



Thank you for applying to join our referee association. We currently use **ArbiterSports** for our match assignments. You will have to supply your own e-mail address that that will be your ID into the system along your password.

There are some forms that you need to fill out to become a member.

IRS W-9

WOA Background (if you are applying for high school games)

Washington Youth Soccer RMA# clearance

Links to these forms are on the www.csraref.org website – click on the  button.

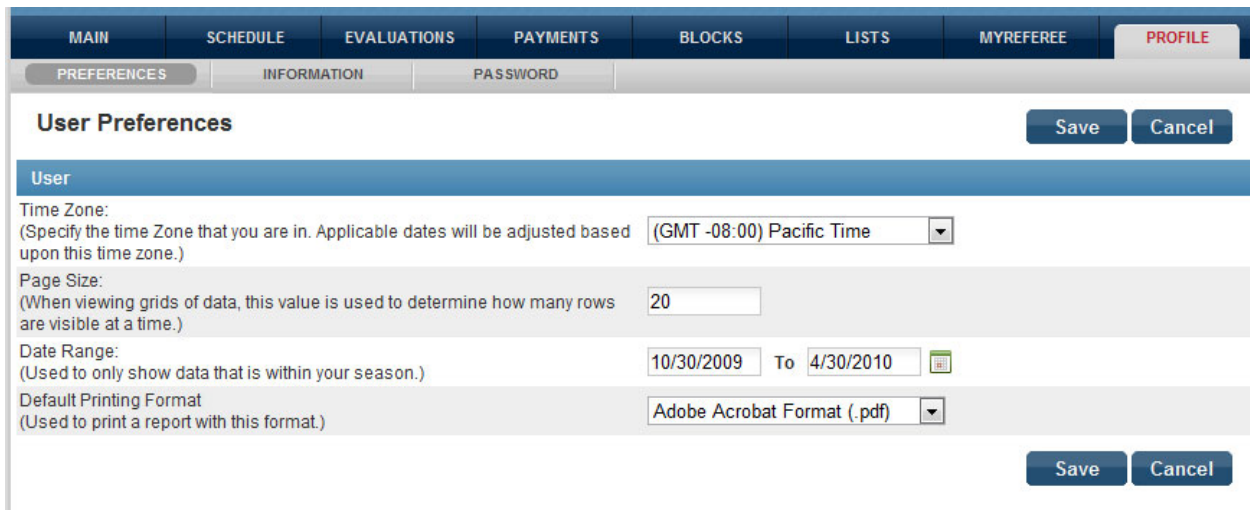
If you are doing youth matches – you will need access to the Washington State Referee Committee website www.wasrc.org as that is where you will fill out Misconduct Reports. Instructions are linked on the forms page.

ArbiterSports sign up instructions.

The assignor will enter your name/e-mail address into the system and set your rankings & permissions. You will receive a ‘Welcome’ e-mail asking you to join the group (CSRA).

Your temporary password will be your last name. Change the password to something that you can remember.

Click on the Preferences tab and set the time zone to Pacific



The screenshot shows the 'User Preferences' page in the ArbiterSports system. At the top, there is a navigation bar with tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE. Below this, there are sub-tabs for PREFERENCES, INFORMATION, and PASSWORD. The 'User Preferences' section is active, showing a 'User' header and several settings:

- Time Zone:** (Specify the time Zone that you are in. Applicable dates will be adjusted based upon this time zone.) Set to (GMT -08:00) Pacific Time.
- Page Size:** (When viewing grids of data, this value is used to determine how many rows are visible at a time.) Set to 20.
- Date Range:** (Used to only show data that is within your season.) Set to 10/30/2009 To 4/30/2010.
- Default Printing Format:** (Used to print a report with this format.) Set to Adobe Acrobat Format (.pdf).

There are 'Save' and 'Cancel' buttons at the top right and bottom right of the form.

Click on Information tab – we don't need your SS# on this form. Just add your address w/zip code. Click on the Ready tab under Status and click on the check box to make the information Public to other officials.

Update My Information Save

User Identification

First Name:

Last Name:

Email:

Ready

Address (Public to other officials and contacts)

Address 1:

Address 2:

City:

State:

Postal Code:

Other Information

Official Number:

SSN:

Click on the Phones link under Account

Phone Numbers (James Smith) Exit

Public phone numbers will display in the order listed here.

	Type	Phone Number	Extension	Public	Note	Up	Down
	Cellular	360-608-7803		<input checked="" type="checkbox"/>			

Exit

Make sure that your cell number is listed first if you also enter a 'home' number.

You are now set to be assigned through the system.

To make this work – you need to check your e-mails in the AM & PM each day during the season. ArbiterSports will send you an e-mail each time that you are assigned a match requesting that you log on and accept/decline matches. You also will receive a reminder e-mail 48 hours before your game time. If there are any time/venue changes – you will receive an e-mail requesting that you accept/decline the changes.