



HOW TO PRINT VOUCHERS AND ACCEPT OFFICIALS FOR PAYMENT

STEP 1: SIGNING IN

1. Visit WWW.ARBITERSPORTS.COM in a Chrome* or Firefox** browser

2. Click **Log In** on the top right of the screen

A screenshot of the ArbiterSports website. The browser's address bar shows "www.arbitersports.com". The website has a dark header with the "ArbiterSports" logo and navigation links: "Company", "Products", "Who We Serve", "Contact Us", "Register", and "Log In". A yellow arrow points to the "Log In" link with the text "Click here to log in". The main content area features a large image of a hockey player with the text "HOW THE GAME IS PLAYED" and "ArbiterSports has been leading the pack in Sports Event Management technology for the past 30 years." Below this are two buttons: "REQUEST A DEMO" and "LEARN MORE". At the bottom, there's a section titled "WHAT POSITION DO YOU PLAY" with three columns: "Business Offices", "Assigners", and "State Organizations". To the right of the screenshot, there are two browser icons: the Chrome logo with the text "*Chrome Browser Icon" and the Firefox logo with the text "**Firefox Browser Icon".

3. Enter your **district** email address (_____@dallasisd.org)
4. Enter your password (last name in lowercase letters if first time logging in)
5. Click **Sign In**



Enter email →

Enter password →

Sign In →

☐ Remember Me

[Forgot Password?](#)

[Troubleshoot Sign-In Problems](#)

5. If you haven't done so already, click **Accept** for the **Dallas** group inviting you to join them.

Accept new groups

Group	Group Name	Account Type	Action
101866	Dallas Metroplex Softball Umpires Association	Contact	Accept Decline

Which Account would you like to sign into?

OrganizationID	Organization Name	Account Type	Sign In
100250	Globo Gym	Contact	Sign In
102206	CBOA - North Region	Contact	Sign In
111604	Tri-County	Official	Sign In

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6. Identify the Dallas Organization you would like to access. **Make sure to select the organization with Contact listed in the Account Type column.**

7. Click on the profile icon in the **Sign In** column on the far right.

ArbiterOne Ashleigh Gomes (Generic)

SWITCH VIEWS | HELP | MY ACCOUNT | SIGN OUT

HOME | COMPANY | CONTACT | TESTIMONIALS | DEMO | PLAYERS | NEWS

My Account

Update My Information
Manage My Sports
Message Center

Ashleigh Gomes
Since your account is registered in more than one group, locate the account you wish to sign into and click the corresponding icon in the 'Sign In' column.
You have accepted an invitation to join a group. That account is now shown below.

Which Account would you like to sign into?

OrganizationID	Organization Name	Account Type	Sign In
100250	Globo Gym	Contact	
101866	Dallas Metroplex Softball Umpires Association	Contact	
102208	CBDA - Nolan Region	Contact	
111604	Tri-County	Official	

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Click on this icon to Sign into this organization



STEP 2: PRINTING VOUCHERS

1. Once signed in, find the **Bill-To** name you want to view vouchers for. (For this example, I want to view Conrad.)
2. Click the **number** in the **Games** column to the right of that Bill-To

Game Schedules (Elisa Cordova-Long)

Type	Name	Sport	Level	ArbiterPay	Create 1099	Games	Print
Bill-To	Adamson High School *			Pay Officials	1099	14	
Bill-To	Bryan Adams High School *			Pay Officials	1099	8	
Bill-To	Conrad High School *			Pay Officials	1099	4	
Bill-To	Conrad *			Pay Officials	1099	12	
Bill-To	Conrad * (Conrad High School)			Pay Officials	1099	12	
Bill-To	Franklin D Roosevelt High School *			Pay Officials	1099		
Bill-To	H Grady Spruce High School *			Pay Officials	1099		
Bill-To	Hillcrest High School *			Pay Officials	1099		
Bill-To	James Madison High School *			Pay Officials	1099		
Bill-To	Justin F Kimball School *			Pay Officials	1099		
Bill-To	L G Pinkston High School *			Pay Officials	1099	0	
Bill-To	Lincoln High School *			Pay Officials	1099	0	
Bill-To	Molina High School *			Pay Officials	1099	16	
Bill-To	North Dallas High School *			Pay Officials	1099	10	
Bill-To	Seagoville High School *			Pay Officials	1099	0	
Bill-To	Skyline High School *			Pay Officials	1099	11	
Bill-To	South Oak Cliff High School *			Pay Officials	1099	0	
Bill-To	Sunset High School *			Pay Officials	1099	12	
Bill-To	Thomas Jefferson High School *			Pay Officials	1099	1	

Click this number to view games with vouchers

3. Find the game you need to print a voucher for.
4. Click **Printer icon** to the right under the **Voucher** column.

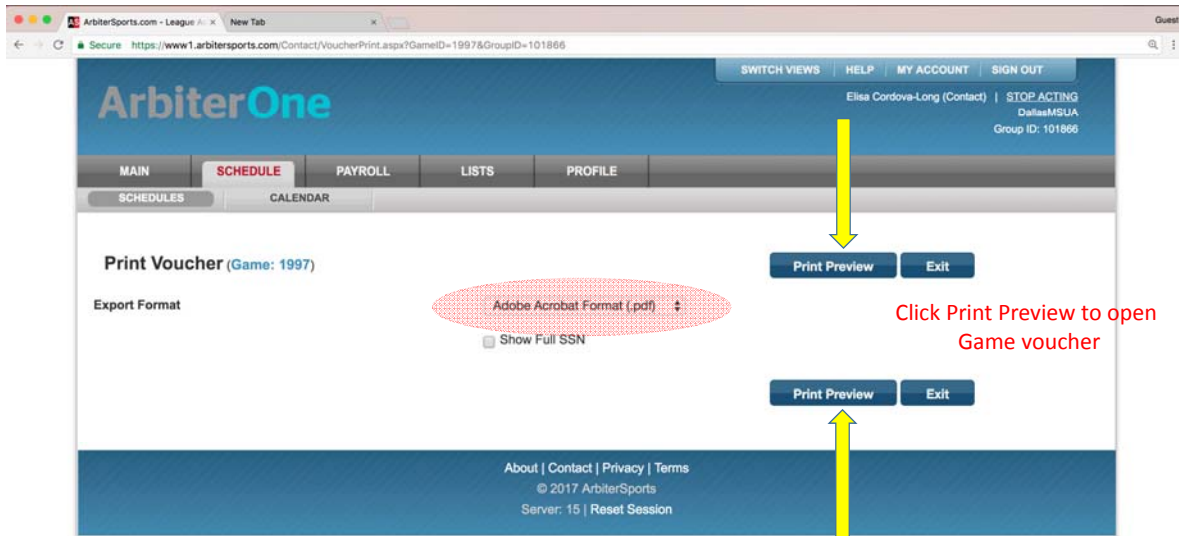
Edit Game Schedule (Bill-To: Conrad)

Group	Game	Date & Time	Site	Sport & Level	Home	Away	Notes	Voucher	Print
101866	1997	2/3/2017 Fri 6:00 PM	Conrad High School	Softball, Scrimmage V	Roosevelt HS	Bryan Adams HS			[2/2]
101866	2324	2/7/2017 Tue 6:00 PM	Conrad High School	Softball, Scrimmage V	Conrad HS	Adamson HS			[3/3]
101866	2325	2/10/2017 Fri 6:00 PM	Conrad High School	Softball, Scrimmage V	Conrad HS	Roosevelt HS			[2/2]
101866	2326	2/21/2017 Tue 6:00 PM	Conrad High School	Softball, Varsity-HS 5A	Conrad High School	Adamson High School			[0/2]
101866	2327	2/28/2017 Tue 6:00 PM	Conrad High School	Softball, Varsity-HS 5A	Conrad High School	Spruce			[0/2]
101866	2328	3/3/2017 Fri 6:00 PM	Conrad High School	Softball, Varsity-HS 6A	Conrad High School	Samuel HS			[0/2]
101866	2329	3/10/2017 Fri 6:00 PM	Conrad High School	Softball, Varsity-HS 5A	Conrad High School	Hillcrest			[0/2]
101866	2330	3/24/2017 Fri 6:00 PM	Conrad High School	Softball, Varsity-HS 5A	Conrad High School	Kimball			[0/2]
101866	2331	4/7/2017 Fri 6:00 PM	Conrad High School	Softball, Varsity-HS 5A	Conrad High School	North Dallas			[0/2]
101866	2332	4/14/2017 Fri 5:00 PM	Conrad High School	Softball, Varsity-HS 5A	Conrad High School	T Jefferson			[0/2]
101866	2333	4/21/2017 Fri 5:00 PM	Conrad High School	Softball, Varsity-HS 5A	Conrad High School	South Oak Cliff			[0/2]

Click this icon to print voucher

5. Click Print Preview on the top or bottom right to open the game voucher.

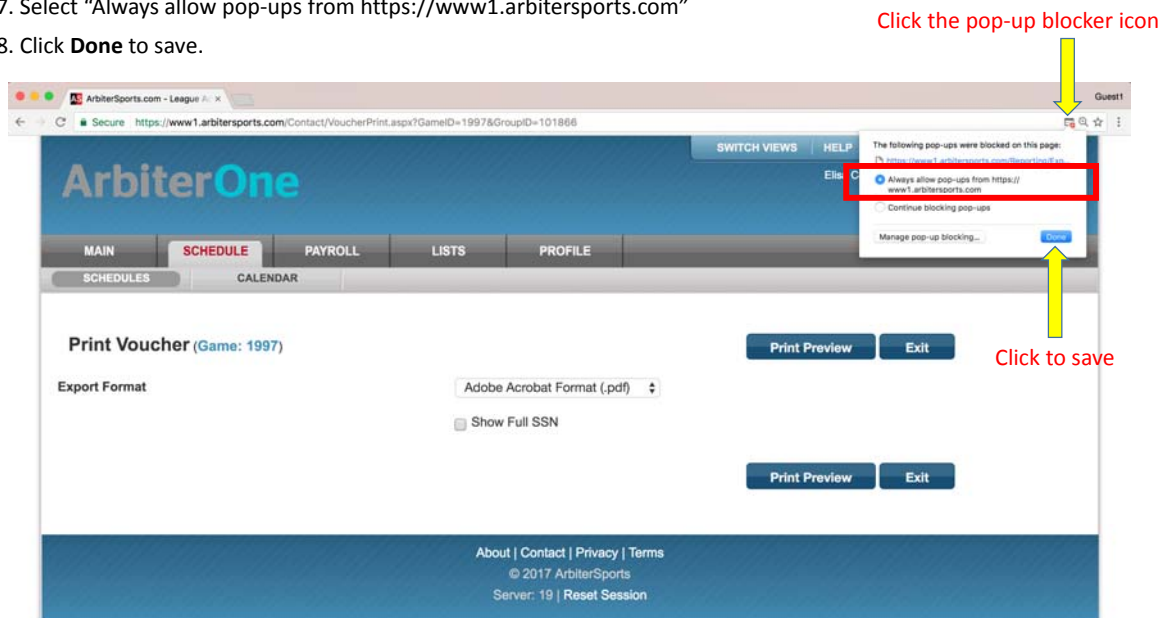
(Note: Export Format should remain on Adobe Acrobat Format (.pdf))



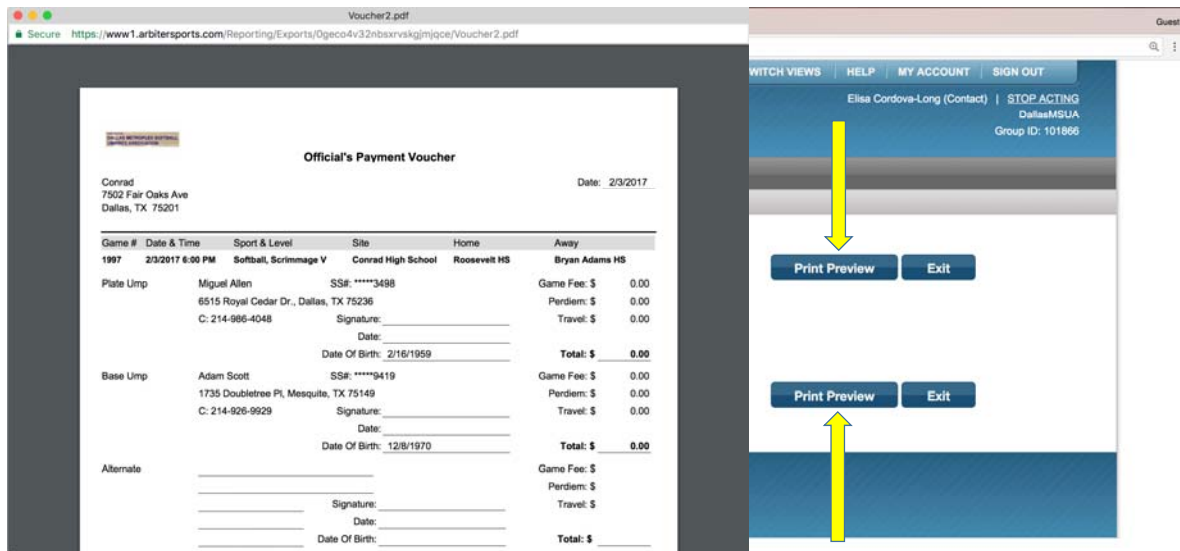
6. If your browser blocks pop-ups, click the Pop-Up Blocker icon on the top right.

7. Select "Always allow pop-ups from https://www1.arbitersports.com"

8. Click **Done** to save.

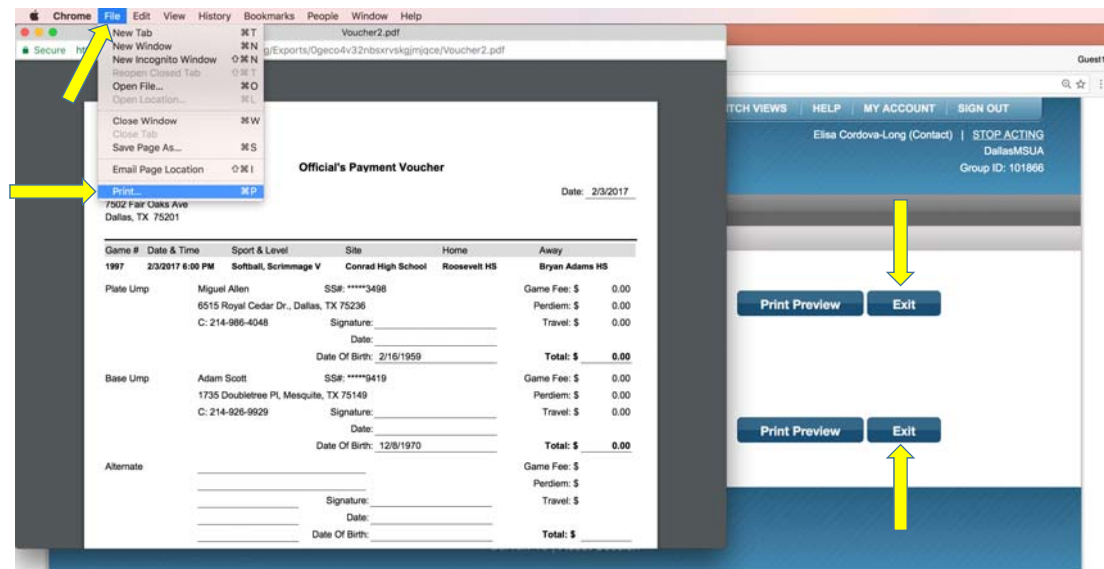


9. Click Print Preview again and the voucher will now appear.



10. Click File > Print to print the game voucher
11. Close the Voucher pop-up window.
12. Click Exit to return to your previous screen.

Repeat steps 1-12 until you have printed all of the vouchers that you need.





STEP 3: ACCEPT OFFICIALS FOR PAYMENT

1. View your Games Schedules screen. (Click Schedule on the navigation bar if already logged in)
2. Locate the Bill-To name you need to Accept payment for Officials for. (In this example, we will look for Conrad.)
3. Click Pay Officials in the ArbiterPay column to the right of the Bill-To name.

ArbiterOne

SWITCH VIEWS | HELP | MY ACCOUNT | SIGN OUT

Elisa Cordova-Long (Contact) | STOP ACTING
DallasMSUA
Group ID: 101866

MAIN | **SCHEDULE** | PAYROLL | LISTS | PROFILE

SCHEDULES | CALENDAR

Game Schedules (Elisa Cordova-Long) Exit

Type	Name	Sport	Level	ArbiterPay	Create 1099	Games	Print
Bill-To	Adamson High School *			Pay Officials	1099	14	
Bill-To	Bryan Adams High School *			Pay Officials	1099	8	
Bill-To	Conrad High School *			Pay Officials	1099	8	
Bill-To	Conrad *			Pay Officials	1099	12	
Bill-To	Forester Athletic Complex			Pay Officials	1099	118	
Bill-To	Franklin D Roosevelt High School *			Pay Officials	1099	0	
Bill-To	H Grady Spruce High School *			Pay Officials	1099	1	
Bill-To	HillCrest High School *			Pay Officials	1099	7	
Bill-To	James Madison High School *			Pay Officials	1099	0	
Bill-To	Justin F Kimball School *			Pay Officials	1099	0	
Bill-To	L G Pinkston High School *			Pay Officials	1099	0	
Bill-To	Lincoln High School *			Pay Officials	1099	0	
Bill-To	Molina High School *			Pay Officials	1099	16	
Bill-To	North Dallas High School *			Pay Officials	1099	10	
Bill-To	Seagoville High School *			Pay Officials	1099	0	
Bill-To	Skyline High School *			Pay Officials	1099	11	

4. With voucher(s) in hand, locate the official you want to Accept for payment approval. (This will record that you are certifying this official officiated a specific game) **Make sure the Game Fee and Travel amounts are correct.**
5. Click the Accept button to the far right of that Official.

Approve Payment (Conrad)
Processing a transaction can take several minutes. Please click only once on the Approve button

ArbiterPay Account
ArbiterPay Account: 1441985010 \$149980.00
ArbiterPay Security Key:
Payor TIN: 756001278

All	Official	Game	Date & Time	Sport & Level	Site	Position	Game Fee	Travel	Per Diem	Total	Message	Review
☐	Pruitt, Billy	2323	1/31/2017 7:45 PM	Softball, Scrimmage V	Forester Athletic Complex	Plate Ump	0.00	0.00	0.00	0.00	No RefPay account	Accept
☐	Billingely, Alan	2323	1/31/2017 7:45 PM	Softball, Scrimmage V	Athletic Complex	Plate Ump	0.00	0.00	0.00	0.00		Accept
☐	Allen, Miguel	1997	2/3/2017 6:00 PM	Softball, Scrimmage V	Conrad High School	Plate Ump	0.00	0.00	0.00	0.00		Accept
☐	Scott, Adam	1997	2/3/2017 6:00 PM	Softball, Scrimmage V	Conrad High School	Base Ump	0.00	0.00	0.00	0.00		Accept
										Total: 0.00 Balance: 149980.00	Calculate	

Approve Exit

6. Your name will be recorded in the Review column to the right of that Official's name. (Note: If you need to remove your name click the red X under your name.)

Approve Payment (Conrad)
Processing a transaction can take several minutes. Please click only once on the Approve button

ArbiterPay Account
ArbiterPay Account: 1441985010 \$149980.00
ArbiterPay Security Key:
Payor TIN: 756001278

All	Official	Game	Date & Time	Sport & Level	Site	Position	Game Fee	Travel	Per Diem	Total	Message	Review
☐	Pruitt, Billy	2323	1/31/2017 7:45 PM	Softball, Scrimmage V	Forester Athletic Complex	Plate Ump	0.00	0.00	0.00	0.00	No RefPay account	Ella Cordova-Long ✖
☐	Billingely, Alan	2323	1/31/2017 7:45 PM	Softball, Scrimmage V	Forester Athletic Complex	Plate Ump	0.00	0.00	0.00	0.00		Accept
☐	Allen, Miguel	1997	2/3/2017 6:00 PM	Softball, Scrimmage V	Conrad High School	Plate Ump	0.00	0.00	0.00	0.00		Accept
☐	Scott, Adam	1997	2/3/2017 6:00 PM	Softball, Scrimmage V	Conrad High School	Base Ump	0.00	0.00	0.00	0.00		Accept
										Total: 0.00 Balance: 149980.00	Calculate	

Approve Exit

7. Once you have accepted all of the officials you need to for payment at this time, you're done!

8. Click Sign Out on the top right to exit the system.

You do not have authority to Approve. Clicking this button will not do anything

The screenshot shows the ArbiterOne web application interface. At the top, there's a navigation bar with 'MAIN', 'SCHEDULE', 'PAYROLL', 'LISTS', and 'PROFILE'. Below this, there's a 'SCHEDULE' section with a 'CALENDAR' tab. The main content area is titled 'Approve Payment (Confirmed)' and includes a warning: 'Processing a transaction can take several minutes. Please click only once on the Approve button.' There are 'Approve' and 'Edit' buttons. Below this, there's an 'ArbiterPay Account' section with fields for 'ArbiterPay Account' (3451492010 514289133) and 'ArbiterPay Security Key' (7988151/76). A table of officials is displayed, with a yellow box highlighting it. The table has columns: All, Official, Game, Date & Time, Sport & League, Bkt, Position, Game Fee, Travel, Per Diem, Total, Message, and Review. The table contains four rows of data for different officials and games. At the bottom of the table, there's a 'Total: 0.00' and a 'Calculate' button. A yellow arrow points to the 'Sign Out' link in the top right corner of the page.

All	Official	Game	Date & Time	Sport & League	Bkt	Position	Game Fee	Travel	Per Diem	Total	Message	Review
☐	Thail Tilly	2252	10/10/17 7:15 PM	Softball, Scrimmage V	Foran Athletic Complex	1st ump	0.00	0.00	0.00	0.00	No time yet account	Elva Cordova Long
☐	Kilgus Allen	2252	10/10/17 7:15 PM	Softball, Scrimmage V	Foran Athletic Complex	1st ump	0.00	0.00	0.00	0.00		Elva Cordova Long
☐	Allen, Miguel	1987	2/3/2017 6:00 PM	Softball, Scrimmage V	Conrad High School	1st ump	0.00	0.00	0.00	0.00		Elva Cordova Long
☐	Scott, Adam	1987	2/3/2017 6:00 PM	Softball, Scrimmage V	Conrad High School	1st ump	0.00	0.00	0.00	0.00		Elva Cordova Long
										Total: 0.00	Calculate	

If you need additional help please contact:

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or visit

www.ARBITERPAYTEXAS.COM

