

ARBITER- Adding Games

Step 1

1. When you login to your account, click on SCHEDULE at the top ribbon.
2. On the right hand side, you will see Game column. It will say '0' until you start to add games. Click on the '0'

The screenshot shows the ARBITER web application interface. At the top, there is a navigation bar with the ARBITER logo and a user profile dropdown. Below this is a ribbon with tabs: MAIN, SCHEDULE, PAYROLL, LISTS, SETTINGS, and REPORTS. The SCHEDULE tab is active. Under the SCHEDULE tab, there are two sub-tabs: Schedules and Calendar. The Schedules sub-tab is selected, showing a table titled "Game Schedules (Sara Petkau)".

Type	Name	Sport	Level	Games	Exit
Team	U11 C Lynx	Hockey	U11 C	0	Exit

The 'Games' column, which contains the value '0', is circled in red. At the bottom of the page, there is a footer with links for ABOUT, CONTACT, PRIVACY, and TERMS, along with a "Reset Session" button and server information.

Step 2

1. A new screen will appear.
2. Click on the GREEN PLUS SIGN

The screenshot shows the Arbiter web application interface. At the top, there's a navigation bar with the Arbiter logo and menu items: MAIN, SCHEDULE, PAYROLL, LISTS, SETTINGS, and REPORTS. The user is logged in as Sara Petkau (Contact) for LBMHA (Lumsden Bethune minor hockey association) (115000). A notification banner at the top states: "All departments will be unavailable EVERY Wednesday from 10:00 AM to 11:00 AM (MST) for mandatory training. We apologize for any inconvenience." The main content area is titled "Schedules" and "Calendar". It shows the "Edit Game Schedule" for Team #11: U11 C Lynx. On the left, there's a "Legend" with color-coded boxes for Normal (white), Canceled (red), Rainout (blue), Forfeit (orange), Suspended (light blue), and Postponed (dark orange). Below the legend are "Options" with checkboxes for "Show All", "Print schedule", and "Show all slots". The main table has columns: Group, Game, Date & Time, Site, Sport & Level, Home, Away, Notes, and Slots. The first row of the table has a green plus sign in the "Group" column, which is circled in red. The table also has "Exit" buttons at the top right and bottom right.

Arbiter

Acting: Sara Petkau (Contact)
LBMHA (Lumsden Bethune minor hockey association) (115000)

MAIN SCHEDULE PAYROLL LISTS SETTINGS REPORTS

Schedules Calendar

Legend

- Normal
- Canceled
- Rainout
- Forfeit
- Suspended
- Postponed

Options

- ☒ Show All
- Print schedule
- Show all slots

Edit Game Schedule (Team #11: U11 C Lynx)

Group	Game	Date & Time	Site	Sport & Level	Home	Away	Notes	Slots
+								

Exit

Exit

16°C Windy

Search

10:49 AM 9/22/2026

Step 3

1. This is where you will add the game!
2. Game # can be left as 'next available'
3. Sport and Level- Stay the Same
4. Home Team stays the same
5. Away Team- you can leave as TBD or add opponents. This is completely optional.
6. Site- Ensure you select the right rink.
7. Ensure the date and time are correct.
8. Type: Leave as LEAGUE
9. MAKE SURE YOU CLICK 'SAVE'

The screenshot shows the Arbiter web application interface. At the top, there's a navigation bar with links: MAIN, SCHEDULE, PAYROLL, LISTS, SETTINGS, and REPORTS. The 'SCHEDULE' tab is active. Below the navigation bar, there's a header area with the text 'All departments will be unavailable EVERY Wednesday from 10:00 AM to 11:00 AM (MST) for mandatory training. We apologize for any inconvenience.' and a user profile for 'Acting: Sara Petkau (Contact) LBMHA (Lumsden Bethune minor hockey association) (115000)'. The main content area is titled 'Add Game' and contains a form with the following fields:

- Game #: (Next Available) [Add custom game ID]
- Status: Normal [dropdown]
- Type: League [dropdown]
- Sport: Hockey [dropdown]
- Date: 10/24/2026 [calendar icon]
- Start: 8:00 PM [dropdown]
- Level: U11 C [dropdown]
- # of Slots: 0 [dropdown]
- End: 10:15 PM [dropdown]
- Home: U11 C Lynx, U11 C [dropdown] [Add New Team] [Match Game Level]
- Away: TBA [dropdown] [Add New Team] [Match Game Level]
- Score: [input field]
- Score: [input field]
- Site: Bethune Community Sports Centre * [dropdown] [Show all sites and subites]
- Bill-To: [dropdown]
- Amount: \$0.00 [input field]
- Verified: [checkbox]

There are 'Save' and 'Cancel' buttons at the bottom right of the form. The footer of the application includes links for ABOUT, CONTACT, PRIVACY, and TERMS, along with a 'Reset Session' button and server information 'Server: 3BX © 2026 Arbiter'.

HOW TO EDIT A GAME:

1. Login to your account
2. Click on SCHEDULE
3. Click on the [Number] in the Game Column

4. Find the game you want to Edit and Click on the [PENCIL] ICON.
5. A new screen will show up- it will be the original game added. Edit as needed and ensure you click SAVE.