



2026-27

UPLOADING GAME INTO ARBITER

Arbiter sports is a website that is used to schedule/coordinate officials (<https://www.arbitersports.com>). As a coach/manager, you are responsible to schedule refs for all HOME games. If you don't already have an arbiter account, please e-mail Rochrefs@gmail.com and let Ryan know that you need an account set up. Please use an e-mail that is checked regularly. You are responsible for logging into Arbiter and checking to ensure your home schedule is correct (date, time, and location), and that refs have been assigned. I STRONGLY encourage logging in at least once a week, if not more, to ensure everything looks correct. To schedule your home games, you will need to fill out an excel template and send the completed template to Ryan (Rochrefs@gmail.com). If you don't have a template, please contact Ryan and he will send it to you. Detailed instructions on how to fill out the template are below.

Instructions

1. Open Excel Template

2. Date: The date format MUST be entered correctly. Hover mouse over the word "date" to see the required format.

	A	B	C
1	Date		
2	10/25/2019		
3	10/25/2019		

Required: Must use the format "m/d/yyyy". TBA dates are not allowed.

3. Time: The time format MUST be entered correctly. Hover mouse over the word "time" to see the required format.

	Time	
19	10:45 AM	
19	10:45 AM	
19	11:15 AM	

Not Required: If left blank, time will be set to TBA. If a time is specified it must be in the format "h:m AM/PM".

4. Game ID: Leave game ID blank

5. Sport: Use drop-down to select "Hockey" as sport. DO NOT TYPE.

ID	Sport	Level
	Hockey	le Wee AA
	Hockey	le Wee AA
	Hockey	Dee Wee AA

6. Level: Use drop-down to select level. DO NOT TYPE.

Level	Home
Pee Wee AA	
Pee Wee AA	
Peewee A	
Peewee B	
Peewee B1	
Peewee B2	
Peewee C	
Squirt A	
Squirt A End-Of-Year	
Pee Wee AA	

7. Home Team: Use drop-down to select home team. DO NOT TYPE.

Home Team	Away 1
Prior Lake	
Red Wing	
Redwood Falls	
Rochester Black	
Rochester Gold	
Rochester Orange	
Rochester PW Tourney	
Rochester Red	

8. Away Team: LEAVE AWAY TEAM BLANK

9. Site: Use drop down to select Site. DO NOT TYPE.

Site	Subsite
Rochester Graham Arena	h k 4
Use Home Team Defaults	h k 2
Rochester Graham Arena	h k 1
Rochester Recreation Center	
Rochester Graham Arena	Rink 3

10.Subsite: Use drop down to select subsite. DO NOT TYPE.

Subsite	Bill
Rink 4	
Outdoor Rink	
Rink 1	
Rink 2	
Rink 3	
Rink 4	
Rink 4	

11. Bill To: Leave Bill To Blank.

12. Save excel sheet.

13. Send Sheet to Rochrefs@gmail.com

Reminder: YOU are responsible to logging into arbiter and ensuring that your games have been assigned refs. I recommend logging in AT LEAST once a week to verify that refs have been assigned for your games that week. Monitoring your schedule in Arbiter to ensure time, location, and ref assignments are correct is your responsibility.

Questions: Contact Rochrefs@gmail.com