

# NCAA Championship Officiating

## Assigning and RefPay Training



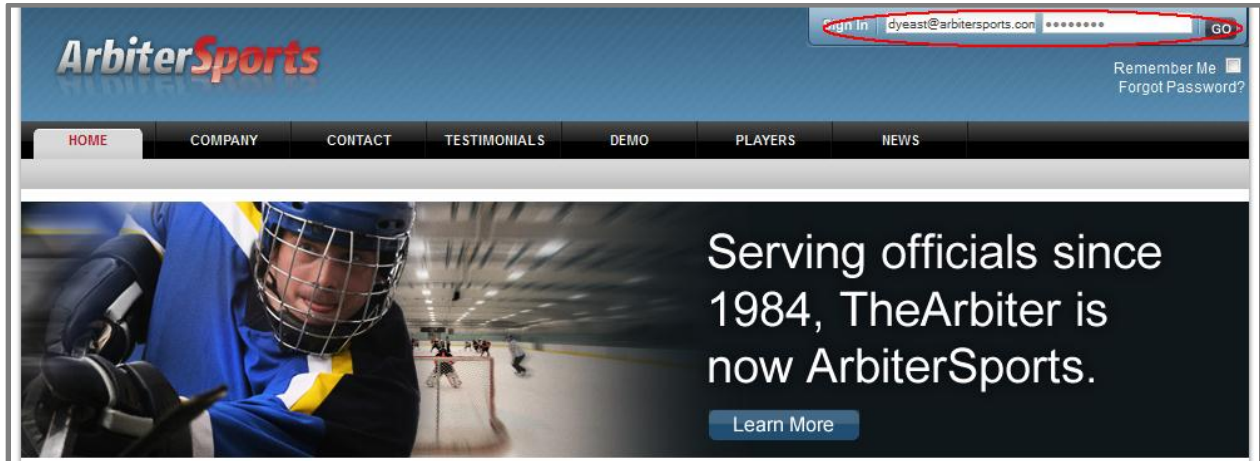
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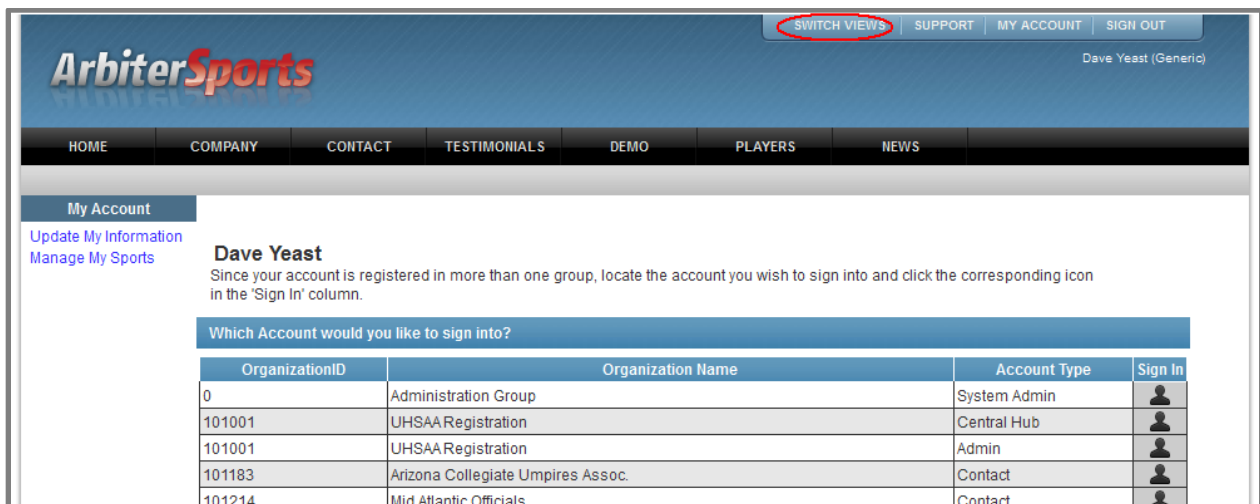


## SIGNING INTO ARBITERSPORTS

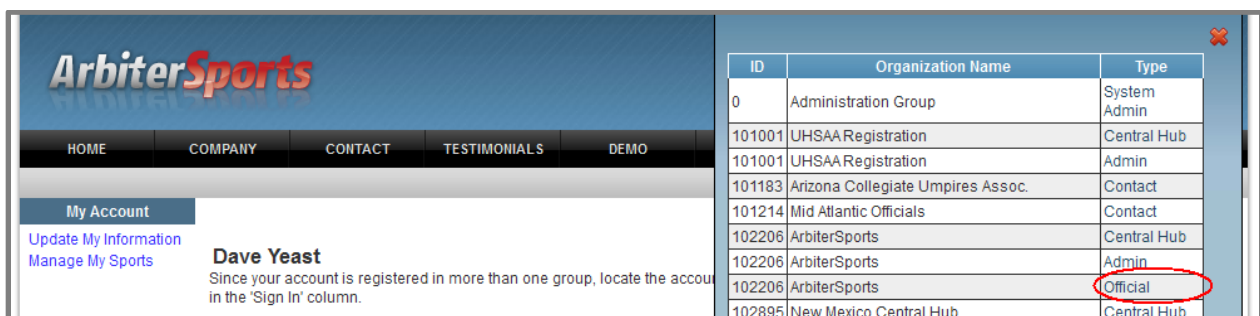
- 1) Go to [www.arbitersports.com](http://www.arbitersports.com).
- 2) Sign in with your username (email address) and password.



- 3) After signing in, click the **SWITCH VIEWS** Tab.



- 4) Select **Official** in the **Type** column for the appropriate Group.



5) You will be directed to the **Officials** page.

The screenshot displays the ArbiterSports website interface. At the top, there is a navigation bar with links for CENTRAL HUB, SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is logged in as Dave Yeast (Official) with the group ID 102206. Below the navigation bar is a main menu with tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, CONNECTED, and PROFILE. The main content area features a sidebar with "Your Association Logo" and links to JitBit Forum and NFHS Forum. The main content area is titled "Dave Yeast" and includes a "Ready To Be Assigned" checkbox and a "Need Help?" link. The content is organized into sections: "Announcements" with a post by Nate Evans dated 3/2/2010 - 1:15 PM, "Special Notices" with a post by Nate Evans dated 3/2/2010 - 12:38 PM, and "Survey Results" with a post by Nate Evans dated 12/17/2009 - 5:23 PM. There is also a "Surveys" section with a post about "New Arbiter Shirts and Friday Lunch for 6/4/2010". A Facebook link is also present.



## EDITING PERSONAL INFORMATION IN YOUR ACCOUNT

To edit personal information, such as email address, phone number, and picture:

- 1) Click the **PROFILE** Tab, and then the **INFORMATION** Subtab.



The screenshot shows the ArbiterSports user interface. At the top, there is a navigation bar with links for CENTRAL HUB, SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user's name, Dave Yeast (Official), and group ID, 102208, are displayed. Below this is a main menu with tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MY REFEREE, CONNECTED, and PROFILE. The PROFILE tab is selected. Underneath, there are sub-tabs for INFORMATION, PREFERENCES, PASSWORD, and SHARING. The INFORMATION sub-tab is active, showing an 'Account' section with links for Phones, Custom Fields, Picture, and Old Registration. The main content area is titled 'Update My Information' and contains a form with the following fields:

Status	User Identification	Picture								
<input type="checkbox"/> Ready	<table><tr><td>First Name</td><td>Dave</td></tr><tr><td>Middle Name</td><td></td></tr><tr><td>Last Name</td><td>Yeast</td></tr><tr><td>Suffix</td><td></td></tr></table>	First Name	Dave	Middle Name		Last Name	Yeast	Suffix		
First Name	Dave									
Middle Name										
Last Name	Yeast									
Suffix										

- 2) Update your information.
- 3) Click **Save**.

## GAME AVAILABILITY AND OTHER CONSTRAINTS

From your account, you can set dates and times you are unavailable. To use this option, you must first be given permissions by your assigner.

### BLOCK DATES

Blocking dates allows you to set dates and times you are NOT available.

- 1) Click the **BLOCKS** Tab, and then the **DATES** Subtab. This screen will display a calendar of the current month. You may move to other months by clicking that month's name to the left or right of the current month or by using the dropdown menu located just above the right side of the calendar.



ArbiterSports

CENTRAL HUB SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Dave Yeast (Official)  
ArbiterSports  
Group ID: 102206

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS MYREFEREE CONNECTED PROFILE

**DATES** SITES TEAMS PARTNERS TRAVEL LIMITS POSTAL CODES SUMMARY

Groups Need Help? ?

Group A  
 SUP  
 CFO  
 NCAABASEBALL  
 NCAA Soccer

**Action**

View Schedule  
 Block All Day  
 Block Part Day  
 Clear Blocks  
 Add Notes

**Calendar**  
Action - "View Schedule"

Time Range

From 8:00 AM  
To 5:00 PM

Date Range

From  
To **Apply**

S M T W T F S

**Exit**

- 2) Set when you are unavailable by using the different options under the **Action** section on the top left side of the screen. Also, if you are an official in more than one group, you need to check the box next the group number for which you are setting blocks. More than one group can be selected. This option is useful for making blocks that will apply to all of your groups.

ArbiterSports

CENTRAL HUB SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Dave Yeast (Official)  
ArbiterSports  
Group ID: 102206

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS MYREFEREE CONNECTED PROFILE

DATES SITES TEAMS PARTNERS TRAVEL LIMITS POSTAL CODES SUMMARY

Groups Need Help? ?

Group A  
 SUP  
 CFO  
 NCAABASEBALL  
 NCAA Soccer

**Action**

View Schedule  
 Block All Day  
 Block Part Day  
 Clear Blocks  
 Add Notes

**Calendar**  
Action - "View Schedule"

Time Range

From 8:00 AM  
To 5:00 PM

Date Range

From  
To **Apply**

S M T W T F S

**Exit**



## Block All Day

- 1) Click the **Block All Day** button if you want to block an entire day.

SUP  
 CFO  
 NCAABASEBALL  
 NCAAASoccer

**Calendar**  
Action - "Block All Day"

Time Range  
From: 12:00 AM  
To: 11:59 PM

Date Range  
From:   
To:   
Apply

S M T W T F S

Month: Sep 2011

Exit

View Schedule  
**Block All Day**  
Block Part Day  
Clear Blocks  
Add Notes

Reports  
Action - "Block All Day"

Calendar

- 2) Next, click the date on the calendar you want to block. The day you have blocked will then appear on the calendar in red.

Reports  
Action - "Block All Day"

Month: Sep 2011

Calendar

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block**
- Part Day Block
- Open Day

August		September 2011					October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	<b>26</b>	27	28	29	30	1	
2	3	4	5	6	7	8	

- 3) Continue clicking additional days that you want to block. You can also use the **Date Range** function to apply blocks to multiple days at once.

Groups

- Group A
- SUP
- CFO
- NCAABASEBALL
- NCAAASoccer

**Calendar**  
Action - "Clear Blocks"

Time Range  
From: 8:00 AM  
To: 5:00 PM

Date Range  
From: 9/26/2011  
To: 9/28/2011  
Apply

S M T W T F S

Month: Sep 2011

Exit

View Schedule  
Block All Day  
Block Part Day  
**Clear Blocks**  
Add Notes

Reports  
Action - "Clear Blocks"

- 4) Click the calendar icon next to each field to set the start and end dates for the date range.
- 5) Check the boxes for each day of the week within the date range. (For example: If you want to block every Tuesday, Thursday and Friday in the month of February, select the entire month in the date range. Then check the boxes for Tuesday, Thursday and Friday.)
- 6) Click **Apply**.

**Calendar**  
Action - "Clear Blocks"

Time Range  
From: 8:00 AM  
To: 5:00 PM

Date Range  
From: 9/26/2011  
To: 9/28/2011

S M T W T F S

**Apply**

### Block Partial Day

- 1) Click the **Block Part Day** button.
- 2) Adjust the time range you want to block, and then follow the same procedure as above to block partial days. (For example: If you work 8:00 AM to 5:00 PM Monday to Friday, set 8:00 AM to 5:00 PM as the time range, set the date range accordingly, and click every box for Monday through Friday.)

**Calendar**  
Action - "Block Part Day"

Time Range  
From: 8:00 AM  
To: 5:00 PM

Date Range  
From:   
To:

S M T W T F S

**Apply**

Month: Sep 2011

**Legend**

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block

August	September 2011						October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	



- 3) Click **Apply**. Do not try to incorporate travel time into when you are available. That will be included elsewhere.

(Note: Dates can have more than one blocked time. For example, you may set blocks from 8:00 AM to 12:00 PM and from 7:00 PM to 11:00 PM, which would still allow you to work an afternoon game between 12:00 PM to 7:00 PM. To do this, set the first blocked time - 8:00 AM to 12:00 PM - as instructed above and click the date. Then set the second blocked time - 7:00 PM to 11:00 PM - and click the date.)

To change a blocked date, delete the existing block and add the correct block.

### MAKING BLOCKS FIRM

A **Firm** block is one that your assigner cannot override when making assignments. Normally, an assigner can still make an assignment even if you have a date blocked. They simply are notified that you have set a block, but they can still assign you. Making blocks firm prevents them from doing so.

- 1) After you have blocked a date, click the **View Schedule** option in the **Action** section.

The screenshot shows the Arbitersports web interface. At the top, there are navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Dave Yeast (Official), Arbitersports, Group ID: 102206. The main navigation bar includes: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, **BLOCKS**, LISTS, MYREFEREE, CONNECTED, and PROFILE. Below this is a secondary navigation bar: DATES, SITES, TEAMS, PARTNERS, TRAVEL LIMITS, POSTAL CODES, and SUMMARY. The 'Groups' section on the left has checkboxes for Group A, SUP, CFO, NCAABASEBALL, and NCAASoccer. The 'Action' section is circled in red and contains: View Schedule (selected), Block All Day, Block Part Day, Clear Blocks, and Add Notes. The 'Calendar' section shows a 'Time Range' from 8:00 AM to 5:00 PM and a 'Date Range' from 9/26/2011 to 9/28/2011. There is an 'Apply' button for the date range and an 'Exit' button for the calendar.



- 2) Click on a date, and the lower portion of the screen will show you the blocks that have been set on that date. You will see what group (or groups) it applies to, what kind of block it is (**All Day** or **Part Day**), and whether the block is Firm or not.
- 3) To make a block Firm, click the edit pencil to the left of the block.

Reports **Action - "View Schedule"** Month Sep 2011

Calendar

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

August		September 2011					October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	

9/26/2011 - Games and Blocks Delete Note

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	Group A	BLOCKED		All Day Block			<input type="checkbox"/>

- 4) Check the box in the **Firm** column.

Open Day

9/26/2011 - Games and Blocks Delete Note

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	102206	BLOCKED		All Day Block	11:59 PM		<input checked="" type="checkbox"/>

- 5) Click the blue disk icon to save.

Open Day

9/26/2011 - Games and Blocks Delete Note

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	102206	BLOCKED		All Day Block	11:59 PM		<input checked="" type="checkbox"/>



## MAKING NOTES ON BLOCKS

- 1) To add a note on a block, under the **Action** column check the Add Notes box.
- 2) Click the blocked date.

The screenshot shows the NCAA Soccer interface. On the left, under the 'Action' menu, the 'Add Notes' option is checked and circled in red. The 'Time Range' is set from 8:00 AM to 5:00 PM. On the right, there is a 'Date Range' section with an 'Apply' button and a calendar grid. Below this is a calendar for September 2011. The date 26 is highlighted in red and circled in red. The calendar grid is as follows:

August		September 2011					October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	

- 3) Type your note in the Add Note popup window, and then click **Save**.

The screenshot shows the 'Add Note' popup window. The window has a text input field with the placeholder text 'Add note here.' and two buttons: 'Save' and 'Cancel'. The background interface is dimmed, showing the 'Add Notes' option checked in the 'Action' menu.

- 4) The note will appear as follows for all groups that are blocked for that day.

The screenshot shows the '9/26/2011 - Games and Blocks' table. The table has columns: Group, Games/Blocks, Status, From, To, Site/Created, and Firm. A row is shown for 'NCAASoccer' with 'BLOCKED' status and 'All Day Block' from/to. A red circle highlights the 'Add note here.' text in the 'Games/Blocks' column. A 'Delete Note' button is visible in the top right corner.

Group	Games/Blocks	Status	From	To	Site/Created	Firm
NCAASoccer	BLOCKED		All Day Block			

- 5) To make a note that applies to all blocks in a date range, check the **Add Notes** box in the **Action** section before you proceed with blocking dates. A small window will appear that will allow you to type a note that will be applied to all dates in the date range.

## DELETING BLOCKED DATES

To delete date blocks:

- 1) Click the **Clear Blocks** button.

The screenshot shows a web interface for managing a calendar. On the left, there are checkboxes for 'SUP', 'CFO', 'NCAABASEBALL', and 'NCAASoccer'. Below these is an 'Action' menu with options: 'View Schedule', 'Block All Day', 'Block Part Day', 'Clear Blocks' (which is circled in red), and 'Add Notes'. In the center, there is a 'Time Range' section with 'From' and 'To' dropdown menus, currently set to '8:00 AM' and '5:00 PM'. On the right, there is a 'Date Range' section with 'From' and 'To' input fields, an 'Apply' button, and a weekly calendar grid with days S, M, T, W, T, F, S. An 'Exit' button is located in the top right corner.

- 2) Click the dates from which you want to remove blocks. You can also use the procedure described above to clear blocks from a date or time range. Make sure that any **Firm** blocks have been removed before proceeding.

The screenshot shows a calendar grid for September 2011. The grid is titled 'September 2011' and shows days from August 28 to October 8. A red circle is drawn around the date '26' in the Monday column. The grid is part of a larger interface with a 'Reports' section on the left and a 'Month' dropdown set to 'Sep 2011' on the right.

August	September 2011						October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	



## VIEWING YOUR SCHEDULE

To view a list of your future assignments, both potential and accepted:

- 1) Click on the **SCHEDULE** Tab, and then the **CALENDAR** Subtab.

The screenshot shows the 'SCHEDULE' tab selected in the top navigation bar. Below it, the 'CALENDAR' subtab is also selected. The main content area is titled 'Schedule' and includes a 'Submit' and 'Exit' button. A table of assignments is displayed with the following columns: Game, Notes, Group, Position, Date & Time, Sport & Level, Site, Home, Away, Fees, Status, Accept, and Decline.

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
252		SiouxlandSOA	Ref	4/4/2011 Mon 6:00 PM	Boys' Soccer, Varsity	Sergeant Bluff City Park (Soccer)	Sergeant Bluff-Luton	Denison	\$0.00	Accepted on 3/30/2011		
109		SiouxlandSOA	AR	4/7/2011 Thu 6:30 PM	Boys' Soccer, JV	Northwestern College - Korver Field	MOC-Floyd Valley	Spencer	\$0.00	Accepted on 3/8/2011		
110		SiouxlandSOA	Ref	4/7/2011 Thu 8:00 PM	Boys' Soccer, Varsity	Northwestern College - Korver Field	MOC-Floyd Valley	Spencer	\$0.00	Accepted on 4/11/2011		
340		SiouxlandSOA	AR	4/12/2011 Tue 4:30 PM	Girls' Soccer, Varsity	West Sioux High School - Hawarden, Iowa	West Sioux High School	Spirit Lake	\$0.00	Accepted on 4/11/2011		
341		SiouxlandSOA	Ref	4/12/2011 Tue 6:30 PM	Boys' Soccer, Varsity	West Sioux High School - Hawarden, Iowa	West Sioux High School	Spirit Lake	\$0.00	Accepted on 4/11/2011		
124		SiouxlandSOA	Ref	4/14/2011 Thu 6:30 PM	Girls' Soccer, JV	Northwestern College - Korver Field	MOC-Floyd Valley	West Sioux High School	\$0.00	Accepted on 4/9/2011		
123		SiouxlandSOA	AR	4/14/2011 Thu	Girls' Soccer,	Northwestern College - Korver	MOC-Floyd	West Sioux	\$0.00			

- 2) Check the **Show All** box under **Display**. If you don't see anything listed, you currently do not have any public assignments.

This close-up shows the 'Display' section of the interface. The 'Show All' option is selected and highlighted with a red circle. Other options listed are 'Standard View', 'View By Day', 'View By Week', and 'View By Month'.



## ACCEPTING/DECLINING GAMES ON YOUR SCHEDULE

To accept or decline an assignment you must be on **Standard View**. This option is located under **Display**.

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
1920		GreatPISOA	AR2	9/28/2011 Wed 2:00 PM	Soccer, Women	Christiansen	Midland Lutheran	Neb Wesleyan	\$95.00	Accepted on 8/14/2011		
2133		GreatPISOA	Referee	9/28/2011 Wed 4:00 PM	Soccer, Men	Christiansen	Midland Lutheran	Neb Wesleyan	\$110.00			
290		IIAC	Referee	10/1/2011 Sat 2:00 PM	Soccer, Div III Varsity	Buena Vista University Women	Buena Vista University Women	Loras College Women	\$145.00	Accepted on 8/3/2011		
291		IIAC	AR 1	10/1/2011 Sat 4:00 PM	Soccer, Div III Varsity	Buena Vista University Men	Buena Vista University Men	Loras College Men	\$105.00			
1842		GreatPISOA	Referee	10/2/2011 Sun 2:00 PM	Soccer, Women	Sanford Health Sports Complex	U Sioux Falls	Hastings	\$105.00	Accepted on 9/10/2011		
1949		GreatPISOA	AR1	10/8/2011 Sat 2:00 PM	Soccer, Women	Dordt	Dordt	St Ambrose	\$95.00	Accepted on 9/15/2011		
1960		GreatPISOA	Referee	10/8/2011 Sat	Soccer, Men	Dordt	Dordt	St Ambrose IA	\$110.00			

Potential assignments will have a green (accept) and red (decline) check box to the right of their listing.

- 1) Select **Accept** or **Decline**, and then click **Submit**. Accepting will change the status to reflect the date of your acceptance. Declining will remove the assignment from your calendar.
- 2) Check the appropriate box for each game on your schedule, and then click **Submit**.

Games must be accepted by the date posted in the far-right column. If the games have not been accepted (or declined) by this date they will automatically be removed. Be aware that once you have accepted a game you can no longer decline the game from your account, but must contact the assigner to turn the game back. Similarly, once a game has been declined it is removed from your schedule and you can no longer accept the game without contacting your assigner. Once a game has been accepted you can click on the game number of any game for further details regarding the game (including partners if allowed). You can also click on the name of the site to view a new screen with its details, including school contacts and a link to the school's location on Google Maps.



## VIEWING DECLINED GAMES

To view declined games:

- 1) Click **Declined Games**.

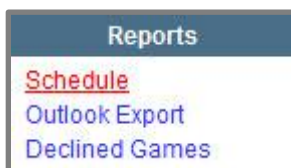


- 2) To print a PDF of Declined Games, click **Print Preview**.
- 3) Click **File**, and then **Print**.

## PRINTING YOUR SCHEDULE

To print your schedule:

- 1) Click **Schedule**.



- 2) Specify the date range.

A screenshot of a 'Date Range' input field. The field is a blue box with the text 'Date Range' in white. Below it, there are two text input boxes. The first box contains '6/1/2011' and the second box contains '12/31/2011'. Between the two boxes is the word 'to'. To the right of the second box is a small calendar icon.

- 3) Select your export format.

A screenshot of an 'Export Format' dropdown menu. The menu is a blue box with the text 'Export Format' in white. Below it, a list of export formats is shown. The first option, 'Adobe Acrobat Format (.pdf)', is selected and highlighted in blue. The other options are: 'Excel Worksheet Format (.xls)', 'Word / Rich Text Format (.rtf)', 'Plain Text File Format (.txt)', 'HTML Web Page Format (.htm)', and 'Tagged Image File Format (.tif)'. Each option has a small downward arrow to its right.

- 4) Click **Print Preview**.
- 5) Select **File**, and then **Print**.

## CREATING A REFPAY ACCOUNT

(Note: RefPay is always free to officials who send the money to a bank account or to a RefPay debit card. There is a \$5.00 fee if a check is requested.)

- 1) To create a RefPay account, go to **www.refpay.com**.
- 2) Click **Sign Up!**

The screenshot shows the RefPay website homepage. At the top, there is a user login section with fields for 'Username' and 'Password', and a 'GO' button. Below this are links for 'Sign Up' and 'Forgot Your Username/Password?'. The main navigation bar includes 'HOME', 'COMPANY', 'PRODUCTS', 'TESTIMONIALS', 'DEMO', 'CONTACT', and 'PRICING'. A secondary navigation bar lists 'How RefPay Works for' with tabs for 'Sports Officials', 'Schools', 'Associations', 'Municipalities', and 'Paymasters'. The central content area features a headline: "Paying Officials is now fast, easy, and secure." Below this are three columns of text, each with a 'More >' link. The first column is for 'Sports Officials', the second for 'Paying Administrators', and the third for 'Official Associations'. A 'Sign Up!' button is circled in red. To the right of the columns are buttons for '2011 RefPay Changes' and 'Part of the NCAA Spectrum'. The footer includes security logos for McAfee SECURE, TRUSTe, and GeoTrust, along with copyright information and a footer menu with 'About | Contact | Privacy'.



- 3) Select **Sports Official** under **Type of User**.
- 4) Click **Next**.

- 5) Enter your personal information in the **Registration Form**.
- 6) Date of birth and Social Security Number are required for 1099 purposes. Assigners and Arbitersports employees DO NOT see this information.
- 7) When all required fields are completed, click **Next**.

- 8) Like your Social Security Number, addresses are needed for 1099 purposes only.
- 9) When all required fields are completed, click **Next**.



- 10) Enter a mailing address or check the box to indicate it is the same as the physical address entered on the previous screen.
- 11) When all required fields are completed, click **Next**.

**Registration Form - Step 4 of 8**

**Mailing Address**

Same As Physical Address

Name: \*

Address: \*

Address (2nd Line):

City: \*

State / Province / Region: \*

Zip / Postal Code: \*

Country: \*

\* Indicates a Required Field

Back Next Cancel

- 12) Enter Bank Information.
- 13) If you wish to receive payments through direct deposit, your bank information is required. Payments via check or debit card may require a fee, so direct deposit is recommended. This information can be entered at a later time. To skip this step, click **Next**.





**Account Details** box. Enter your ArbiterSports account information to link it to your RefPay account.

21) When all required fields are completed, click **Next**.

**Registration Form - Step 7 of 8**

**Preferences**

Username \*:  (E-mail address recommended)

Password \*:

Confirm Password \*:

Security Key: \*  (4 Digits - Numeric Only e.g. 5555)

Would you like to order a RefPay debit card? \*  Yes  No

Do you receive games assignments through ArbiterSports? \*  Yes  No

**ArbiterSports Account Details**

Entering this information will automatically link your ArbiterSports and RefPay accounts together.

ArbiterSports Email:  (Used to access ArbiterSports)

ArbiterSports Password:  (Used to access ArbiterSports)

\* Indicates a Required Field

22) Agree to **Terms and Conditions**.

23) To see the **Terms and Conditions** click **View**. After reviewing the **Terms and Conditions**, select **I Agree to these Terms & Conditions**.

24) When all required fields are completed, click **Send**.

**Registration Form - Step 8 of 8**

**Terms & Conditions**

I Agree to these Terms & Conditions \* [View](#)

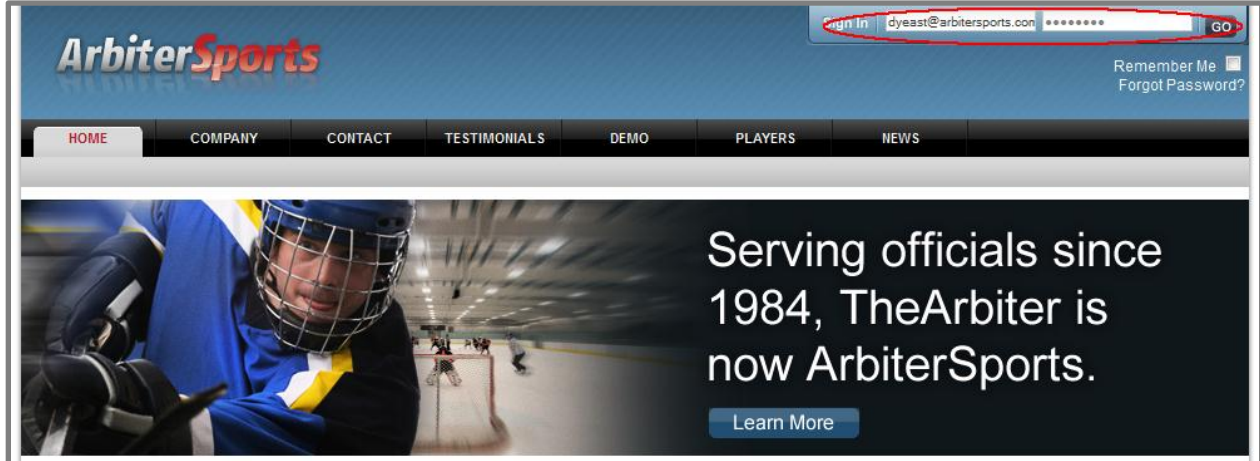
\* Indicates a Required Field

25) An email will be sent within 24 hours, confirming your account has been created.

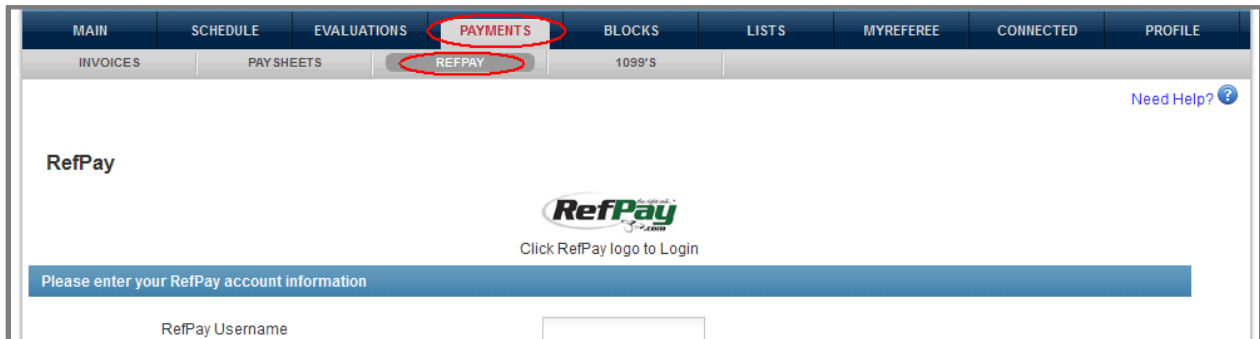
26) After you receive your email confirmation, sign into ArbiterSports to ensure your RefPay account is linked to your ArbiterSports Groups. See **ArbiterSports – RefPay Integration** below for instructions. (Note: You cannot be paid thru RefPay until you link your RefPay account to your ArbiterSports account.)

## LINK ARBITERSPORTS TO REFPAY

- 1) Go to [www.arbitersports.com](http://www.arbitersports.com).
- 2) Sign in with your username (email address) and password.



- 3) Click the **PAYMENTS** Tab, and then the **REFPAY** Subtab.







- 4) Enter your RefPay username.
- 5) Click the green plus sign.

RefPay

Click RefPay logo to Login

Please enter your RefPay account information

RefPay Username

	RefPay Account #	Group
	1868721720 Balance: \$0.00	Group A
	1868721720 Balance: \$0.00	SUP
	1868721720 Balance: \$0.00	NCAAWBB
	1868721720 Balance: \$0.00	NCAABASEBALL

- 6) Check all of your groups.

Group

- 100057
- 102206
- 102628

If an account has been set to a selected group, the existing account of the group will be replaced.

- 7) Enter your 4-digit security key.

RefPay Account #

RefPay Account Number: 1104775610

RefPay Security Key: ....

- 8) Click the blue disk icon to save.



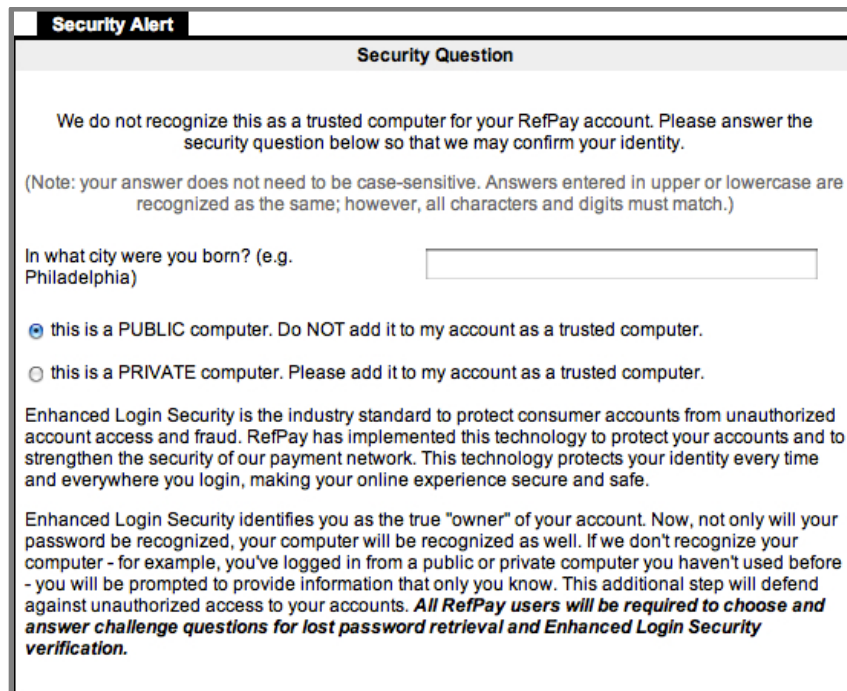
## SIGN INTO YOUR REFPAY ACCOUNT

- 1) Click the RefPay logo or go to [www.refpay.com](http://www.refpay.com).
- 2) Enter your RefPay username and password, and then click **Go**.



User Login Username Password GO

- 3) Answer your security question and mark the computer you are on as public or private.



**Security Alert**

**Security Question**

We do not recognize this as a trusted computer for your RefPay account. Please answer the security question below so that we may confirm your identity.

(Note: your answer does not need to be case-sensitive. Answers entered in upper or lowercase are recognized as the same; however, all characters and digits must match.)

In what city were you born? (e.g. Philadelphia)

this is a PUBLIC computer. Do NOT add it to my account as a trusted computer.

this is a PRIVATE computer. Please add it to my account as a trusted computer.




Enhanced Login Security is the industry standard to protect consumer accounts from unauthorized account access and fraud. RefPay has implemented this technology to protect your accounts and to strengthen the security of our payment network. This technology protects your identity every time and everywhere you login, making your online experience secure and safe.

Enhanced Login Security identifies you as the true "owner" of your account. Now, not only will your password be recognized, your computer will be recognized as well. If we don't recognize your computer - for example, you've logged in from a public or private computer you haven't used before - you will be prompted to provide information that only you know. This additional step will defend against unauthorized access to your accounts. **All RefPay users will be required to choose and answer challenge questions for lost password retrieval and Enhanced Login Security verification.**

- 4) Click **Submit**.

## CHECK YOUR BALANCE

Once you've linked your ArbiterSports account(s) to your RefPay account, your RefPay balance is displayed.

	RefPay Account #	Group
	1104775610 Balance: \$0.00	AS Demo
	1104775610 Balance: \$0.00	Group A
	1104775610 Balance: \$0.00	Group B

To add new or missing groups, you will need to repeat the steps under **Link ArbiterSports to RefPay**.



## REQUEST A CHECK

To transfer funds you must first sign into your RefPay account. (Please note that with each check there is a \$5.00 processing fee.)

- 1) Click **Transfers**.
- 2) Click **Enter**.

By Check	Enter
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- 3) Select your RefPay account number.

Send Funds by Check Request	
Debit from Account	
Account Number:	<input type="text" value="✓ Select Account"/> <input type="text" value="1104775610"/>
Account Type:	Available Balance:

- 4) Enter or verify your mailing address.

Check Beneficiary		
Beneficiary Name:	Joe E Official	Checks will only be issued to authorized account users
Address:	<input type="text" value="126 W Segoe Lily Dr"/>	
Address (2nd Line):	<input type="text" value="Ste 190"/>	
City:	<input type="text" value="Sandy"/>	
State / Province / Region:	<input type="text" value="UT"/>	
Zip / Postal Code:	<input type="text" value="84070"/>	
Country:	<input type="text" value="United States"/>	

- 5) Enter the amount you're transferring. (Do not use a \$ symbol.)

Amount to Transfer:	<input type="text" value="25.00"/>	* Use only decimal point separator
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- 6) Enter your 4-digit security key.

Security Key:	<input type="text" value="****"/>	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="7"/> <input type="text" value="8"/> <input type="text" value="9"/> <input type="text" value="0"/> <input type="text" value="?"/>
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- 7) Click **Continue**.
- 8) Verify that your transaction details are correct. (If you need to cancel a check a non-refundable \$10.00 stop payment fee will be applied to your account.)
- 9) Click **Submit**.

## VIEW YOUR TRANSACTION HISTORY

To view your transaction history you must first sign into your RefPay account.

- 1) Click **Reports**.
- 2) Click **Enter**.

All accounts - Executed transactions Enter

- 3) Specify your date range.

Select Date Range:
Start
End

06 / 01 / 2011

06 / 30 / 2011

- 4) Click **Generate**.
- 5) **Optional:** Click **Export to Excel** or **Print**.

## 1099s

Click the **PAYMENTS** Tab, and then the **1099s** Subtab to view any 1099s that you have. These will typically only be available around tax season, and will only be available if your association uses this feature.

MAIN	SCHEDULE	EVALUATIONS	PAYMENTS	BLOCKS	LISTS	MYREFEREE	CONNECTED	PROFILE	
INVOICES	PAY SHEETS	REFPAY	1099'S						Need Help?

**Accounts**

CFO

Group A

NCAABASEBALL

NCAASoccer

SUP

**Generate 1099 (Group A)**

Your total 2010 payments from the ArbitersSports are less than the group's minimum amount to be reported. No 1099 will be issued by this group for you this year and you are not required to print your own.

Exit  
  
Exit



## ARBITERSPORTS AND REFPAY TECHNICAL SUPPORT

**ArbiterSports**

### Technical Support

support@arbitersports.com

801.702.8022

Monday – Thursday: 7:00 a.m. to 7:00 p.m. (MT)

Friday: 7:00 a.m. to 5:00 p.m. (MT)

Saturday: 8:00 a.m. to 2:00 p.m. (MT)

### Help Website and Videos

www.help.arbitersports.com



### RefPay Technical Support

support@refpay.com

801.702.8029

Monday – Friday: 9:00 a.m. to 5:00 p.m. (MT)

