

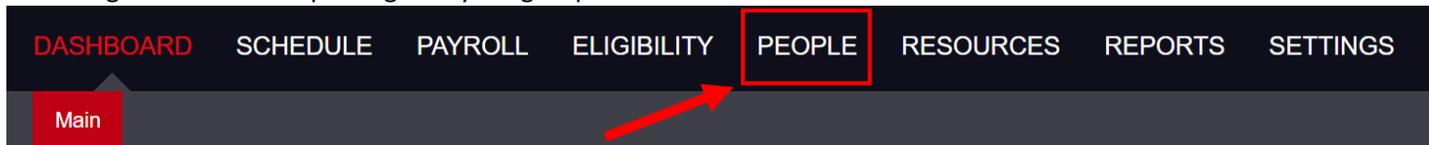


OMS Batch License Check

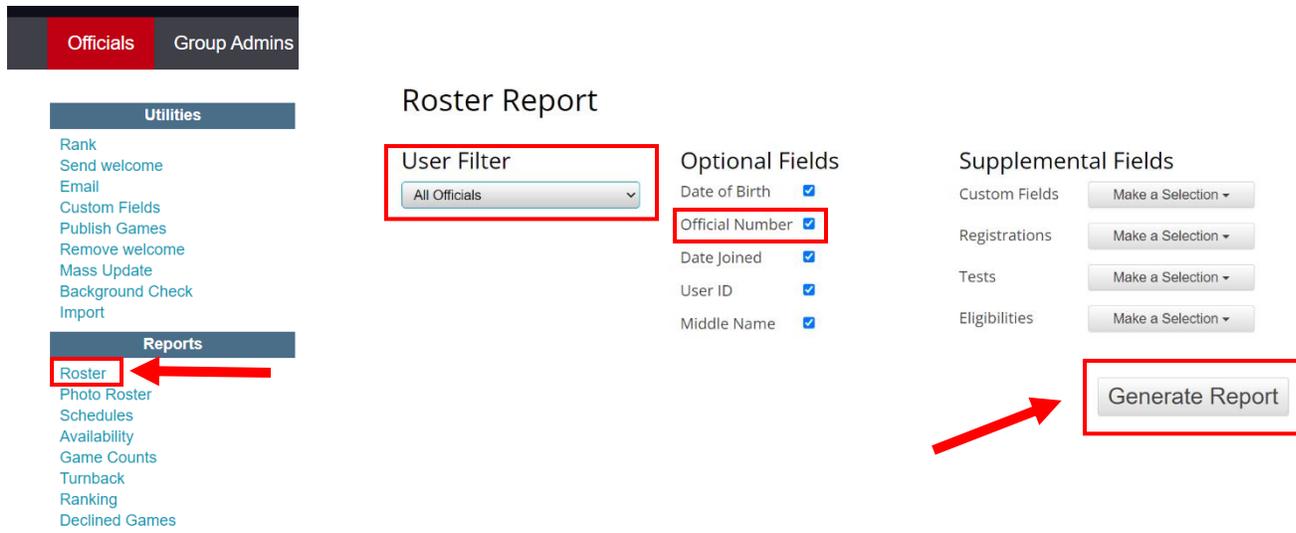
ArbiterSports

ArbiterSports

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

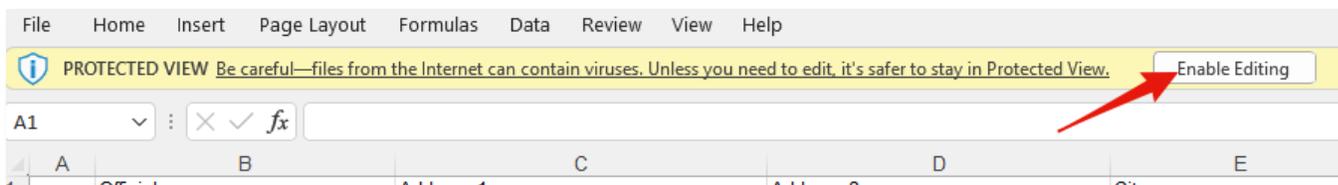


2. On the left-hand side of the screen under Reports, click on "Roster."
 - a. Ensure "All Officials" is selected so that all officials in your group are checked. You can select or deselect any of the optional fields but ensure "Official Number" is selected as it is required by OMS.
 - b. Click "Generate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



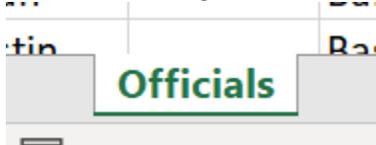
3. Open the downloaded Excel spreadsheet.

4. Enable Editing

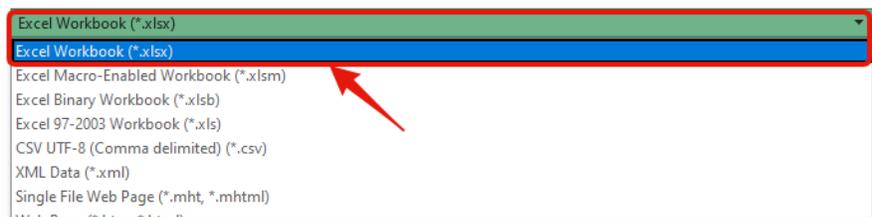


5. Be sure your spreadsheet contains FirstName, LastName, Email, PostalCode, and OfficialNumber columns. The columns can be in any order. Even if the OfficialNumber column is blank, leave it in there so the file can upload properly.

- 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 Batch License Check

ArbiterSports

OMS

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

Member Information

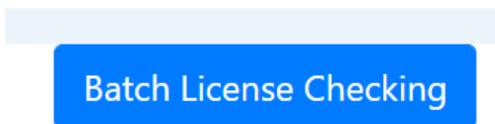
Name: [Avatar]
USSF-ID: [Avatar]
District: [Avatar]
Background: expires 2023
Safesport: Expires on: 1/24/2023
 Show More Detail

Existing Registrations / Licenses

Category and Grade	Badge Year	Inactive	Expected Badge Date
Grassroots Referee	2022	False	2/6/2022
Assignor	2022	False	---

Extended Services [v]

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

Arbiter Format Input File

Select File to Upload: FortWorthRefs.xlsx

Export Results to Excel File

--- OR ---

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.