

## **FAQ 10/27 WIAA Training: Account Set Up**

- 1) How to get access to my schools.
  - If you do not have access to your campus or campuses in ArbiterGame, please email [zane.zientek@arbitersports.com](mailto:zane.zientek@arbitersports.com) and he will get you added to your accounts.
- 2) I can't login to ArbiterSports.
  - Everyone should be set up in ArbiterSports. If your password does not work, please reset it. You can use the instructions below.

<https://arbitersports.force.com/schools/s/article/Forgot-Password-ArbiterSports>

- 3) School Settings
  - Staff members
  - Staff roles

<https://arbitersports.force.com/schools/s/article/Step-1-School-Settings>

- 4) Adding Opponents
  - You can change the radius (in miles) as well as the zip code to find opponents outside your area.

<https://arbitersports.force.com/schools/s/article/Step-4-Adding-Opponents>

- 5) Adding Sites and Subsites.
  - If you have sites that need to be merged, please email [zane.zientek@arbitersports.com](mailto:zane.zientek@arbitersports.com)
  - Arbiter will also be working to clean these up over the next few months.
  - The additional sites are from all of the assigners who have created different sites over the years of Arbiter's existence.

<https://arbitersports.force.com/schools/s/article/Step-2-Sites-and-Subsites>

- 6) Adding Teams

<https://arbitersports.force.com/schools/s/article/Step-3-Adding-Teams>

- We have decided to move away from our original plan to have schools create sub-varsity teams as squads. Team should now be built with the corresponding level instead of building everything as JV with squads. Now you will use the levels below when creating your teams. These levels will be the only levels that the WOA/WIAA use.

### **High School Levels**

- Varsity
- Junior Varsity
- Sophomore
- Freshman

- If you have a C Team, please still create it as a squad of one of the levels listed below. For example, Freshman C Team.

### **Middle School Levels**

7<sup>th</sup>/8<sup>th</sup>

8<sup>th</sup>

7<sup>th</sup>

6<sup>th</sup>

- If you have multiple teams of the same level, you will build those as squads of that level. For Example, 7<sup>th</sup> A and 7<sup>th</sup> B teams.

We hope this change to how teams are built will keep things more consistent across all platforms and allow for easier public viewing.