



(<https://www.thearbiter.net/Shared/SignIn/SignIn.aspx>)

Austin Chapter TASO – Baseball



IMPORTANT THINGS TO DO FOR FIRST TIME USERS

1. Log in to the ARBITER system using the password provided to you by the Chapter Secretary
 - a. <https://www.thearbiter.net/Shared/SignIn/SignIn.aspx>

2. Go to the ACCOUNT – INFORMATION Section (See page 31 for instructions) and enter/change
 - a. Your personal information
 - b. Your address
 - c. Your EMAIL account
 - d. Your PHONE NUMBERS

3. Go to the BLOCKS – CALENDAR Section (See page 11 for instruction)
 - a. BLOCK OUT dates and/or time you CANNOT work games on the Calendar

4. Go to the BLOCKS – TEAMS Section (See page 16 for instructions)
 - a. BLOCK OUT Teams for which you do not desire or cannot work games (Conflict of Interest, etc.)

5. Go to BLOCKS – TRAVEL LIMITS Section (See page 19 for instructions)
 - a. Set your Travel Limits for each day of the week

 - b. Change the Zip Code, if necessary for workdays versus other days

6. SET YOUR STATUS AS READY TO BE ASSIGNED
 - a. This can be set from one of two places (setting in one automatically set the other as well)
 - i. Account – Information – Status (See page 31 for instructions)
 - ii. Main Page Menu – Settings (See page 36 for instructions)

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Austin Chapter TASO – Baseball

Arbiter

(<https://www.thearbiter.net/Shared/SignIn/SignIn.aspx>)

Go to the login screen (<https://www.thearbiter.net/Shared/SignIn/SignIn.aspx>) and you will see the screen below. Enter you email address and the initial password you received from the chapter secretary. **CHANGE YOUR PASSWORD** after logging in to ensure security of your account !!

The screenshot shows the login interface for The Arbiter .NET. At the top, there is a navigation menu with links: Home, Company, Products, Testimonials, Assigner's Demo, Purchase, Support, Players, and Sign In. Below the menu is a header with the Arbiter .NET logo on the left and the NASO logo on the right. A status bar indicates "(Not Signed In)". The main content area is titled "Sign In" and contains a "Sign In" button in the top right corner. Below this, there are two input fields: "Email" with the placeholder text "YOUR email address" and "Password" with a masked password "*****". A checkbox labeled "Automatically sign me into the Arbiter in the future" is present below the password field. There are also links for "Forgot Password?" and "How To Troubleshoot Sign-In Problems?". At the bottom left of the form area is a "back to top" link, and at the bottom right is another "Sign In" button. The footer contains the copyright notice: "Copyright © 2003 - 2004 Advanced Business Technology Corporation. All rights reserved. [Privacy Statement](#)".

After logging in, you will see the screen shown below. This is the “home” page from which you can access various functions and information within the Arbiter website. These will be covered in further detail on the following pages.

The screenshot shows the home page of the Arbiter website for Ken Williams. The header includes the Arbiter .NET logo, a NASO logo, and a navigation menu. Below the header, the user's name "Ken Williams" is displayed. The page is divided into several sections: "Schedules" with a "Ken Williams" sub-header, "Announcements" with a post by Jim Grimm dated 9/15/2004 - 6:23 AM, and "Special Notices" with a notice about a version update on December 22nd. A "NASO Corner" section features the NASO ON logo. On the left side, there is a vertical navigation menu with icons and labels for: Schedules, Self Assign, Attach, Blocks, Calendar, Teams, Partners, Travel Limits, Summary, Lists, Officials, Contacts, Sites/Contacts, Teams/Contacts, Account, Forms, Information, Preferences, Password, Settings, and a "Ready" status at the bottom.

Arbiter Menu Overview

SCHEDULES SECTION - there are three functions available in this section and is one of the MOST IMPORTANT sections that you will use

- Schedule – Displays YOUR schedule, both pending and accepted games. You MUST use this function to ACCEPT or DECLINE games. You must also SUBMIT your schedule when you finished accepting/declining pending games.
- Self Assign – During the year, the secretary will post games that you can “self-assign” if you are available. Games are posted as they become available, so check this often. These games go quickly.
- Attach – Allows you “attach” one or more teams to your account. You can then see their entire schedule or just certain games. You will also be notified of any changes in those games.

PAYROLL SECTION – There are two functions available in this section, but they are not currently used by our chapter

BLOCKS SECTION – There are five functions available in this section and this is also one of the MOST IMPORTANT sections that you will use

- Calendar – This gives you a means to block out dates or times that you cannot work games. Times can be blocked as All Day or Partial Day. If something changes, blocked times can be “unblocked”. This page also provides you with a visual description of your game schedule and all blocks. **THE SECRETARY RELIES ON THIS FUNCTION TO ASSIGN GAMES !!**
- Teams – This allows you to block certain teams for whom you do not desire, or cannot, call games. (e.g.: your child is in XYZ school, block XYZ school from your schedule to avoid a potential conflict of interest)
- Partners – This allows you to block specific chapter umpires with whom you do not want to work.
- Travel limits – This allows you to set travel limits you do want to exceed. It can be different for each day of the week. (e.g.: your work location during the week and home on the weekends). Be careful.....setting allowable miles too low can limit your assignments.
- Summary – This provides a printout of you blocked dates/times, teams, and partners.

LISTS SECTION – There are four functions available in this section, which provide lists of contact information for various people or organizations

- Officials – Contact information for chapter umpires. Printed contact list can be obtained from this function
- Contacts – An alphabetical listing of non-umpire contacts (coaches, etc.)
- Sites/Contacts - Contact information for specific locations or fields
- Teams/Contacts – Contact information for specific teams/schools

ACCOUNT SECTION – There are four functions available in this section, which allow you to keep YOUR information current, change password, etc.

- Forms – Not used at this time
- Information – Provides a means of keeping your address and contact information current
VERY IMPORTANT !!
- Preferences – Allows you set some basic user preferences (time zone, etc.)
- Password – Allows you to change your password

SETTINGS SECTION – There is only one function available in this section, but it is **CRITICALLY IMPORTANT !!!**

- Ready – You ***MUST*** check this box when you have finished entering all of your information and blocks to indicate that you are “ready to be assigned”. If you do NOT check this box, you will NOT be assigned any games !!!

IMPORTANT:

Whenever you have moved to a different screen in Arbiter, ALWAYS hit the “EXIT” button to return to the prior page. If you use the “back” button on your browser, you will end up with multiple pages open !



HOME PAGE

The “home page” contains menu on the left hand side of the page that provides access to other features of the Arbiter system. It also contains announcements, notices, and other important information provided by the Board. Always check the “Announcements” section when you log on for current notices.

Main Menu

Announcements Section

The screenshot shows the home page of the Arbiter system. At the top, there are logos for 'The Arbiter .NET', 'Base Coach', and 'REFEREE'. Below these is a navigation bar with the text 'Austin TASO - Baseball (Group 101387) - Ken Williams acting as Ken Williams (Official)'. The main content area is divided into several sections: 'Schedules' (with sub-items: Schedule, Set Assign, Attach), 'Payroll' (with sub-items: Paysheets, Invoices), 'Blocks' (with sub-items: Calendar, Teams, Partners, Travel Limits, Summary), 'Lists' (with sub-items: Officials, Contacts, Sites/Contacts, Teams/Contacts), 'Account' (with sub-items: Forms, Information, Preferences, Password), and 'Settings' (with a 'Ready' checkbox). A 'Special Notices' section on the right contains two bullet points: 'This version was deployed on December 3rd at 8:30 PM (ET).', and 'The sign-in format has changed for the better! Click here for details.' Below this is a 'NASO Corner' logo. A 'back to top' link is located at the bottom left of the page.

SCHEDULES – SCHEDULE

The Schedule function displays YOUR current schedule of games. It shows games that are pending, accepted, declined, rained out, cancelled, etc. It is **VITALLY IMPORTANT** that you check this on a regular basis to ensure that you accept or decline new games that have been added to your schedule. All games are **ACCEPTED** or **DECLINED** from this screen !!

Reports		Game Schedule										
Schedule		Select 'Accept' or 'Decline' for specific assignments. Click 'Submit' when finished, or click 'Exit' to return to the previous page.										
Display		Game	Notes	Position	Date & Time	Sport & Level	Site	Home	Away	Status	Accept	Decline
<input checked="" type="checkbox"/> Show All		977	R	UMP 2	2/10/2004 Tue 4:15 PM	BASEBALL, 3A/2A/1A H.S	San Marcos Baptist	San Marcos Baptist	St. Anthony	Rained out on 2/3/2004		
<input type="checkbox"/> Normal		1460		UMP 1	2/13/2004 Fri 4:15 PM	BASEBALL, 3A/2A/1A H.S	San Marcos Baptist	San Marcos Baptist	St. Anthony	Cancelled on 2/13/2004		
<input type="checkbox"/> New		733		UMP 1	2/24/2004 Tue 6:00 PM	BASEBALL, 5A/4A H.S	Leander	Leander	Lake Travis	Rained out on 2/24/2004		
<input type="checkbox"/> Notified		812	R	UMP 1	2/26/2004 Thu 12:00 PM	BASEBALL, JV	Luling	Luling JV	TBA	Accepted on 2/19/2004		
<input type="checkbox"/> Attachment		813	R	UMP 1	2/26/2004 Thu 2:30 PM	BASEBALL, JV	Luling	Luling JV	TBA			
		461	R	UMP 1	2/27/2004 Fri 1:30 PM	BASEBALL, JV	Vista Ridge	Vista Ridge Freshman	TBA	Accepted on 2/22/2004		
		462	R	UMP 1	2/27/2004 Fri 3:30 PM	BASEBALL, JV	Vista Ridge	Vista Ridge Freshman	TBA			
		463	R	UMP 1	2/27/2004 Fri 6:00 PM	BASEBALL, JV	Vista Ridge	Vista Ridge Freshman	TBA			
		1498	R	UMP 1	2/28/2004 Sat 2:00 PM	BASEBALL, JV	Hays	Hays Fresh	TBA	Accepted on 2/19/2004		
		1499	R	UMP 1	2/28/2004 Sat 4:30 PM	BASEBALL, JV	Hays	Hays Fresh	TBA			
		676		UMP 2	3/2/2004 Tue 6:00 PM	BASEBALL, 5A/4A H.S	Lake Travis	Lake Travis	Seguin	Rained out on 3/3/2004		
		1464		UMP 2	3/4/2004 Thu 2:00 PM	BASEBALL, 5A/4A H.S	Connally	Connally	TBA			
		1473		UMP 2	3/4/2004 Thu 6:00 PM	BASEBALL, 5A/4A H.S	Connally	Connally	TBA	Rained out on 3/4/2004		

If you select a particular game, by clicking on the game number (as shown below), then you will be able to determine who your partner is for that game, if one has been assigned. You will also be provided with contact information for your partner on the screen.

812	R	UMP 1	2/26/2004 Thu 12:00 PM	BASEBALL, JV	Luling	Luling JV	TBA	Accepted on 2/19/2004
Normal Game		UMP 1	2/26/2004 Thu 2:30 PM	BASEBALL, JV	Luling	Luling JV	TBA	

Start Page | Switch Accounts | Assigner | Help | Sign Out




Click Here To Advertise In This Space

Austin TASO - Baseball (Group 101397) – Ken Williams acting as Ken Williams (Official)

Game Details (Game 812) Exit

Game	Notes	Date & Time	Sport & Level	Site	Home	Away
812	R	2/26/2004 Thu 12:00 PM	BASEBALL, JV	Luling	Luling JV	TBA

Official	Status	Position	Distance	Email	Phones
Ken Williams	Accepted	UMP 1	57	kwilliams30@austin.rr.com	512-894-0120 (Home)
Greg White	Accepted	UMP 2	44	gregswhite56@yahoo.com	512-659-6322 (Cellular)

back to top Exit

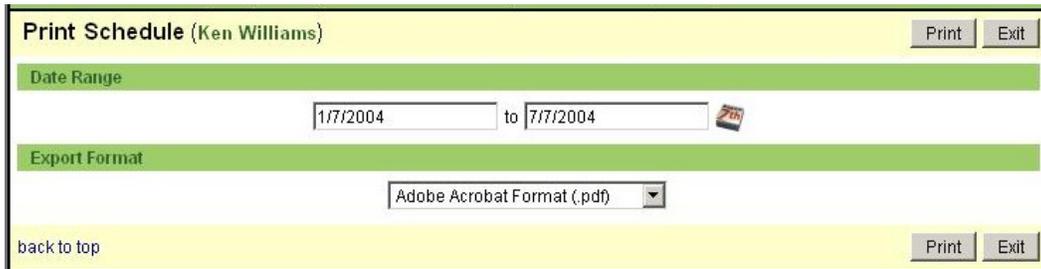
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By clicking on the REPORTS-SCHEDULE link, you can get a printed report of YOUR current schedule. It can be obtained in one of several formats.

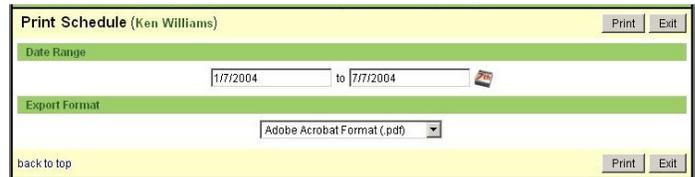
It is highly advised to keep an up-to-date printed copy of your schedule at all times. Computers and websites being what they are, there may be times when the web or website is unavailable. Even so, YOU ARE RESPONSIBLE FOR ANY GAMES YOU HAVE ACCEPTED !!



Clicking on the Schedule feature will display the screen shown below;

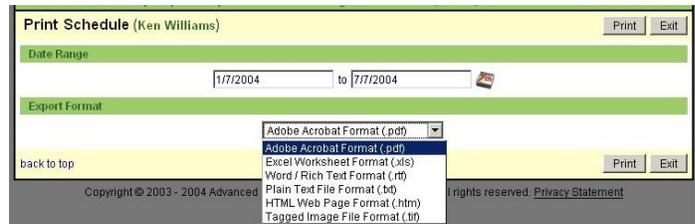


1. Set the date range for which you wish to obtain a printed report. The default is the current month.



2. Once you have set the date range, select the FORMAT of the report you would like. There are several options for report formats:

- a. Adobe Acrobat (default file type)
- b. Excel
- c. Word / Rich Text format
- d. Plain Text
- e. HTML
- f. Tagged Image Format (TIFF picture format)



3. Click the PRINT button

- a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

The printed copy of the schedule shows date, time, and location of the game. It also provides information, including contact data, for your partner for each game.

		Austin TASO - Baseball 1208 Glen Summer Cove Austin, TX 78753 Mark Baletka: (512)834-2332			
Official's Game Schedule					
Ken Williams 710 East Creek Drive Dripping Springs, TX 78620			H: 512-894-0120 C: 512-636-6523		
Game	Date & Time	Sport & Level	Site	Home	Away
977	2/10/2004 (Tue) 4:15 PM	BASEBALL 3A/2A/1A H.S	San Marcos Baptist	San Marcos Baptist	St. Anthony
UMP 1	Robert Lafferty	0	H: 000-447-9944	C: 512-771-3393	Accepted
UMP 2	Ken Williams	0			\$35.00
*** This game has been RAINED OUT. ***					
812	2/26/2004 (Thu) 12:00 PM	BASEBALL JV	Luling	Luling JV	TBA
UMP 1	Ken Williams	57			\$35.00
UMP 2	Greg White	44	C: 512-659-6322	H: 512-587-1440	Accepted
813	2/26/2004 (Thu) 2:30 PM	BASEBALL JV	Luling	Luling JV	TBA

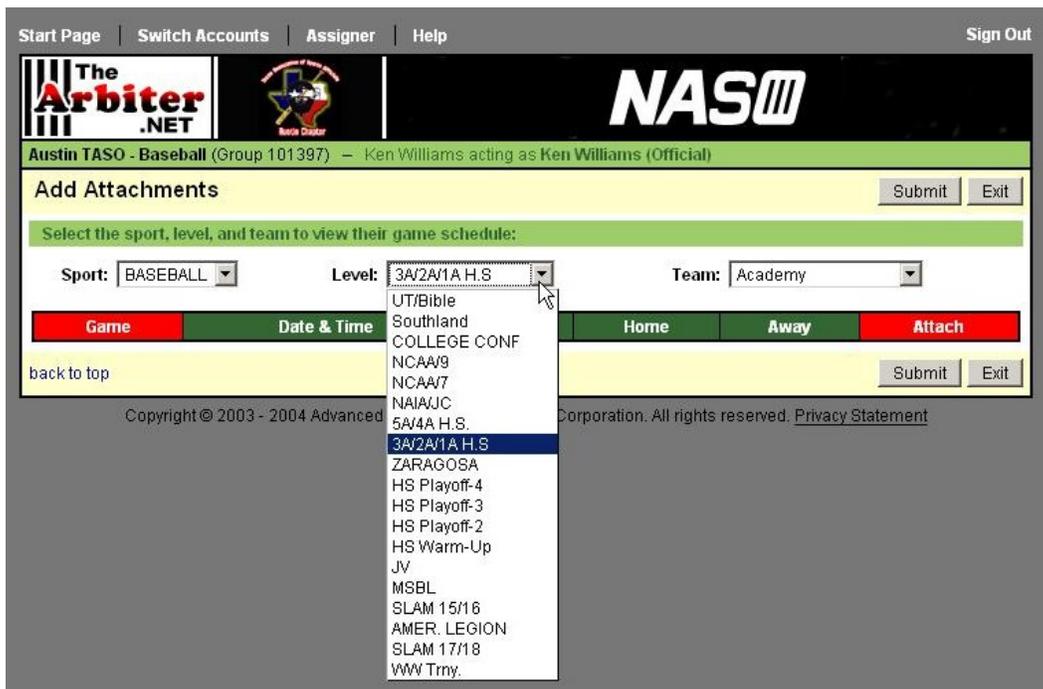
SCHEDULES – SELF ASSIGN

The Austin Chapter makes extensive use of the Self-Assign function. If a game has not been accepted or has been turned back, especially on short notice, the secretary can put the game into the “self-assign” database and umpires who are available for that game can assign themselves to that game. This saves a great deal of time and allows available umpires to obtain additional games. Check this section frequently as it is updated frequently.

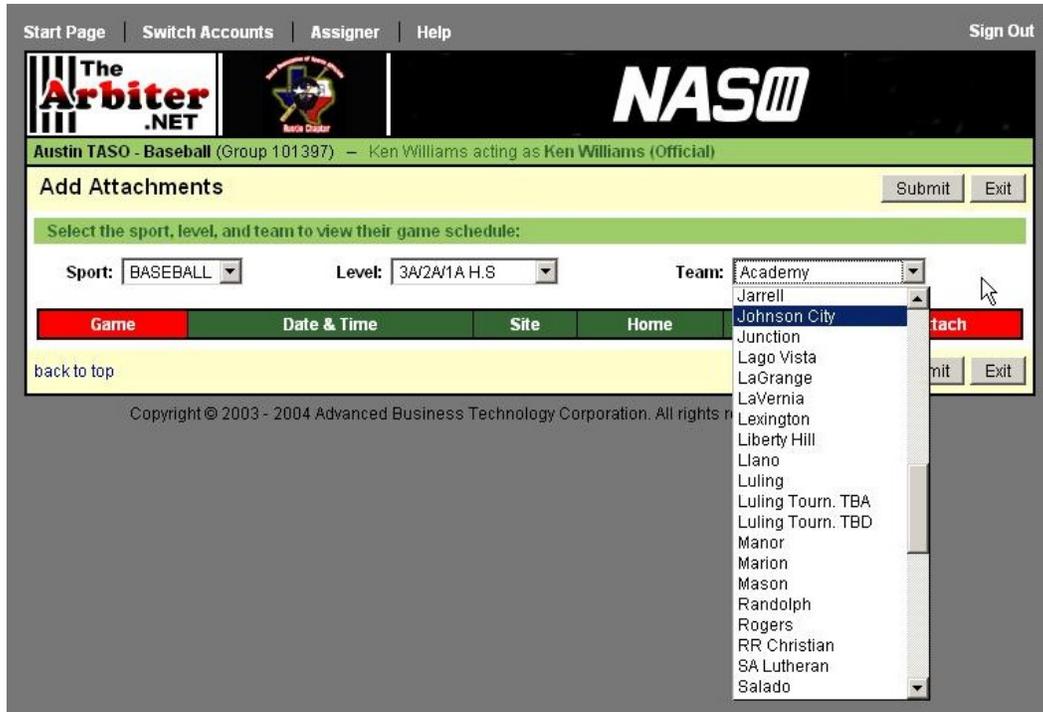


SCHEDULES – ATTACH

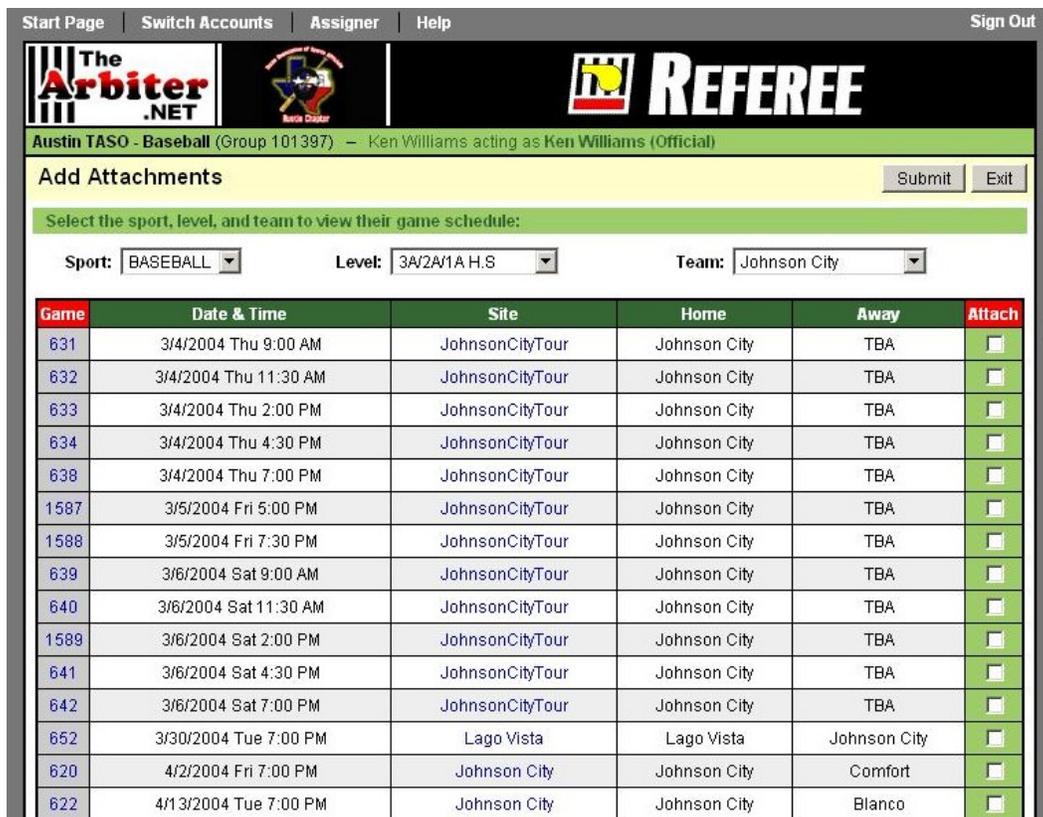
The Attach function allows you to keep track of a particular team throughout the year. To use this function, click on the “attach” link. Once the page is displayed, you must select a “level” of team in which you are interested.



After selecting the level, you then select the specific team in which you are interested.



Once a selection is made, then a screen will be displayed with all of the available information concerning that team.



If you select a specific game (by game number), then you can see additional information about that game.

Start Page | Switch Accounts | Assigner | Help Sign Out





Austin TASO - Baseball (Group 101397) - Ken Williams acting as Ken Williams (Official)

Add Attachments Submit | Exit

Select the sport, level, and team to view their game schedule:

Sport: Level: Team:

Game	Date & Time	Site	Home	Away	Attach
631	3/4/2004 Thu 9:00 AM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
632	3/4/2004 Thu 11:30 AM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
633	3/4/2004 Thu 2:00 PM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
634	3/4/2004 Thu 4:30 PM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
638	3/4/2004 Thu 7:00 PM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
1587	3/5/2004 Fri 5:00 PM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
1588	3/5/2004 Fri 7:30 PM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
639	3/6/2004 Sat 9:00 AM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
640	3/6/2004 Sat 11:30 AM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
1589	3/6/2004 Sat 2:00 PM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
641	3/6/2004 Sat 4:30 PM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
642	3/6/2004 Sat 7:00 PM	JohnsonCityTour	Johnson City	TBA	<input type="checkbox"/>
652	3/30/2004 Tue 7:00 PM	Lago Vista	Lago Vista	Johnson City	<input type="checkbox"/>
620	4/2/2004 Fri 7:00 PM	Johnson City	Johnson City	Comfort	<input type="checkbox"/>
622	4/13/2004 Tue 7:00 PM	Johnson City	Johnson City	Blanco	<input type="checkbox"/>

Start Page | Switch Accounts | Assigner | Help Sign Out





Austin TASO - Baseball (Group 101397) - Ken Williams acting as Ken Williams (Official)

Game Details (Game 639) Exit

Game	Notes	Date & Time	Sport & Level	Site	Home	Away
639		3/6/2004 Sat 9:00 AM	BASEBALL, 3A/2A/1A H.S.	JohnsonCityTour	Johnson City	TBA

Official	Status	Position	Distance	Email	Phones
Andy Reeder	Accepted	UMP 1	41	areeder512@aol.com	512-963-8340 (Cellular)
Greg White	Accepted	UMP 2	39	gregswhite56@yahoo.com	512-659-6322 (Cellular)

back to top Exit

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BLOCKS – CALENDAR

The CALENDAR is the **MOST IMPORTANT** feature of Arbiter for umpires !!! The Chapter Secretary relies on this function to assign games and to determine who is available if an umpire is needed on short notice.

Your calendar can be modified at any time, and the changes are effective immediately. This means that you can keep your availability current as events change in your life or work. **IT IS CRITICAL THAT YOU KEEP YOUR CALENDAR CURRENT !!**

When you click on the CALENDAR link, you will see the screen below. There are several items of importance on this page concerning how you input data and change your schedule.

Action Calendar
Action - "View Schedule" Exit

View Schedule
 Block All Day
 Block Part Day
 Clear Blocks

Reports
 Calendar

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

Time Range
 From: 8:00 AM
 To: 5:00 PM

Date Range
 From:
 To: Apply

S M T W T F S

Month: Jan 2005

December		January 2005						February
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		

12/31/2004 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created

back to top Exit

First, you must make sure you are looking at the correct month that you want to view/change. (The default is the current month). To change the month, click on the MONTH tab and then select the month you want view/change.

Action Calendar
Action - "View Schedule" Exit

View Schedule
 Block All Day
 Block Part Day
 Clear Blocks

Reports
 Calendar

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

Time Range
 From: 8:00 AM
 To: 5:00 PM

Date Range
 From:
 To: Apply

S M T W T F S

Month: Jan 2005

December		January 2005						February
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		

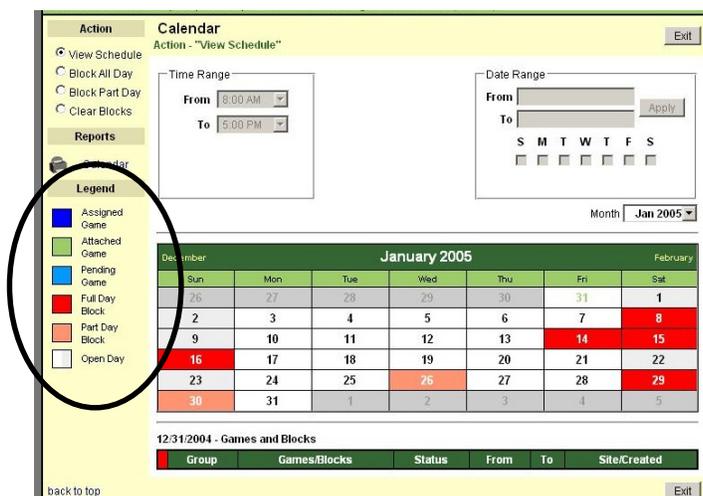
12/31/2004 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created

back to top Exit

When the correct month is displayed, you will see color-coded displays of your calendar. The legend for these codes is located on the left side of the screen.

The calendar shows games accepted, games pending, “attached” games (games/teams in which you have a special interest, but are not assigned), partial and full-day blocks, and days for which you are unassigned and available (open days).

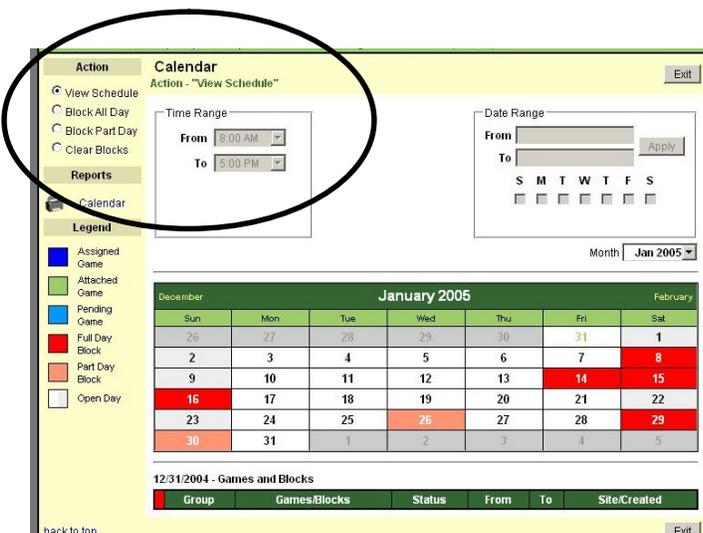


ACTION

The **ACTION** section is where you can make changes to your availability. You will use this section often, so learn how to use it. **PAY PARTICULAR ATTENTION TO THE NEXT SEVERAL SECTIONS AS IT IS EASY TO FOUL UP YOUR SCHEDULE IF YOU ARE NOT CAREFUL WITH HOW YOU MAKE CHANGES !!**

There are four “actions” available.

- View Schedule (look by month or day, but no changes are made)
- Block All Day (when this box is checked, EACH day you click on is blocked for the entire 24-hour period)
- Block Part Day (when this box is checked, EACH day you click on is blocked for the time period shown in the “TIME RANGE”)
- Clear Blocks (when this box is checked, EACH day you click on will have all blocks DELETED. Once deleted, you have to re-enter them.....there is NOT an “undo” feature)



NOTE: Just above the “Time Range” is an indicator of what “Action” is going to be taken if you click on a date. Check this BEFORE you click on a date to make sure the correct action is being taken !!

BLOCK ALL DAY

This function is generally used when you are out-of-town or can’t work that day at all (anniversaries, birthdays, etc.). To block a date ALL DAY:

1. Click on BLOCK ALL DAY
2. Click on the appropriate date

- a. The date will turn RED, indicating that you do not want an assignment that day, regardless of the time

BLOCK PART DAY

This function is used to block out times when you cannot work, but show you as available for other times during the day. For example, you can block out all or part of your workday so you don't get morning or early afternoon games during tournament season, but still remain available for games later in the day or evening. You could also block out an evening when you have something else to do, but want to remain available for a game earlier in the day. It is probably the MOST USED section of the calendar.

To block out a partial day:

1. Click on Block Part Day
2. Set the Time Range you want to BLOCK
 - a. The default is 8:00am to 5:00pm
 - b. If you click on a date BEFORE changing this time, you will block out the default time
3. Click on the date for which you want to block out specific times
 - a. The date will turn ORANGE to indicate a partial day block
4. If you make a mistake
 - a. Click on the Trashcan to the left of the blocked time you want to remove
 - b. Set the Time Range to the time you DO want to block, and click on the date again.
5. It is possible to block multiple times during a day (e.g.: 8:00am to 11:00am and 6:00pm to 9:00pm)
 - a. Click on Block Part Day
 - b. Set the Time Range to the first time you want to block in the Time Range and click on the appropriate date
 - c. Set the Time Range to the second time you want to block and click on the date again
 - d. Both times will now show as blocked

CLEAR BLOCKS

There are two ways to clear blocks.

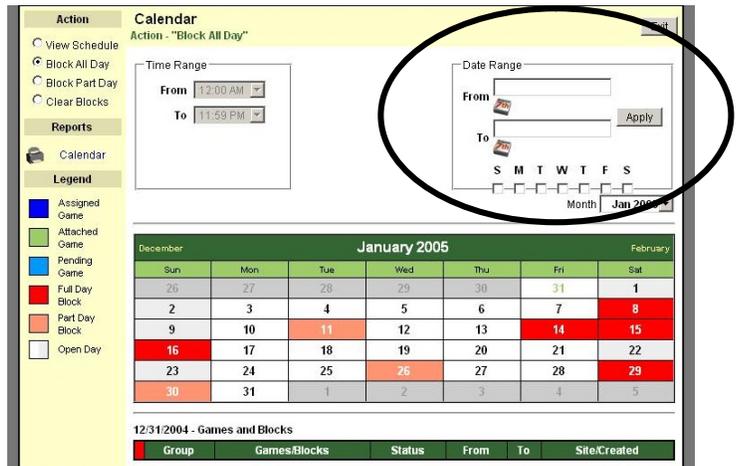
1. Under VIEW CALENDAR, select the day for which you want to the blocks.
 - a. Click on the trashcan for the block you want to remove
2. Click on the CLEAR BLOCKS feature
 - a. Each time you click on a date, ALL blocks for that day will be removed

Group	Games/Blocks	Status	From	To	Site/Created
101397	BLOCKED		8:00 AM	1:00 PM	
101397	BLOCKED		6:00 PM	9:00 PM	

**BLOCK or UNBLOCK
MULTIPLE DAYS/DATES**

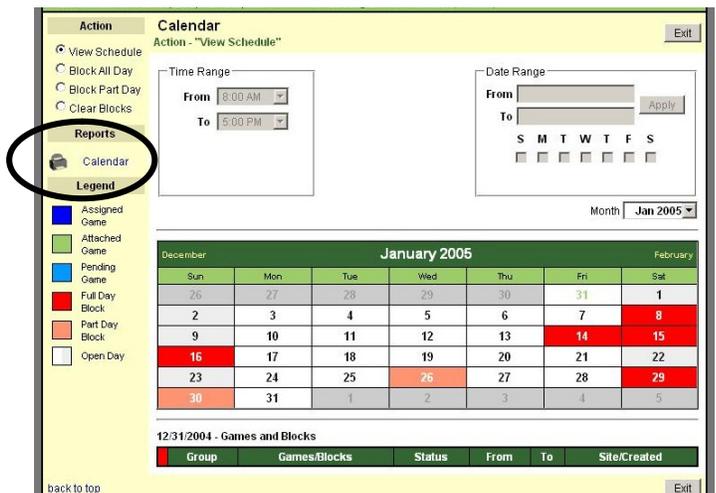
It is possible to block out (or clear blocks) for an entire range of days or dates in Arbiter.

1. Click on the function (Block All Day, Block Partial Day, or Clear Blocks) that you wish to perform.
 - a. If it is a Partial Day Block, set the Time Range that you wish to block
2. Set the Date Range (From and To) that you want to block out dates or clear all blocks
 - a. Click on the calendar icon at the left side of the FROM or TO field
3. Select the DAYS OF THE WEEK you want to block or clear blocks within the time period selected
 - a. All seven days for vacations, etc.
 - b. Monday through Friday for standard work week
 - c. Just certain days (for school, work schedules, etc.)
4. Click the APPLY button
 - a. The dates and days selected will be blocked or cleared of all blocks, depending upon your selection of "Actions"

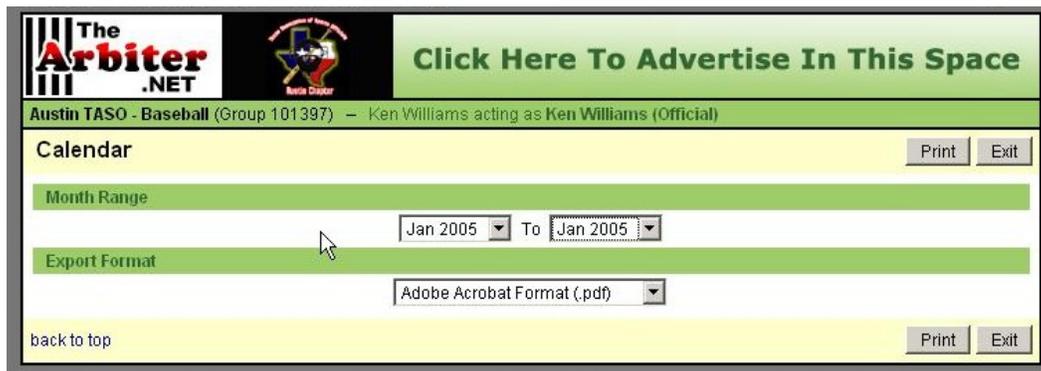


REPORTS

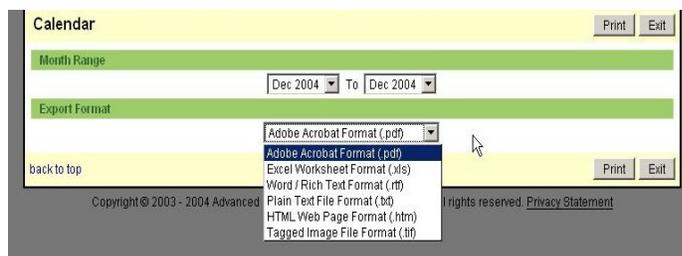
The reports function allows you print out a report of your calendar showing games accepted, games pending, and all blocked dates and times. This is especially useful for reviewing your blocks before you make changes, or after you have made changes to make sure you got them entered correctly !!



To obtain a printed report, select the “Calendar” function under Reports. The following screen will then be displayed.



1. Set the date range for which you wish to obtain a printed report. The default is the current month.
2. Once you have set the date range, select the **FORMAT** of the report you would like. There are several options for report formats:



- b. Adobe Acrobat (default file type)
- c. Excel
- d. Word / Rich Text format
- e. Plain Text
- f. HTML
- g. Tagged Image Format (TIFF picture format)

3. Click the **PRINT** button
Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

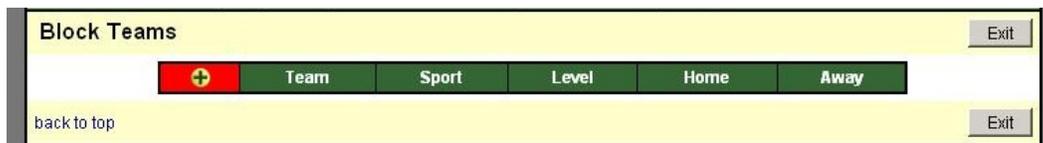
These reports do not print out a calendar, but simply show the dates and blocked times for each date.

Calendar January 2005					
Jan 8	BLOCKED	12:00 AM	11:59 PM	Jan 16	BLOCKED 12:00 AM 11:59 PM
	BLOCKED	8:00 AM	2:15 PM		
Jan 11	BLOCKED	8:00 AM	1:00 PM	Jan 28	BLOCKED 3:30 AM 6:00 PM
Jan 14	BLOCKED	12:00 AM	11:59 PM	Jan 29	BLOCKED 12:00 AM 11:59 PM
	BLOCKED	8:00 AM	2:15 PM		
Jan 15	BLOCKED	12:00 AM	11:59 PM	Jan 30	BLOCKED 8:00 AM 2:15 PM

BLOCKS - TEAMS

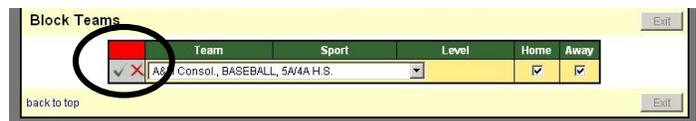
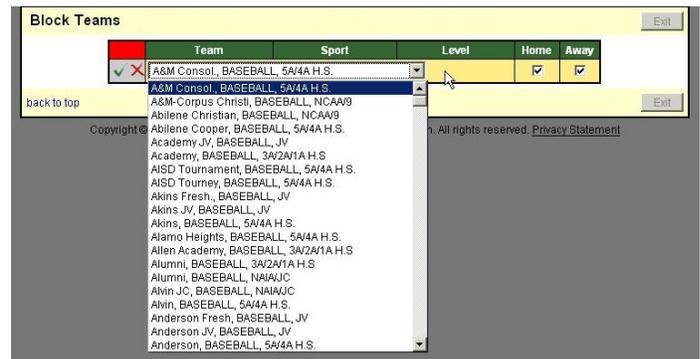
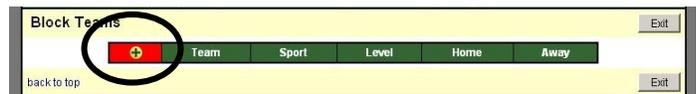
This function is used to block out teams for whom you do not desire, or cannot, call games. **The TASO Conflict of Interest policy sets out 5 specific reasons for an official to NOT call games for certain schools.** If you meet the criteria for ANY of these reasons, BLOCK OUT all of that school's teams (JV, Freshman, and Varsity) to avoid any hint of conflict of interest. We have plenty of other schools to which we can send you.

When you select BLOCK – TEAMS, you will see the screen shown below. This screen allows you manage your team blocks including adding and deleting teams.



To ADD a team

1. Click on the “+” button at the LEFT side of the columns row.
2. This will bring up a team list screen.
3. Click on the arrow at the right of the team list to bring up the entire list of teams
4. Scroll down to select a team to block
 - a. If a school has MORE than one team, you will need to follow this procedure for EACH team (e.g.: JV & Varsity) that they have.
5. Once you have selected team to block, click on the CHECKMARK on the left side of the bar to apply the block
 - a. or click the X to cancel and return to the prior screen
6. Blocked teams will now be shown on the initial screen



7. Follow this procedure for EACH team or school that you want to add to your team block list

To DELETE a Blocked Team

1. Click on the Trashcan at the left side of the TEAM that you want to delete from the Blocked Teams list



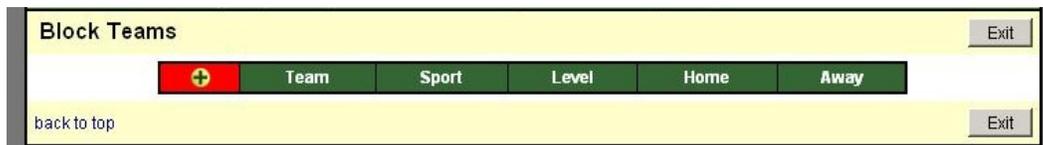
To EDIT a Blocked Team

1. Click on the Pencil at the left side of the TEAM that you want to edit
2. This will put the blocked team in EDIT mode and you can
 - a. Change the name of the blocked team
 - b. Change the HOME and/or AWAY fields



BLOCKS – PARTNER

This function allows you to block (scratch) a specific umpire from the Austin Chapter with whom you do NOT want to call games. Selecting the Blocks-Partner function brings up the screen shown below.

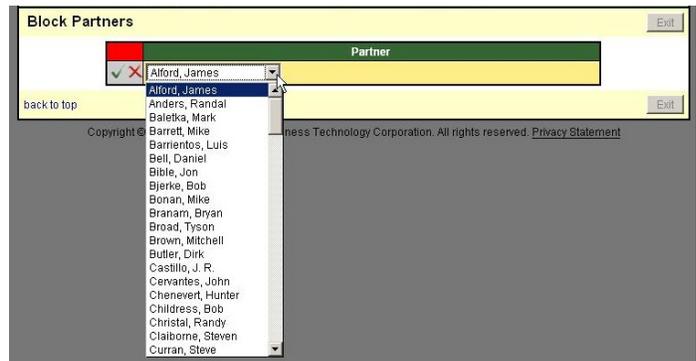


To ADD a partner to the block (scratch) list

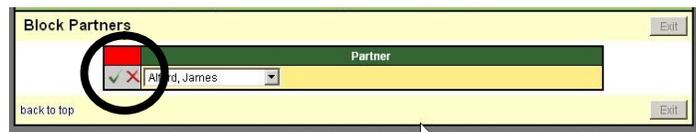
1. Click on the PLUS sign at the left side of the bar
2. This will bring up the umpire list for the Austin Chapter
3. Click on the arrow on the right side of the name field to see the entire list



4. Scroll down the list and select the umpire you wish to scratch (block)



5. Click on the CHECKMARK on the left side of the name field to add this umpire to the block (scratch) list



6. "Blocked" umpires will now show in the Blocked Partners list

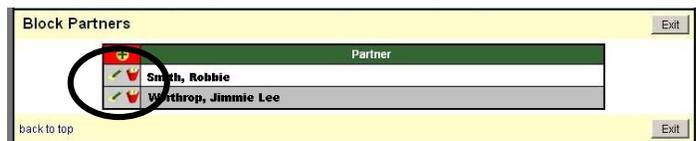
To DELETE a Blocked Partner

2. Click on the Trashcan at the left side of the Umpire that you want to delete from the Blocked Partner list



To EDIT a Blocked Partner

3. Click on the Pencil at the left side of the TEAM that you want to edit
4. This will put the blocked team in EDIT mode and you can
 - a. Change the name of the blocked partner



BLOCKS – TRAVEL LIMITS

This feature works in conjunction with the Calendar feature for assignment of games. It allows you to set mileage limits (that is travel no more than XXX miles from your point of departure) to get to a game. *Setting this limit too low can, however, limit the number of game assignments that you may receive. A setting of 999 means you will go anywhere we have a game.*

Departure points are by ZIP CODE rather than a specific address and do NOT take into account travel routes. They are “direct line” (as the crow flies) from the departure zip code to the destination zip code.

You can set departure zip codes differently for each day of the week. This allows you to use your home zip code for days off and your office zip code for work days. It is highly advisable to set the zip codes by day of the week for where you expect to be on those days to facilitate game assignment.

Selecting the Travel Limits function will bring up the screen shown below:

Day	PostalCode	Distance
Sunday	Dripping Springs, TX 78620	999
Monday	Dripping Springs, TX 78620	999
Tuesday	Dripping Springs, TX 78620	999
Wednesday	Dripping Springs, TX 78620	999
Thursday	Dripping Springs, TX 78620	999
Friday	Dripping Springs, TX 78620	999
Saturday	Dripping Springs, TX 78620	999

To EDIT Travel Limits

1. Click on the Pencil on the left side of the DAY OF THE WEEK that you want to edit
2. This will put that day of the week in the EDIT mode
3. Change the ZIP CODE and/or DISTANCE as desired
4. Click on the Checkmark on the left side to apply the change
 - a. Or click the X to cancel

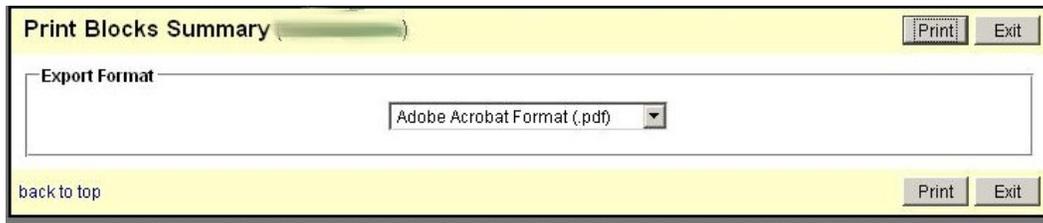
Day	PostalCode	Distance
Sunday	Dripping Springs, TX 78620	999
Monday	Dripping Springs, TX 78620	999
Tuesday	Dripping Springs, TX 78620	999
Wednesday	Dripping Springs, TX 78620	999
Thursday	Dripping Springs, TX 78620	999
Friday	Dripping Springs, TX 78620	999
Saturday	Dripping Springs, TX 78620	999

Day	PostalCode	Distance
Sunday	Dripping Springs, TX 78620	999
Monday	Dripping Springs, TX 78620	999
Tuesday	78620	999
Wednesday	Dripping Springs, TX 78620	999
Thursday	Dripping Springs, TX 78620	999
Friday	Dripping Springs, TX 78620	999
Saturday	Dripping Springs, TX 78620	999

BLOCKS – SUMMARY

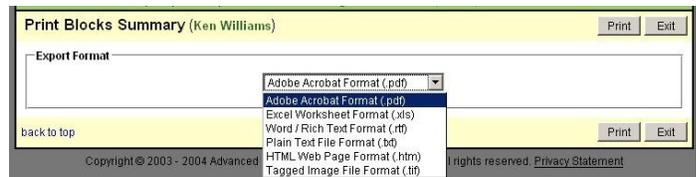
This feature creates a written report of all of your blocks. It is very useful for reviewing before and after you make any changes.

Selecting the Summary feature will bring up the screen shown below:



1. Select the **FORMAT** of the report you would like. There are several options for report formats:

- a. Adobe Acrobat (default file type)
- b. Excel
- c. Word / Rich Text format
- d. Plain Text
- e. HTML
- f. Tagged Image Format (TIFF picture format)



2. Click the **PRINT** button

- a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

LISTS – OFFICIALS

This feature provides contact information for the umpires in the Austin Chapter. The list provides phone numbers, email address, and an address as entered by each member. Each member is responsible for keeping their information up-to-date so that they can be contacted by their partners for assigned games.

Selecting this Officials feature will bring up the screen shown below.

Utilities		Officials			
Filter		Full Name	Email	Address	Phones
Reports		Alford, James	alford@sanmarcos.net	1206 Adrian St., San Marcos, TX 78666	512-353-1576 (Home)
Roster		Anders, Randal	randala@us.ibm.com	7005 Evans Dr., Round Rock, TX 78681	512-341-8335 (Home)
Turnback		Baletka, Mark	homeplateump@hotmail.com	1208 Glen Summer Cove, Austin, TX 78753	834-2332 (Home)
Display		Barrett, Mike	mjbarrett@mail.utexas.edu	3028 Sesbania Drive, Austin, TX 78748	000-280-1559 (Home)
Rows: 20		Barrientos, Luis	ljbaus@yahoo.com	3604 Fleetwood Dr., Austin, TX 78704	512-924-4252 (Cellular)
Save settings		Bell, Daniel	dbell25862001@yahoo.com	1604 Wheless Ln #101, Austin, TX 78723	512-454-1652 (Home)
Reset to default		Bonan, Mike	MBONAN@austin.rr.com	7707 S. IH 35, #831, Austin, TX 78744	303 204 5342 (Cellular)
Filters		Branam, Bryan	bryan_branam@gsdm.com	4606 Gray Fox Dr., Austin, TX 78759	512-338-0978 (Home)
None Applied		Broad, Tyson	thebroads@ctesc.net	107 E. Luce, Llano, TX 78643	325-247-2301 (Home)
Count: 108		Brown, Mitchell	josem25@aol.com	19000F.M. 150, Driftwood, TX 78619	512-894-0058 (Home)
Sort		Butler, Dirk	dbutler521@aol.com	940 Springbrook Dr., Pflugerville, TX 78660	512-990-9627 (Home)
Last Name, First Name		Castillo, J. R.	j.r.castillo@cpa.state.tx.us	2336 Douglas St. #1616, Austin, TX 78741	512-463-4103 (Work)
Email		Cervantes, John	John.cervantes2@gmail.va.gov	13100 Vizquel Loop, Del Valle, TX 78617	512-680-2316 (Home)
City		Chenevert, Hunter	hunter_c03@hotmail.com	1300 Crossing Pl., Apt. 2511, Austin, TX 78741	281-935-3040 (Cellular)
State		Childress, Bob	bobc@mail.utexas.edu	3908 Cordova, Austin, TX 78759	000-343-2492 (Home)
Postal Code		Curran, Steve	scurran@intprop.com	1500 Prochnow Rd., Dripping Springs, TX 78620	000-853-8843 (Work)
		Davis, Christina	powerpuff74girl@msn.com	105 Norwood Loop, Dripping Springs, TX 78620	512-653-8077 (Cellular)
		Davis, Jonathan	jdavis@hvs1.com	1502 Piedmont Ave, Austin, TX 78757	512-587-4134 (Cellular)
		Day, Art	a1d1@aol.com	116 Mesa Verde Dr., Cedar Creek, TX 78745	000-554-3918 (Cellular)
		Dees, Ruben	fireanddice@austin.rr.com	4232 Kingsburg Dr., Round Rock, TX 78681	512-733-0929 (Home)
		1 2 3 4 5 6			
		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All			

To send an EMAIL to an official, click on the email next to their name. This will bring up a new email using the email program on YOUR computer. Many members use email rather than phone calls to contact their partners for assigned games.

Full Name	Email	Address	Phones
Alford, James	alford@sanmarcos.net	1206 Adrian St., San Marcos, TX 78666	512-353-1576 (Home)
Anders, Randal	randala@us.ibm.com	7005 Evans Dr., Round Rock, TX 78681	512-341-8335 (Home)
Baletka, Mark	homeplateump@hotmail.com	1208 Glen Summer Cove, Austin, TX 78753	834-2332 (Home)
Barrett, Mike	mjbarrett@mail.utexas.edu	3028 Sesbania Drive, Austin, TX 78748	000-280-1559 (Home)
Barrientos, Luis	ljbaus@yahoo.com	3604 Fleetwood Dr., Austin, TX 78704	512-924-4252 (Cellular)

The phone number displayed on this screen is the primary contact number as set by the member. You should always use this number FIRST when you try to contact your partner by calling them. Additional contact number, if any, can be seen by clicking on the arrow to the right of the displayed phone number.

Full Name	Email	Address	Phones
Alford, James	alford@sanmarcos.net	1206 Adrian St., San Marcos, TX 78666	512-353-1576 (Home)
Anders, Randal	randala@us.ibm.com	7005 Evans Dr., Round Rock, TX 78681	512-341-8335 (Home)
Baletka, Mark	homeplateump@hotmail.com	1208 Glen Summer Cove, Austin, TX 78753	834-2332 (Home)
Barrett, Mike	mjbarrett@mail.utexas.edu	3028 Sesbania Drive, Austin, TX 78748	000-280-1559 (Home)
Barrientos, Luis	ljbaus@yahoo.com	3604 Fleetwood Dr., Austin, TX 78704	512-924-4252 (Cellular)

The default for the list is all umpires, sorted alphabetically. If you want to see a particular umpire, and you know his/her last name, then you can go that umpire quickly by clicking on the first letter of their LAST NAME on the alphabetic letters at the bottom of the screen.

This will bring up a page(s) of all umpires starting with the letter selected. Then simply scroll down or select the umpire whose information you need to view.

You can view each of the pages of contacts by clicking on the page numbers at the bottom of the screen.

Full Name	Email	Address	Phones
Alford, James	alford@sanmarcos.net	1206 Adrian St, San Marcos, TX 78666	512-353-1576 (Home)
Anders, Randal	randala@us.ibm.com	7005 Evans Dr., Round Rock, TX 78681	512-341-8335 (Home)
Baleka, Mark	homeplateump@hotmail.com	1208 Glen Summer Cove, Austin, TX 78753	834-2332 (Home)
Barrett, Mike	mjbarrett@mail.utexas.edu	3028 Sesbania Drive, Austin, TX 78748	000-280-1559 (Home)
Barrientos, Luis	ljbauts@yahoo.com	3604 Fleetwood Dr., Austin, TX 78704	512-924-4252 (Cellular)
Bell, Daniel	dbell25862001@yahoo.com	1604 Wheelless Ln #101, Austin, TX 78723	512-454-1652 (Home)
Bonan, Mike	MBONAN@austin.rr.com	7707 S. IH 35, #931, Austin, TX 78744	303 204 5342 (Cellular)
Branam, Bryan	bryan_branam@gdsdm.com	4606 Gray Fox Dr., Austin, TX 78759	512-338-0978 (Home)
Broad, Tyson	thebroads@ctesc.net	107 E. Luce, Llano, TX 78643	325-247-2301 (Home)
Brown, Mitchell	josem25@aol.com	19000F.M. 150, Driftwood, TX 78619	512-894-0058 (Home)
Butler, Dirk	dbutler521@aol.com	940 Springbrook Dr., Pflugerville, TX 78660	512-890-9627 (Home)
Castillo, J. R.	j.r.castillo@cpa.state.tx.us	2336 Douglas St. #1616, Austin, TX 78741	512-463-4103 (Work)
Cervantes, John	John.cervantes2@gmail.va.gov	13100 Vizquel Loop, Del Valle, TX 78617	512-680-2316 (Home)
Chenevert, Hunter	hunter_c03@hotmail.com	1300 Crossing Pl., Apt. 2511, Austin, TX 78741	281-935-3040 (Cellular)
Childress, Bob	bobc@mail.utexas.edu	3908 Cordova, Austin, TX 78759	000-343-2492 (Home)
Curran, Steve	scurran@introp.com	1500 Prochnow Rd., Dripping Springs, TX 78620	000-853-8843 (Work)
Davis, Christina	powerput74girl@msn.com	105 Norwood Loop, Dripping Springs, TX 78620	512-853-8077 (Cellular)
Davis, Jonathan	jdavis@rvsl.com	1502 Piedmont Ave, Austin, TX 78757	512-587-4134 (Cellular)
Day, Art	art141@comcast.net	14111 Woodlands Dr., Cedar Creek, TX 78745	000-554-3918 (Cellular)
Dierker, Jason	jfreandice@austin.rr.com	4232 Kingsburg Dr., Round Rock, TX 78681	512-733-0929 (Home)

1 2 3 4 5 6
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

UTILITIES - FILTER

The Filter feature is basically a tool to search the list of umpires in the chapter. Searches can be done using various criteria including last name (whole name or partial name), first name, email address (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

Filter Officials Get Results

Enter in the filtering options below and click 'Get Results' when you are ready to continue.

Filters

Last Name Example: *son (returns anything that ends with an 'son')

First Name

Email Existence All

Email Example: *hotmail.com (returns only email that end with 'hotmail.com')

Sport All Sports

City Example: Perry (returns only sites located in the city of Perry)

State All States

Postal Code Example: 84070 (returns only sites with the postal code of 84070)

back to top Get Results

REPORTS - ROSTER

A ROSTER of all officials can be printed out for your files. There may be times when you cannot access the web and need to contact your partner. You should carry a copy of the roster along with your umpire equipment so you will always have access to it when needed.

With as many members as we have, phone numbers (especially cell phones) change for members frequently. The list is updated by each member, but there is no notification that changes have been made. Therefore, **IT IS HIGHLY RECOMMENDED THAT YOU PRINT OUT A COPY OF THE**

ROSTER AT LEAST ONCE EACH MONTH. This will ensure that you have reasonably current roster of contact numbers for the members of this chapter.

Selecting the ROSTER function brings up the screen shown below.

Print Roster of Officials
The officials you choose (based upon filtering options) will be printed. Print Exit

Export Format
Adobe Acrobat Format (.pdf)

Fields To Include
 Address Phone Numbers Email
 Page Header / Footer

Page Setting
 Landscape Portrait

Page Format
 Merge Style

back to top Print Exit

1. Select the **FORMAT** of the report you would like. There are several options for report formats:
 - h. Adobe Acrobat (default file type)
 - i. Excel
 - j. Word / Rich Text format
 - k. Plain Text
 - l. HTML
 - m. Tagged Image Format (TIFF picture format)
2. Select the features you want printed on the report
 - a. Name (Not an option, it is included automatically)
 - b. Address
 - c. Phone Number
 - d. Email (NOT AVAILABLE as an option at this time)
 - e. Page Header & Footer
3. Select the Page Setting (Portrait or Landscape)
4. Set the Page Format for “Merge” if you so desire
5. Click the **PRINT** button
 - a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

A sample roster is shown below.

Austin TASO - Baseball Darin Stiers (512) 351-2457		Checkoff Roster of Officials 1/1/2005		
Name	Address	Phone Numbers		
Alford, James	1206 Adrian St., San Marcos, TX 78666	H: 512-353-1576	C: 512-393-7954	W: 512-393-7954
Anders, Randal	7005 Evans Dr., Round Rock, TX 78681	H: 512-341-8335	W: 512-838-0909	C: 512-507-7703
Baletka, Mark	1208 Glen Summer Cove, Austin, TX 78753	H: 834-2332	C: 834-2332	F: 834-1700
Barrett, Mike	3028 Sesbania Drive, Austin, TX 78748	H: 000-280-1559	W: 000-232-2642	C: 000-632-5240
Barrientos, Luis	3604 Fleetwood Dr., Austin, TX 78704	C: 512-924-4252	W: 512-356-1116	H: 512-924-4252
Bell, Daniel	1604 Wheless Ln #101, Austin, TX 78723	H: 512-454-1652	W: 512-476-1111	C: 512-769-6106
Bonan, Mike	7707 S. IH 35 #831, Austin, TX 78744	C: 303 204 5342		
Branam, Bryan	4606 Gray Fox Dr., Austin, TX 78759	H: 512-338-0978	C: 925-9739	W: 242-4487
Broad, Tyson	107 E. Luce, Llano, TX 78643	H: 325-247-2301		
Brown, Mitchell	19000 E. M. 150, Driftwood, TX 78619	H: 512-894-0058	C: 426-7388	

REPORTS – TURNBACK

This report is for the Chapter Secretary and other authorized personnel only. If you are not authorized to view this report, the system will deny access to the report and advise that you are not authorized to view it.

LISTS – CONTACTS

The Contacts feature provides an alphabetical list of contact persons for the various schools, baseball camps, and/or baseball facilities. It works very similar to the List-Officials feature.

Selecting the Contacts feature will bring up the screen shown below.

Utilities	Contacts			
Filter	Full Name	Email	Address	Phones
Display	Alvarez, Rudy		4103 W. Slaughter Ln., Austin, TX 78703	414-7363 (Work)
Rows: 20	Anderson, Mike	mike_anderson@lagovista.bed.net	20801 FM 1431, Lago Vista, TX 78645	512-267-8380 Ext 1221 (Work)
Save settings Reset to default	Anderson, Zach		1201 Payton Gin Rd., Austin, TX 78758	841-2519 (Work)
Filters	Bacak, Glenn	bacak@swbell.net	1715 Ceasar Chavez St., Austin, TX 78703	841-2018 (Work)
None Applied	Bailey, Pat		1211 E. Oltorf, Austin, TX 78704	414-7741 (Work)
Count: 58	Benbow, Barry	bbenbow@luling.bed.net	218 E. Travis, Luling, TX 78648	830-875-2274 (Work)
Sort	Bratcher, Bart	bart_bratcher@roundrockisd.org	12400 Mellow Meadow, Austin, TX 78750	512-331-4790 (Home)
Last Name, First Name	Caldwell, Kirk	dkirkcaldwell@yahoo.com	4006 Chert Dr., Round Rock, TX 78681	512-657-1253 (Cellular)
Email	Campbell, Jason	coach_jcampbell@yahoo.com	, San Marcos, TX 78666	512-753-8066 (Work)
City	Carter, John	john_carter@roundrockisd.org	300 N. Lake Creek Dr., Round Rock, TX 78681	428-7920 (Home)
State	Collins, Tom	tom_collins@roundrockisd.org	1801 Bowman Dr., Round Rock, TX 78664	428-7225 (Work)
Postal Code	Craycroft, Pete		12124 RR 620, Austin, TX 78750	
James	Darilek, Jim	jdarilek@eanes.k12.tx.us	4100 Westbank Dr., Austin, TX 78746	732-9280 Ext 33910 (Work)
	Dawson, Andy	andrew_dawson@roundrockisd.org	5720 McNeil Dr., Austin, TX 78729	512-464-6497 (Work)
	Degelia, Sam	SDegelia@austin.isd.tenet.edu	, (unknown), (unknown)	
	Earwood, Mark	mearwood@famf.org	, Marble Falls, TX 78654	830-796-1333 (Work)
	Edwards, Doug		2551 Loop 337 N, New Braunfels, TX 78130	830-627-6108 (Work)
	Fabian, Irene	ifabian@austin.isd.tenet.edu	3200 Jones Rd, Austin, TX 78745	512-414-1045 (Work)
	Farber, Jeremy	jeremyf@admin.stedwards.edu	St. Edward's University, 3001 South Congress Avenue, Austin, TX 78704	
	Foster, Adam	fostera@georgetown.bed.net	, (unknown), (unknown) (unknown)	

The phone number displayed on this screen is the primary contact number as set by the individual listed. You should always use this number FIRST when you try to contact that individual. Additional contact number, if any, can be seen by clicking on the arrow to the right of the displayed phone number.

Full Name	Email	Address	Phone
Alvarez, Rudy		4103 W. Slaughter Ln., Austin, TX 78703	414-7363 (Work)
Anderson, Mike	mike_anderson@lagovista.bed.net	20801 FM 1431, Lago Vista, TX 78645	512-267-8380 Ext 1221 (Work)
Anderson, Zach		1201 Payton Gin Rd., Austin, TX 78758	841-2519 (Work)
Bacak, Glenn	bacak@swbell.net	1715 Ceasar Chavez St., Austin, TX 78703	841-2018 (Work)
Bailey, Pat		1211 E. Oltorf, Austin, TX 78704	414-7741 (Work)

The default for the list is all contacts, sorted alphabetically. If you want to see a particular contact, and you know his/her last name, then you can go that umpire quickly by clicking on the first letter of their LAST NAME on the alphabetic letters at the bottom of the screen.

This will bring up a page(s) of all contacts starting with the letter selected. Then simply scroll down or select the contact whose information you need to view.

Utilities	Contacts			
Filter	Full Name	Email	Address	Phones
Display	Alvarez, Rudy		4103 W. Slaughter Ln., Austin, TX 78703	414-7363 (Work)
Rows: 20	Anderson, Mike	mike_anderson@lagovista.bed.net	20801 FM 1431, Lago Vista, TX 78645	512-267-8380 Ext 1221 (Work)
Save settings Reset to default	Anderson, Zach		1201 Payton Gin Rd., Austin, TX 78758	841-2519 (Work)
Filters	Bacak, Glenn	bacak@swbell.net	1715 Ceasar Chavez St., Austin, TX 78703	841-2018 (Work)
None Applied	Bailey, Pat		1211 E. Oltorf, Austin, TX 78704	414-7741 (Work)
Count: 58	Benbow, Barry	bbenbow@luling.bed.net	218 E. Travis, Luling, TX 78648	830-875-2274 (Work)
Sort	Bratcher, Bart	bart_bratcher@roundrockisd.org	12400 Mellow Meadow, Austin, TX 78750	512-331-4790 (Home)
Last Name, First Name	Caldwell, Kirk	dkirkcaldwell@yahoo.com	4006 Chert Dr., Round Rock, TX 78681	512-657-1253 (Cellular)
Email	Campbell, Jason	coach_jcampbell@yahoo.com	, San Marcos, TX 78666	512-753-8066 (Work)
City	Carter, John	john_carter@roundrockisd.org	300 N. Lake Creek Dr., Round Rock, TX 78681	428-7920 (Home)
State	Collins, Tom	tom_collins@roundrockisd.org	1801 Bowman Dr., Round Rock, TX 78664	428-7225 (Work)
Postal Code	Craycroft, Pete		12124 RR 620, Austin, TX 78750	
James	Darilek, Jim	jdarilek@eanes.k12.tx.us	4100 Westbank Dr., Austin, TX 78746	732-9280 Ext 33910 (Work)
	Dawson, Andy	andrew_dawson@roundrockisd.org	5720 McNeil Dr., Austin, TX 78729	512-464-6497 (Work)
	Degelia, Sam	SDegelia@austin.isd.tenet.edu	, (unknown), (unknown)	
	Earwood, Mark	mearwood@famf.org	, Marble Falls, TX 78654	830-796-1333 (Work)
	Edwards, Doug		2551 Loop 337 N, New Braunfels, TX 78130	830-627-6108 (Work)
	Fabian, Irene	ifabian@austin.isd.tenet.edu	3200 Jones Rd, Austin, TX 78745	512-414-1045 (Work)
	Farber, Jeremy	jeremyf@admin.stedwards.edu	St. Edward's University, 3001 South Congress Avenue, Austin, TX 78704	
	Foster, Adam	fostera@georgetown.bed.net	, (unknown), (unknown) (unknown)	

You can view all of the pages of contacts by clicking on the page numbers at the bottom of the screen.

UTILITIES - FILTER

The Filter feature is basically a tool to search the list of umpires in the chapter. Searches can be done using various criteria including last name (whole name or partial name), first name, email address (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the "Get Results" button on the right hand side of the screen.

Filter Contacts		Get Results
Filters		
Last Name	<input type="text"/>	Example: 'son' (returns anything that ends with an 'son')
First Name	<input type="text"/>	
Email	<input type="text"/>	Example: 'hotmail.com' (returns only email that end with 'hotmail.com')
City	<input type="text"/>	Example: Perry (returns only sites located in the city of Perry)
State	All States <input type="button" value="v"/>	
Postal Code	<input type="text"/>	Example: 84070 (returns only sites with the postal code of 84070)
Title	<input type="text"/>	Example: Coa (returns all contacts with title name begin with "Coa")
back to top		Get Results

REPORTS

There are no reports or rosters that can be printed from this feature.

LISTS - SITE/CONTACTS

This feature provides contacts for specific facilities and fields where we call games. Selecting the Sites/Contact feature brings up the screen shown below.

Utilities		Sites/Contacts			Exit
	Filter	Name	Phone	Address	Contacts
Display		Akins		, Austin, TX 78741	0
Rows: <input type="text" value="20"/>		Anderson		8403 Mesa, Austin, TX 78758	0
Save settings		Austin		1715 W Cesar Chavez St, Austin, TX 78758	0
Reset to default		Balcones		, Austin, TX 78758	0
Filters		Bastrop		, Bastrop, TX 78602	1
		Bastrop #2		, Bastrop, TX 78602	1
		Bastrop Tourney		, Bastrop, TX 78602	1
		Baylor Univ.		, WACO, TX 76700	0
		Bechtol-Harper		1st & S. Lamar, Austin, TX 78741	0
		Blinn Jr. Col.		, Brenham, TX 77833	0
		Blossum Stadium		, San Antonio, TX 78200	0
		Bowie		4103 W. Slaughter, Austin, TX 73301	2
		Brentwood Christian		, Austin, TX 78753	1
		Brownwood		, WACO, TX 76700	0
		Brumley Field		15th & Exposition, Austin, TX 78753	0
		Bryan		, Bryan, TX 77801	0
		Burger		, Austin, TX 78741	0
		Burnet TX-Galloway-Hammond Park		, Pflugerville, TX 78660	0
		Cabniss Field		, San Antonio, TX 78200	0
		Cedar Park HS	000-000-0000	, Austin, TX 73301	1
1 2 3 4 5 6					
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All					

If there is a contact for a particular school or field, then the number of contacts will be displayed in the last column. If the number in the last column is 0, then there is no contact name or number on file for that site.

NOTE: The address shown in the address field, especially for schools, is generally the address of the school, NOT NECESSARILY THE BASEBALL FIELD. If you click on the address, you will be provided with a map to that address or location through Map Quest. **DO NOT RELY ON THESE MAPS TO GET YOU TO THE BASEBALL FIELDS !! USE THE MAPS PROVIDED BY THE CHAPTER FOR THIS PURPOSE.** Baseball fields for several of the schools are nowhere close to the school.

To select a contact, click on the NUMBER at the end of the Site name. This will bring up the contact information, as shown in the example below.

Contacts for Site (Brentwood Christian)				Exit
Contact	Email	Address	Phones	
Walker, Joseph	<input checked="" type="checkbox"/>	11908 N. Lamar, Austin, TX 78753		
back to top				Exit

UTILITIES – FILTER

The Filter feature is basically a tool to search the list of sites in the database. Searches can use various criteria including site name (whole name or partial name), phone (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

The screenshot shows a web form titled "Filter Sites" with a yellow header and a light green "Filters" section. The form contains five input fields, each with an example search term and its corresponding result description:

- Site Name:** Text input field. Example: **B*** (returns site names that start with an 'B')
- Phone:** Text input field. Example: **801*** (returns only phones that begin with the area code 801)
- City:** Text input field. Example: **Perry** (returns only sites located in the city of Perry)
- State:** Dropdown menu currently set to "All States". Example: **UT** (returns only sites located in the state of Utah)
- Postal Code:** Text input field. Example: **84070** (returns only sites with the postal code of 84070)

At the bottom left of the form is a "back to top" link, and at the bottom right is a "Get Results" button. A second "Get Results" button is also located in the top right corner of the form's header area.

REPORTS

There are no reports or rosters that can be printed from this feature.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

Filter Teams		Get Results
Filters		
Team Name	<input type="text"/>	Example: B* (returns team names that start with an 'B')
Sport	<input type="text"/>	Example: Football (returns only teams whose sport is 'Football')
Level	<input type="text"/>	Example: Varsity (returns only teams whose level is 'Varsity')
Strength	<input type="text"/>	Example: 2 (returns only teams with a strength of '2')
Site	<input type="text" value="All Sites"/>	
BillTo	<input type="text" value="All BillTo"/>	
back to top		Get Results

REPORTS

There are no reports or rosters that can be printed from this feature.

ACCOUNT – FORMS

This feature is not used by the Austin Chapter.

ACCOUNT – INFORMATION

This feature provides you with the ability to keep your contact information current. Selecting the feature will display the screen shown below.

Each field on this page can be edited. The ADDRESS section has an option to allow everyone to see your address, or to restrict to Board Members only. To allow all contacts to see your address, check the box on the right hand side of the ADDRESS label. Unchecking this box will restrict access to the address to authorized personnel only.

NOTE: It is CRITICAL that you keep your **email** updated. This is the primary means of communication for the Austin Chapter !!

IMPORTANT – IMPORTANT – IMPORTANT – IMPORTANT

Under the STATUS section of the menu, there is a check box that says “READY”. This box tells the database that you are ready to be assigned. **YOU MUST CHECK THE BOX INDICATING THAT YOU ARE READY TO BE ASSIGNED OR THE SYSTEM WILL NOT CONSIDER YOU FOR GAMES !!**

ACCOUNT – PHONES

This feature allows you to enter and edit phone numbers at which you can be contacted by members of the chapter. It is crucial that you keep these numbers updated if they change, especially your cell phone number. Selecting this feature will bring up the screen shown below.

Type	Phone Number	Extension	Public	Note	Up Down
------	--------------	-----------	--------	------	---------

To ADD a phone number

1. Click on the PLUS sign on the left side of the column title bar

Type	Phone Number	Extension	Public	Note	Up Down
------	--------------	-----------	--------	------	---------

2. This will bring up the phone entry screen

3. First select the TYPE of phone number that you wish to enter

Type	Phone Number	Extension	Public	Note
Home			<input checked="" type="checkbox"/>	

- a. Click on the arrow on the right side of the TYPE field, and then select the phone type you wish to enter.

- b. Your choices are

- i. Home
- ii. Work
- iii. Fax
- iv. Cellular
- v. Pager
- vi. Security
- vii. Other

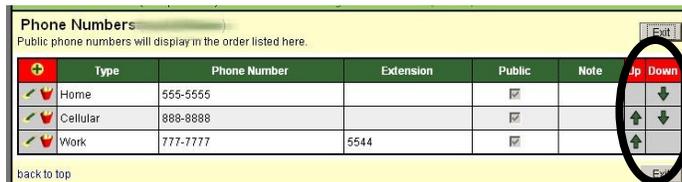
Type	Phone Number	Extension	Public	Note
Home			<input checked="" type="checkbox"/>	

4. Enter the phone number, extension, and any notes (for yourself, no one else sees this). Leave the box that says "PUBLIC" checked, or other umpires in the chapter will NOT be able to see the phone number when they need to contact you.

Type	Phone Number	Extension	Public	Note
Home	555-5555		<input checked="" type="checkbox"/>	

5. Follow the above procedure until all phone numbers have been entered.

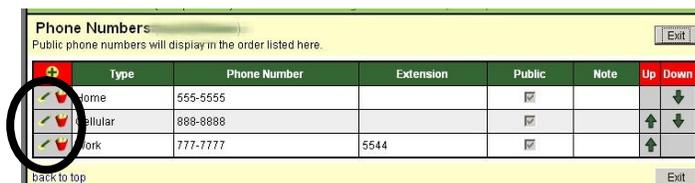
- Once you have entered all of your contact phone numbers, you can arrange them in the order that you would like your partners to use when they need to contact you. The numbers are displayed in the *Lists – Officials* feature in the order that they are shown in the phone entry list.



- To re-arrange the number list, use the arrows to the right of the phone number list to move the number either up or down in the list.

To DELETE a phone number

- Click on the Trashcan on the left hand side of the phone number to be deleted.



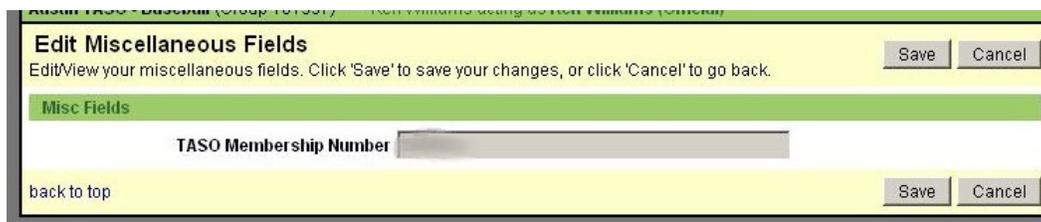
To EDIT a phone number

- Click on the Pencil on the left hand side of the phone number to be changed. This will put that number into “edit mode”.
- When you are finished, click on the Check Mark to accept the changes, or the X to cancel the change

Once you have completed entering, editing, or deleting phone numbers, click on the EXIT button to return to the main Information page. Click on the SAVE button to save the changes you have made.

ACCOUNT – MISC FIELDS

This field is NOT editable. It displays your TASO Identification number, which you will need for various purposes including access to the Members Only section of the TASO website. Selecting this feature will display the screen shown below.



ACCOUNT - PICTURE

This feature allows you to upload an image or photograph to associate with your user account. Selecting this feature will display the screen shown below.



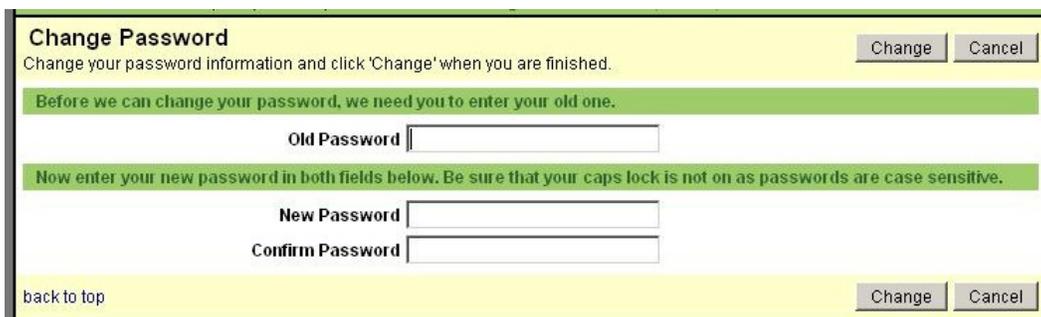
The screenshot shows a web form titled "Add an image to your user account". The form has a yellow header and footer. The header contains the title and a paragraph of instructions: "Select the image you would like to upload. Please note that the image must be either a 'gif' or 'jpeg' file. We recommend that your image you upload be 150 pixels wide by 200 pixels high. If your image is larger, we will resize and crop it for you. Also note that we (Arbiter .NET, or Assigners of your group) retain the right to remove any images deemed offensive or inappropriate." To the right of the instructions are "Upload" and "Cancel" buttons. Below the instructions is an "Image Location:" label followed by a text input field and a "Browse..." button. The main area of the form is white and contains a preview of a cartoon drawing of a person's face with glasses and a green background, held by four corner tabs. At the bottom left is a "back to top" link, and at the bottom right are "Upload" and "Cancel" buttons.

To ADD an image

1. Follow the instructions on the screen as to maximum size of the image and other restrictions.
2. Enter the location of the image (or use to "browse" button to locate the image)
3. Click the "UPLOAD" button.

ACCOUNTS – PASSWORD

This feature allows you to change the password for your user account. Selecting this feature will display the screen shown below.



The screenshot shows a web form titled "Change Password". The form has a yellow header and footer. The header contains the title and a paragraph of instructions: "Change your password information and click 'Change' when you are finished." To the right of the instructions are "Change" and "Cancel" buttons. Below the instructions is a green bar with the text: "Before we can change your password, we need you to enter your old one." Below this bar is an "Old Password" label followed by a text input field. Below that is another green bar with the text: "Now enter your new password in both fields below. Be sure that your caps lock is not on as passwords are case sensitive." Below this bar are "New Password" and "Confirm Password" labels, each followed by a text input field. At the bottom left is a "back to top" link, and at the bottom right are "Change" and "Cancel" buttons.

To CHANGE your PASSWORD

1. Enter your OLD password
2. Enter your NEW password
3. Confirm your NEW password
4. Click on the “Change” button

ACCOUNT - PREFERENCES

This feature allows you to set some basic changes in how information is displayed. There are two sections that need to be checked, and one that needs changing only on an annual basis.

Selecting this option will display the screen shown below.

User Preferences Save Cancel

User

Time Zone (GMT -06:00) Central Time

Page Size 20

Date Range 1/1/2005 To 6/30/2005

back to top Save Cancel

CHANGE to “Time Zone” to Central Time

SET the “Date Range” from January 1st to December 31st of the current year. This only needs to be done once each year. If you do NOT set this date range, then you may see data or schedules from whatever date range IS entered in this field and have to manually change the date range in other parts of the program.

ACCOUNT – PASSWORD

This feature allows you to change the password for your user account. Selecting this feature will display the screen shown below.

Change Password Change Cancel

Change your password information and click 'Change' when you are finished.

Before we can change your password, we need you to enter your old one.

Old Password

Now enter your new password in both fields below. Be sure that your caps lock is not on as passwords are case sensitive.

New Password

Confirm Password

back to top Change Cancel

To CHANGE your PASSWORD

5. Enter your OLD password
6. Enter your NEW password
7. Confirm your NEW password

Click on the “Change” button

STATUS – READY

This feature lets the Arbiter program know that you are ready for assignment. Once you have entered and saved your contact information (so your partners can contact you), click on this feature to put a CHECKMARK in the “Ready” box.

If you do NOT put a checkmark in the “Ready” box, the system will NOT consider you for game assignments.