

# WSYBL Instructions for Using the Excel Schedule Template

1. Rename the file with your team name and grade. i.e. **NBHEAT 8th grade.xls** and **save it to your computer.**
2. **ENTER HOME GAMES ONLY.**
3. There are drop-down boxes for the Home team, Visiting team, Site (field name), and Sub-site columns. **Please use them!** Click on the cell, and a drop-down arrow will appear to the right of the cell. Look through the list and make your selection.
4. If your Site (field name) isn't listed, type it in the cell.
5. I've made extensive use of Sub-sites in the Arbiter database. A sub-site is used when there are multiple fields at a given location. For example, Armory Park in Sussex has multiple fields. I've tried to use the naming convention that the fields are known by. The Armory Park fields are just #1, #2, #3, etc. Other locations might have fields known as large diamond and small diamond, or East, North, South, etc. If you're using a home field that has multiple fields at the park or location, try to choose the correct sub-site for the field that you are going to use. **If you don't yet know the diamond use TBA.**
6. **The date MUST be entered in the following format: mm/dd/18 (not 2018).** If it is entered properly, it will right justify in that column after being entered.
7. **The time MUST be entered in the following format: hh:mm PM (or AM).** There must be a colon. There must be a space between the minutes and AM or PM. The AM or PM MUST be capitalized. If it is entered properly, it will right justify in that column after being entered.
8. Doubleheader's individual games must be entered in separate rows. The start times for the doubleheader games must be at least 2 hours apart.
9. **There are missing columns that I've hidden before saving the final template for each grade level. Don't be concerned with those columns and they should not be changed at all.**
10. Email completed schedules to [UMPIRES@WSYBL.COM](mailto:UMPIRES@WSYBL.COM)
11. After I receive your schedule and import it into the Arbiter, I will send you your Arbiter "Welcome" email. The welcome email will give you the information you need to navigate to the Arbiter and to sign in. When you receive the welcome email, which is your signal that your HOME games have been entered. That does not mean your schedule will be complete. I may still be waiting for other coaches in your grade level to send me their home games which may cause you to be missing some away games in your schedule. You need to verify EVERY piece of data on every one of your games- both home and away. Date, start time, opponent, and field MUST be verified.
12. Feel free to send me names and email addresses of assistant coaches, team moms, or team managers that you would like to have access to the Arbiter so that I can add them and link them to your team.
13. Feel free to contact me at any time for help with the Arbiter. All my contact information is listed below.

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