**Arbiter Game/Event Set-up**

1. Only Enter Home games/events with teams in Region 3
2. Enter all games with non-region 3 schools
3. When Building Tournaments, Add level, Sport, Host Location, then add schools that are participating.
   1. To add officials (that use arbiter), you need to build the games.

**Officials Associations Using Arbiter (2/25/29)**

**VBOA- Valley Basketball Officials Association**

**ASRA- Anchorage Soccer Referee Association**

**109778-Valley Officials Association-Volleyball**

**Creating a Game**

1. Name Event ( ex: Senior Night, Homecoming..)
2. Select Team
3. Select Opponent
4. Home/Away
   1. Sub Site
5. Start Date
6. Time/Duration
7. **PUBLISH** Game
8. League
   1. Conference
   2. Non-Conference
9. Facility Request (if used)
10. Transportation Request (if used)
11. Officials
    1. Select Arbiter Assigning Group
    2. No Officials Required for this game
    3. Assigned by school
12. Participation and Breach Fees
    1. This will add this information to the contract.

