

ArbiterSports

1. Log into the Admin privilege for your group and click on PEOPLE from the home screen

DASHBOARD	SCHEDULE	PAYROLL	ELIGIBILITY	PEOPLE	RESOURCES	REPORTS	SETTINGS
Main							

- 2. On the left-hand side of the screen under Reports, click on "Roster."
 - a. Ensure "All Officials" is selected so that all officials in your group are checked. You can select or deselect any of the optional fields but ensure "Official Number" is selected as it is required by OMS.
 - b. Click "Generate Report"

Officials Group Admins	Doctor Doport			
Utilities	Ruster Report			
Rank Send welcome	User Filter	Optional Fields	Supplemen	tal Fields
Email	All Officials ~	Date of Birth 🗹	Custom Fields	Make a Selection -
Publish Games Remove welcome		Official Number	Registrations	Make a Selection -
Mass Update		Date Joined	Tests	Make a Selection -
Background Check		User ID 🗹		
Import		Middle Name 🛛 🛛	Eligibilities	Make a Selection -
Reports Roster Photo Roster				Generate Report
Availability				
Game Counts				
Turnback				
Ranking				
Declined Games				

- 3. Open the downloaded Excel spreadsheet.
- 4. Enable Editing

File	Home	Insert Page Layo	out Formulas D	Data Review	View Help		
() F	PROTECTED	VIEW Be careful—files	from the Internet can	contain viruses. U	nless you need to edi	t, it's safer to stay in Protected \	<u>Fiew.</u>
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- 5. Be sure your spreadsheet contains FirstName, LastName, Email, PostalCode, and OfficialNumber columns. The columns can be in any order. Even if the OfficialNumber column is blank, leave it in there so the file can upload properly.
 - a. Do not change the name of the tab. It must be "Officials".



6. Click on Save As and choose .xlsx. Name the file and choose the desired location.





OMS

- 1. Open the OMS website (<u>https://ntxreferees.omgtsys.com/</u>).
- 2. Click on Extended Services dropdown menu and select ASSIGNOR: CHECK REFEREE CERTIFICATIONS.

Name:	- N. H. L. L.
JSSF-ID:	10 10 m m m
District:	_
Background:	Expires 2023
-	
Safesport:	Expires on: 1/24/2023
Safesport: how More Detail	Expires on: 1/24/2023
Safesport: how More Detail Existing Regis Category and Grade	Expires on: 1/24/2023 Strations / Licenses Badge Year Inactive Badge Date Date Date Date Date Date Date Dat

3. Click on the blue BATCH LICENSE CHECKING button in top right of the screen.



4. Click the CHOOSE FILE button to upload the recently saved Excel spreadsheet. Batch License checking for Assignors

OArbiter Format Input File						
Select File to Upload: Choo	ose File FortWorthRe	fs.xlsx				
Export Results to Excel File						
Upload and Match Names	OR	Upload and M				

5. Click on UPLOAD AND MATCH NAMES. The list of names will appear. (The list can be downloaded as an Excel file by clicking on the EXPORT RESULTS TO EXCEL FILE prior to clicking on UPLOAD AND MATCH NAMES.)

NOTE: Make sure cookies are allowed for the OMS site by clicking on the eye in the search bar.