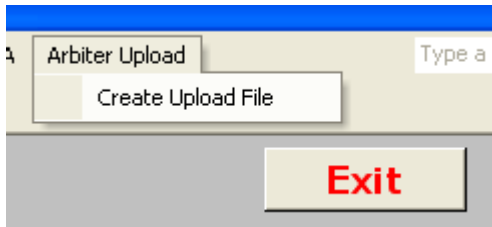


## Uploading your events to ArbiterSports.com

**Before you can upload your events to Arbiter, your assignor must accept uploads from Mansker Enterprises Software. Please email your assignor and ask them to make this selection on their preferences screen.**

1. Go to the Contest Information screen in your AD software. Choose the Arbiter Upload menu at the top and then Create Upload File



2. Enter your school name at the top and select a sports season. Select the sports you want to upload and the levels.

**Arbiter Upload Selection**

School Name for the Arbiter Upload:

Sports Season:

Please select the season for this upload.

SportList	Selected Sports
JV Baseball & Softball	Varsity BB & SB
Varsity BB & SB	
Varsity Cross Country	
Varsity Track	
Varsity/JV Basketball Boys	
Varsity/JV Basketball Girls	

Click a sport to select it.      Click a sport to remove it.

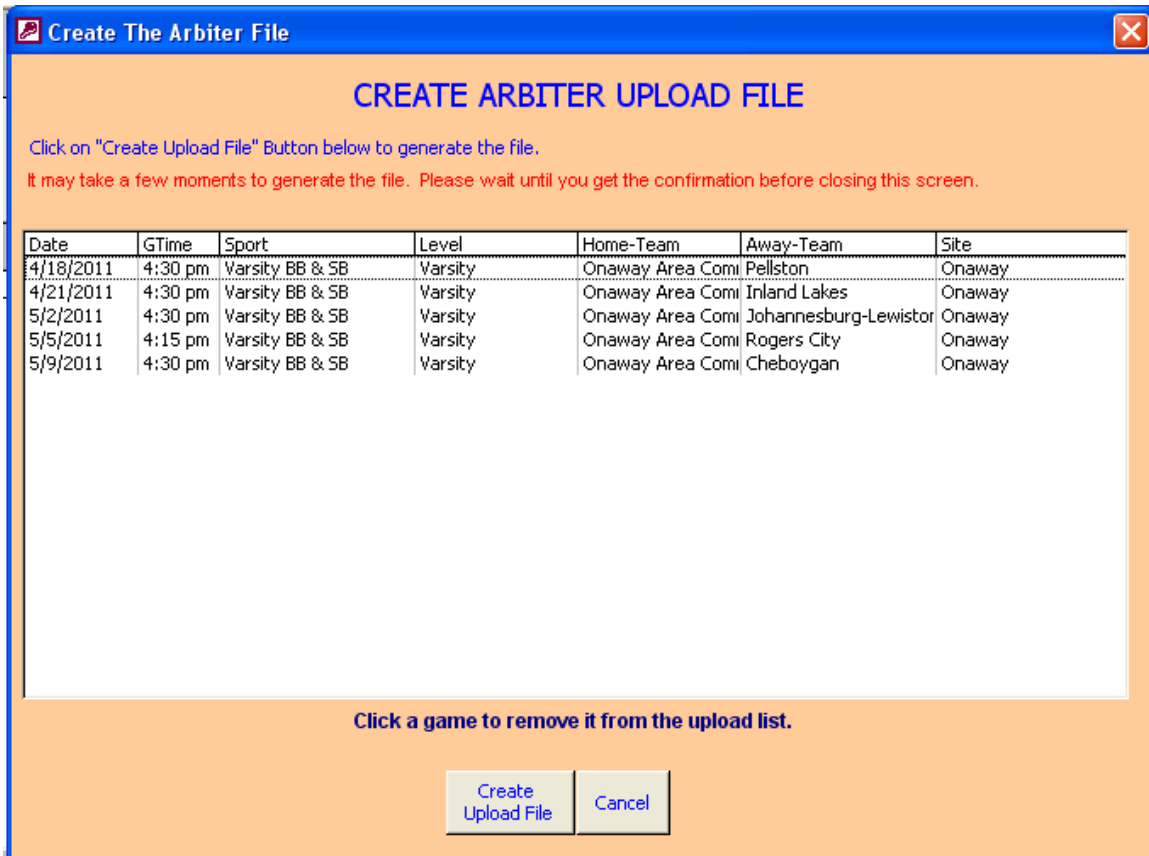
Available Levels	Selected Levels
Varsity	Varsity

Click a Level to Select      Click to Remove

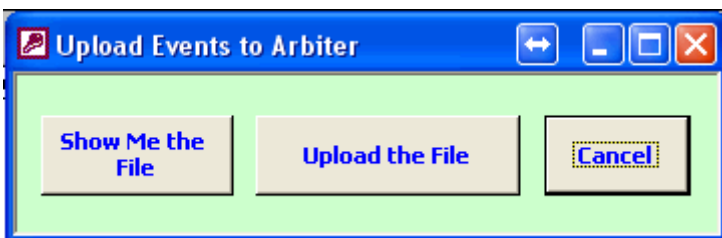
Include Tournes     Exclude Tournes

**Next**

3. You will be shown a list of games you are uploading. You can click a game to remove it from the list. Click Create the Upload File.



4. Click Upload the File



5. You will be taken to our site so you can prepare the file for upload to ArbiterSports.com. If you have not set up an account on the site, click the

Register link at the bottom. Enter your Email address and your password. You need to remember these as it will make future uploads much easier.

## mes arbiter upload system

Prepare your game file for upload to [ArbiterSports.com](http://ArbiterSports.com)

The screenshot shows a login interface with a green header 'Login Menu' and an orange header 'Please register or log in'. Below the green header are two input fields: 'Email Address:' and 'Password:', each with a text box. A 'Log In' button is positioned below the password field. Below the orange header, text reads: 'Before you can utilize this sytem to export your events from Athletic Director to The Arbiter, you must log in or register.' At the bottom left, a link says 'If you do not yet have an account, please register.'

6. When you have registered and logged in, select the Arbiter file. It is located at C:\Arbiter Uploads and will always be named Arbiter.xls (You may not see the .xls extension.) Click Upload File.

The screenshot shows an 'Upload Form' with an orange header. Below the header, text reads: 'Please upload your Athletic Director export file below.' There are two input fields: 'Upload File:' with a text box containing 'C:\Arbiter\_Upload\Arbiter.' and a 'Browse...' button; and 'Arbiter Group ID:' with a dropdown menu showing '100028' and a text box with 'OR NEW GROUP ID'. An 'Upload File' button is located below the input fields.

7. You now need to match your sports. You will see the sport names from your AD software on the left. Select the correct match from the dropdown list for each sport.

Click Next. You won't need to do this each time you upload. Our site will remember your matches.

User Menu	Sports Matcher																						
<p>You are logged in. You can upload your file by <a href="#">clicking here</a></p> <p><a href="#">Log Out</a></p>	<p>The following sports and levels were found in your upload file, but we don't know which sports and levels they correspond to at Arbiter Sports. Please associate your Athletic Director sports and levels with your Arbiter sports and levels and hit the Next button to continue.</p> <p>If you need to add a new sport or level to your Arbiter Sports account, you will need to visit their website to do so.</p> <table><tbody><tr><td>9-12 Girls Basketball – Varsity/JV</td><td>Girls Basketball – Var/JV</td></tr><tr><td>9-12 Girls Basketball – Varsity</td><td>Girls Basketball – Var/JV</td></tr><tr><td>9-12 Girls Basketball – Jr. Varsity</td><td>Girls Basketball – Var/JV</td></tr><tr><td>V Boys Basketball – J.V./Var</td><td>Boys Basketball – Var/JV</td></tr><tr><td>V Boys Basketball – Jr. Varsity</td><td>Basketball – JR VARSITY</td></tr><tr><td>V Boys Basketball – Varsity</td><td>Basketball – VARSITY</td></tr><tr><td>V Girls Basketball – J.V./Var</td><td>SELECT ONE</td></tr><tr><td>V Girls Basketball – Varsity</td><td>SELECT ONE</td></tr><tr><td>V Girls Basketball – Jr. Varsity</td><td>SELECT ONE</td></tr><tr><td>Varsity BB &amp; SB – Varsity</td><td>SELECT ONE</td></tr><tr><td>Varsity/JV Basketball Boys – Var/J.V.</td><td>SELECT ONE</td></tr></tbody></table> <p><a href="#">Next</a></p>	9-12 Girls Basketball – Varsity/JV	Girls Basketball – Var/JV	9-12 Girls Basketball – Varsity	Girls Basketball – Var/JV	9-12 Girls Basketball – Jr. Varsity	Girls Basketball – Var/JV	V Boys Basketball – J.V./Var	Boys Basketball – Var/JV	V Boys Basketball – Jr. Varsity	Basketball – JR VARSITY	V Boys Basketball – Varsity	Basketball – VARSITY	V Girls Basketball – J.V./Var	SELECT ONE	V Girls Basketball – Varsity	SELECT ONE	V Girls Basketball – Jr. Varsity	SELECT ONE	Varsity BB & SB – Varsity	SELECT ONE	Varsity/JV Basketball Boys – Var/J.V.	SELECT ONE
9-12 Girls Basketball – Varsity/JV	Girls Basketball – Var/JV																						
9-12 Girls Basketball – Varsity	Girls Basketball – Var/JV																						
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V Girls Basketball – J.V./Var	SELECT ONE																						
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V Girls Basketball – Jr. Varsity	SELECT ONE																						
Varsity BB & SB – Varsity	SELECT ONE																						
Varsity/JV Basketball Boys – Var/J.V.	SELECT ONE																						

8. Next, match your schools. You will see the school names from your AD software on the left. Again, match them with the correct choice from the drop down list. The site will also remember your matches for the next upload.

User Menu	Team Matcher												
<p>You are logged in. You can upload your file by <a href="#">clicking here</a></p> <p><a href="#">Log Out</a></p>	<p>The following teams were found in your upload file, but we don't know which teams they correspond to at Arbiter Sports. Please associate your Athletic Director teams with your Arbiter teams and hit the Next button to continue.</p> <p>If you need to add a new team to your Arbiter Sports account, you will need to visit their website to do so.</p> <table><tbody><tr><td>Arvin High School</td><td>Altha high School</td></tr><tr><td>Ash Grove R-4</td><td>Arnold High School</td></tr><tr><td>Bakersfield Christian High School</td><td>SELECT ONE</td></tr><tr><td>Bellaire</td><td>SELECT ONE</td></tr><tr><td>Belle High School</td><td>SELECT ONE</td></tr><tr><td>Benton County R-2</td><td>SELECT ONE</td></tr></tbody></table>	Arvin High School	Altha high School	Ash Grove R-4	Arnold High School	Bakersfield Christian High School	SELECT ONE	Bellaire	SELECT ONE	Belle High School	SELECT ONE	Benton County R-2	SELECT ONE
Arvin High School	Altha high School												
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Belle High School	SELECT ONE												
Benton County R-2	SELECT ONE												

9. Click Next. Your games should upload and you should get a Success! Message.

10. Troubleshooting: In order to upload, your assignor must accept games from Mansker Enterprises Software. If you get a message saying that the assignor does not accept games from Mansker Enterprises Software, please email them and ask them to add us to their Preferences on the ArbiterSports.com site.