

Game Verification:

You are listed on your game as the lead referee from your game last weekend. In order for both you and your partner to be paid, you must verify that both of you were at the game. The method of doing this is listed on the front page of Arbiter, is listed below, is listed on www.teamevanston.org under Assistant Referee, and is an attachment to this email.

You can do this the day after the game.

Log on to Arbiter. In the upper left of the screen you see **“Schedule”** **“Master Schedule”** and **“Self Assign”**. Click **“Schedule”**. After selecting schedule click the box that says **“Show All”**. Your schedule will expand. When the game you just did comes up, click on the **“R”**.

A screen comes up that shows the game, has a place for the score, and lists the 2 referees from the game. To verify the game and get you both paid:

1. Enter the score of the game. It does not have to be exact. If you are not sure put it in as a 1-1 tie.
2. Look at the referees at the bottom. It lists both of you as being there **“On Time”**. If you were both there, just leave it be. If your partner was not there, change that box to **“No Show”**. If they were late, change it to late.
3. That is it. Click Save and you are done.

Because this is new, I will help keep track of it. But, if I have to verify all of the games you are supposed to be verifying, we will deduct some payment from your game.