enter the **DATE START** (the END DATE will automatically be entered) and then enter the **TIME START** (the TIME END will automatically be entered). If there will be a double header (2 games) only enter the start time for first game.
9. **REMEMBER TO CLICK THE SAVE BUTTON TO FINISH ENTERING THE GAME INFORMATION.**
10. Repeat the steps above until you have entered all of your **HOME** games.
11. When **ALL HOME** games are entered, click on the SPORT GAMES # and you will see all of the games that you entered. When your opponents have entered their home games, your entire schedule will be available.

TROUBLESHOOTING:

1. If you cannot access the booking program, make sure that the League Office has a valid email address for the person who is attempting to enter the system and that he/she is listed as a Contact for your school/team.
2. If you cannot find your opponent under the AWAY TEAM "*drop down*" make sure that the MATCH LEVEL box is unchecked; this will not be a problem if you are playing an opponent which is the same level as your team i.e. Class A, AA, etc. However, if you are playing an opponent of a higher or lower level, the MATCH LEVEL box must be blank to see those opponents.
3. If you cannot find the SITE where your game is to be played, it may be that SITE is not in the system and the SITE will need to be added by the League Office.
4. If an error message appears stating that: "You or your opponent already have a game on that date or at that site", then you must check with your opponent, as, most likely, there is a conflict between your schedules. (i.e. your dates do not match or your opponent has another school scheduled.)