



FALL 2017

REQUESTING A REFEREE ADDED TO ARBITER OKLAHOMA MAIN GROUP

Verify the referee currently appears on the 2017 or 2018 Oklahoma Approved list.

CONFIRM with the referee the email address they want to use for their ArbiterSports account.

If they're already in Arbiter for a different group or sport, **MUST** use the same email address as the Arbiter account that already exists.

--This is a vital step. We **can't** just assume and use the email address they used to when enrolling in the class. That is fine about 80% of the time, but not others. Each person must have a unique email address in Arbiter. Brother and sisters, fathers and daughters, mothers and sons, etc. cannot share an email address. Often when they sign up for a class they use an email address that someone else is already using. That's fine for GotSoccer, but not for Arbiter.

Getting direct verification of a unique and active email address that the referee has access to check regularly is crucial.

Email me the referee's **name**, unique **email** address for use, and **birthday** in MM/DD/YYYY format and request the referee be invited to the OSA main group.

The request must come via **email**.

--Send an individual email for each person rather than one long list. Long lists get left for last as I can't do a long list where there is a likelihood of being interrupted by the phone or someone walking in. This is a detailed, multi-step process that requires focus. A single email I can take one at a time between the regular office distractions.

Be sure to tell your referees beforehand to expect to see the "Welcome" message within about 72 hours of when you request it. It would be a good idea to check their junk/spam folders as the welcome message sometimes ends up there. Once they receive that, they should immediately **ACCEPT** joining the main OSA group. After that, you can then invite them to your subgroup.