WSYSL Instructions for Using the Excel Schedule Template

1. **Rename the file with your team name and grade. I.e. "NBHEAT U10.xls"** and save it to your computer.

2. **ENTER HOME GAMES ONLY. EXCEPT: If you are playing a double header, submit them both on 1 spreadsheet,** preferably from the team providing the field. This is so Umpires know it is a DH. **Games should be scheduled at least 2 hours and 15 minutes apart**

3. The only columns you should be changing are **A, B, H, I, J and K**

4. **Column A -Date** The date **_MUST_** be entered in the following format: **mm/dd/YYYY**, i.e. **05/15/2020**. **If it is entered properly, it will right justify in that column after being entered.**

5. **Column B – Time** The time MUST be entered in the following format: **hh:mm PM** (or AM) i.e. **5:30 PM**. **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.**

6. **Column G – Level** This column should be prefilled, **_do not change it_**.

7. **Columns H and I – Home and Away Teams _USE THE DROP DOWN BOX!_** Team names must match the Arbiter Data Base exactly or the game will not import into Arbiter. Using the Drop down boxes guarantees this. 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.

8. **Column J – Site (Park) _USE THE DROP DOWN BOX!_** Team names must match the Arbiter Data Base exactly or the game will not import into Arbiter. Using the Drop down boxes guarantees this. **The park name is required, if you don't know the park yet, _you cannot submit the schedule until you do_**. If your Site (field name) isn't listed in the dropdown, type it in the cell**. If it is missing and known by more than one name check the other name.**

9. **Column K – Subsite (Diamonds) _REQUIRED!_ _USE THE DROP DOWN BOX!_** 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, choose the correct subsite for the field that you are going to use. If you don't know the diamond yet, use TBA, you will have to send me corrections once you find out.

   If there is only one diamond at the site, this field is still required. Simply select he field name from the dropdown box. For example the subsite for Balmer Park would be Balmer Park.

10. 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.**

11. **Email the completed schedule template to UMPIRES@WSYSL.ORG** •

   Use EXCEL ONLY, nothing else will import into Arbiter

   - Neither Apple's Numbers nor google Docs will work!

   - Converting from Excel to Apple Numbers to Excel will not work either!

After I receive your schedule and import it into the Arbiter, **I will send an Arbiter "Welcome" email _to the person who submitted the schedule_.**

   - 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.

   - **Head Coach must enter their contact info into Arbiter. This is the only way umpires can contact you if needed.**

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.

Feel free to contact me at for help with the Arbiter.

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