

## How do I update a club's Arbiter profile contact information and add an additional phone number?

1) Go to [www.arbitersports.com](http://www.arbitersports.com)

2) Sign in to your Arbiter account in the upper right hand corner.

If you do not have a current Arbiter account for your club please contact your Club Administrator or Club President for the ONE club-wide email address used to login.

If you have any other issues with ArbiterSports please contact an NCJLA assigner:

For Boys Lacrosse- Alex Snaider, [snaidman@yahoo.com](mailto:snaidman@yahoo.com)



For Girls Lacrosse- Marcos Amezcua, [xpohornet@yahoo.com](mailto:xpohornet@yahoo.com)

3) Once logged into your Arbiter account you may have to "Sign In" to a specific Account. Do this by clicking on the silhouette under "Sign In" next to the appropriate account.

**My Account**  
[Update My Information](#)  
[Manage My Sports](#)

**Dan Russo**  
Since your account is registered in more than one group, locate the account you wish to sign into and click the corresponding icon in the 'Sign In' column.

Which Account would you like to sign into?

OrganizationID	Organization Name	Account Type	Sign In
102436	NCLRA	Contact	
111161	NorCal US Lacrosse Umpire Committee	Contact	

4) Click on the Profile Tab. Make sure there are a first name, last name and email address listed. Correct, if necessary (don't forget to click Save at the bottom of the webpage). Then click on Phones.

ArbiterOne

SWITCH VIEWS | HELP | MY ACCOUNT | SIGN OUT

Dan Russo (Contact)  
NCLRA  
Group ID: 102436

MAIN | SCHEDULE | PAYROLL | LISTS | EVALUATIONS | **PROFILE**

INFORMATION | PREFERENCES | PASSWORD

Account

Update My Information (Dan Russo) 1 Save Cancel

User Identification

First Name Dan 2

Middle Name

Last Name Russo 2

Suffix

Email davislax@gmail.com 3

4

5) Each account should have at least one phone number that an official can call if there is an issue. To add or edit a phone number for the primary contact, click on the pencil.

ArbiterOne

SWITCH VIEWS | HELP | MY ACCOUNT | SIGN OUT

Dan Russo (Contact)  
NCLRA  
Group ID: 102436

MAIN | SCHEDULE | PAYROLL | LISTS | EVALUATIONS | **PROFILE**

INFORMATION | PREFERENCES | PASSWORD

Phone Numbers (Dan Russo) Exit

Public phone numbers will display in the order listed here.

	Type	Phone Number	Extension	Carrier	Public	Note	Up	Down
<span>1</span>	Cellular	530-979- <input type="text"/>		Verizon	<input checked="" type="checkbox"/>			

Exit

6) Make sure the Public box is checked (phone numbers can only be seen by individuals who have log in credentials). If the primary contact person handles all official contacts, then save any changes (click on the disk icon)

Phone Numbers (Dan Russo)  
Public phone numbers will display in the order listed here.

Exit

	Type	Phone Number	Extension	Carrier	Public	Note
	Cellular	530-979- <input type="text"/>		Verizon	<input checked="" type="checkbox"/>	

Exit

7) If your club wishes to have a boys' game and girls' game contact in the Arbiter, first add a note in the Note section for the primary contact and click the disk icon to save

Phone Numbers (Dan Russo)  
Public phone numbers will display in the order listed here.

Exit

	Type	Phone Number	Extension	Carrier	Public	Note
	Cellular	530-979- <input type="text"/>		Verizon	<input checked="" type="checkbox"/>	Dan Russo - boys game contact cell

8) To add a second individual, click on the plus sign

Phone Numbers (Dan Russo)  
Public phone numbers will display in the order listed here.

Exit

	Type	Phone Number	Extension	Carrier	Public	Note	Up	Down
	Cellular	530-979- <input type="text"/>		Verizon	<input checked="" type="checkbox"/>	Dan Russo - boys game contact cell		

9) Add a second phone number and note. Click Public and then save the new entry by clicking the disk icon.

	Type	Phone Number	Extension	Carrier	Public	Note
	Cellular	530-979-6391		Verizon	<input checked="" type="checkbox"/>	Dan Russo - boys game contact cell
	Cellular	814-777- <input type="text"/>			<input checked="" type="checkbox"/>	Suzanne Isidor - girls game contact cell