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## **How to Follow Teams on ArbiterLive**

Follow

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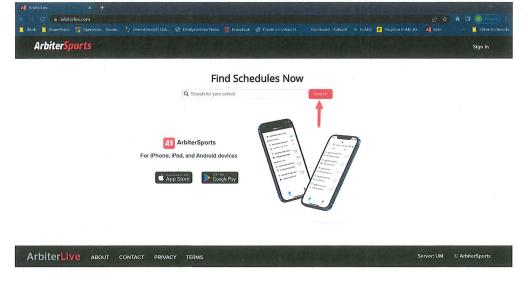
#### What is ArbiterLive?

ArbiterLive is a website that is open to the public that allows athletes, parents, fans, coaches, and media to follow one or multiple school team schedules. As part of following teams, subscribers will receive notifications (depending on the ArbiterLive user's notification preferences) about the teams' games, including any changes or cancellations. ArbiterLive can also be used to view team rosters and get directions to games.

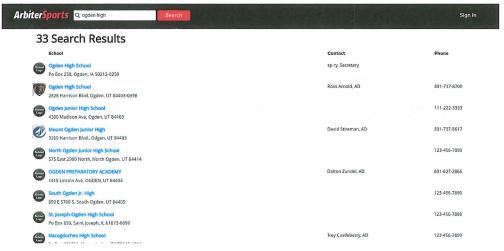
#### How do I follow a team?

1. Go to www.arbiterlive.com

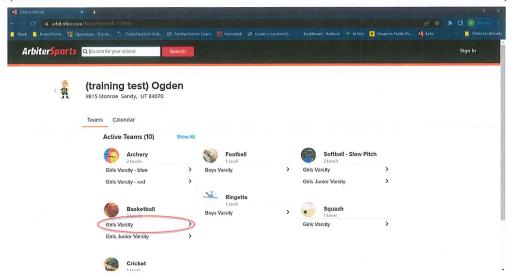
- 2. Click Sign In, located in the top right corner.
- 3. Sign in to your ArbiterLive Account. If you do not have one, click Sign Up.
- i. Sign Up:
- a. Enter your first name, last name, email address, create a password, and confirm your password.
- b. Click Sign Up at the bottom.
- c. To verify your subscription, we will send you a verification email. Go to your email and *click* the verification link to complete your registration.
- d. Return to www.arbiterlive.com and sign in.
- 4. Once signed in, the default landing page is your subscriptions page. This shows a list of all schools teams you currently follow. If you do not have any school teams listed, use the search bar at the top to *search* your **school**. *Click* **Search**.



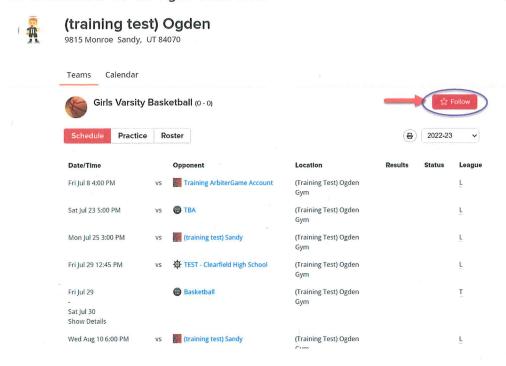
5. Select your school from the search results.



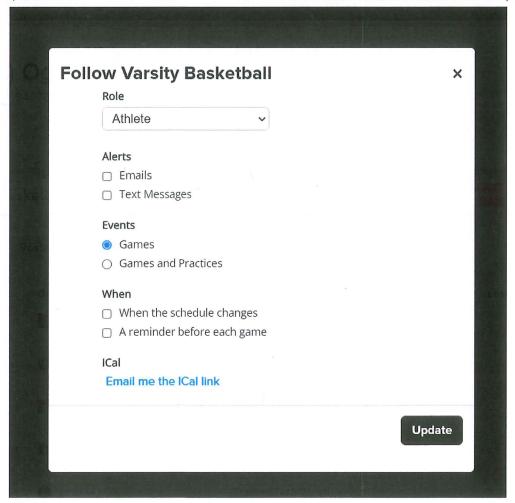
6. Select the team you wish to follow.



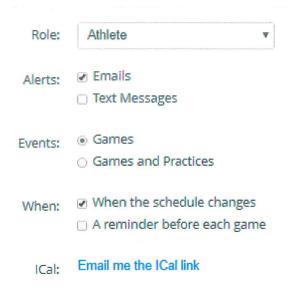
5. Click follow on the right-hand side.



6. Set up your notification settings and click subscribe.



#### **Notification Settings**



1. Role - Select your role to that team. (e.g. are you an athlete, a parent, a fan, a coach, media, or

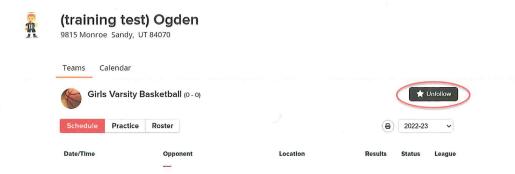
other)

- 2. **Alerts** Check the boxes if you want to receive emails and/or text messages. (If you select text messages you will be able to enter your cell phone number. You must select your carrier.)
- 3. Events Select if you want to receive notifications about only games or games and practices.
- 4. When Select if you want to receive notification for game changes and/or receive notification the day before each game.
- 5. **ICal** You can email yourself the ICal feed for the team's schedule to sync the games and events with your own calendars. Please see below for more information about syncing your schedules using ICal.

### I no longer want to receive notifications. How do I unfollow a team?

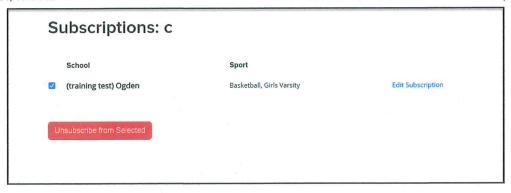
In ArbiterLive, there are two ways you can unsubscribe from teams

1. *Click* the **team(s)** you wish to unfollow and *click* the **Stop Following** button on the right-hand side. In order to unfollow a team, you do need to *sign into* your **ArbiterLive account**. Please use the forgot password link if you are unable to log in to your ArbiterLive account.



2. *Click* **Manage Subscriptions** at the top of the page. *Check* the **box** on the left side next to the teams you wish to unsubscribe from and *click* the "**Unsubscribe from Selected**" on the bottom of the page.





#### Syncing your ICal feed with your calendar

You will receive an email from ArbiterSports with the ICal URL that you will use to sync the team's schedule with your calendar. (See the instructions below for your calendar)

Apple - Macbook

Apple iPhone

Microsoft Outlook 2010 - Windows

Yahoo Calendar

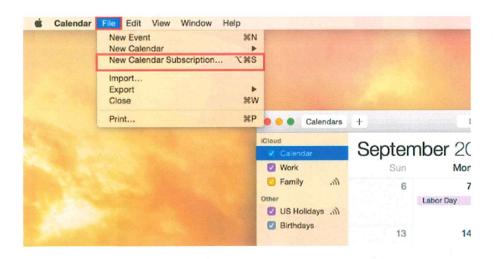
Google Calendar & Android Devices

AOL Calendar

#### Apple - Macbook

To subscribe to a calendar from a link on the Internet or an email you received, click the link. If you do this, you can skip step 1, and the calendar's web address is filled out for you in step 2.

#### 1. Choose File > New Calendar Subscription.



2. Enter the calendar's web address, then click Subscribe.



- 3. *Enter* a **name** for the calendar in the Name field, then *click* the adjacent **pop-up menu** and *choose* a **color**.
- 4. Click the Location pop-up menu, then choose an account for the subscription.

If you choose your iCloud account, the calendar is available on all your computers and devices that are set up with iCloud.

If you choose On My Mac, the calendar is saved on your computer.

- 5. To get the calendar's event attachments or alerts, deselect the appropriate Remove checkboxes.
- 6. Click the Auto-refresh pop-up menu, then choose how often to update the calendar.
- 7. To prevent alerts from appearing for this calendar, select "Ignore alerts."
- 8. Click OK.

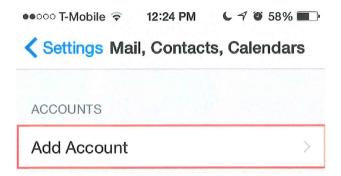
To make changes later, click the name of the calendar, then choose Edit > Get Info.

#### **Apple iPhone**

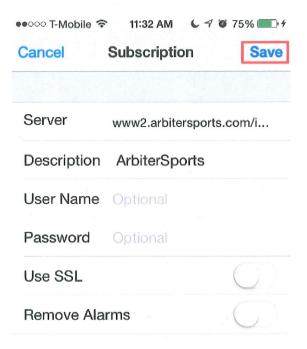
- 1. On the iPhone navigate to Settings.
- 2. Select Mail, Contacts, Calendars.



3. Select Add Account.

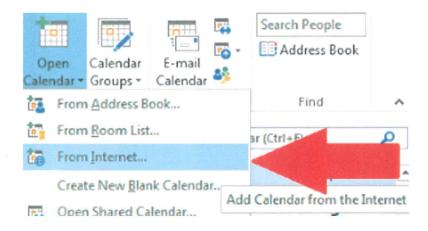


- 4. Select Other.
- 5. Select Add Subscribed Calendar.
- 6. *Enter* the full **URL** to the Server field. It may be easier to email yourself the link then copy and paste it on the iPhone. *Click* **Next**.
- 7. Click on Save after the calendar has been downloaded.



#### Microsoft Outlook 2010 - Windows

- 1. In Outlook 2010, select Calendar from the navigation pane in the bottom left.
- 2. Choose the Open Calendar option located at the top middle panel.
- 3. Select the From Internet.. option.



4. Enter the URL from above and select OK.

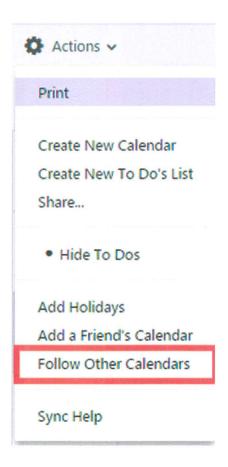


Please note that every Outlook Server's settings are different and some settings may prohibit the download of a subscription-based calendar. As an alternative, the schedule can be downloaded by following the "Download the CSV File" instructions

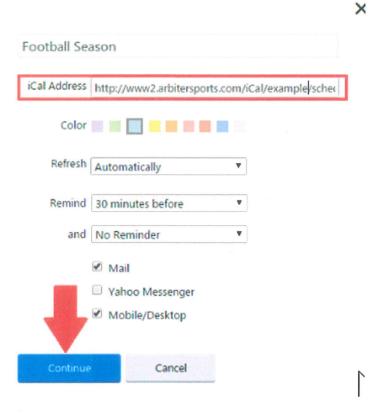
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- 1. Go to http://www.yahoo.com/calendar and sign in.
- 2. Click on the Actions drop-down.
- 3. Select the Follow Other Calendars option.



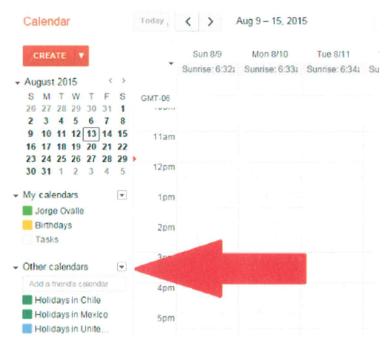
4. *Enter* the **URL** into the ICal Address field and *select* **Continue** (please also note that you may name your calendar on this screen).



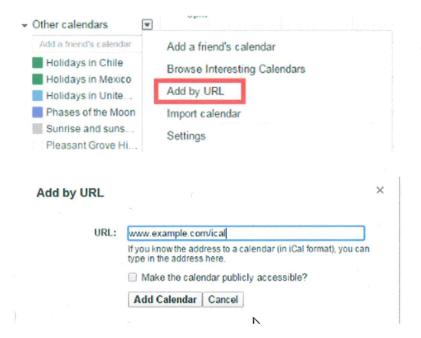
The new calendar will now appear and is accessible from the Calendars menu located on the left-hand side of the screen.

#### **Google Calendar & Android Devices**

- 1. Go to <a href="http://www.google.com/calendar">http://www.google.com/calendar</a> and sign in.
- 2. *Click* on the drop-down arrow in the **Other Calendars** box located at the bottom of the menu located on the left.



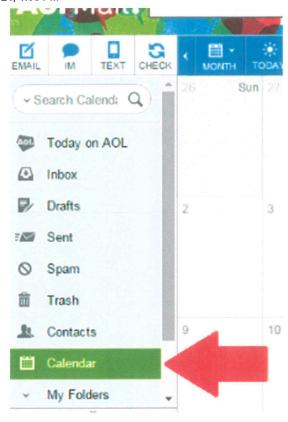
- 3. Select the Add by URL option.
- 4. Enter the ICal URL above into the URL field and select Add Calendar.



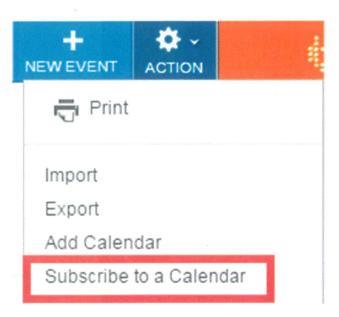
\*\*To display your calendar on your Android device, please ensure that your Google calendar is visible and synced within your device's calendar settings.\*\*

#### **AOL Calendar**

- 1. Go to <a href="https://mail.aol.com">https://mail.aol.com</a> and sign in.
- 2. Select the Calendar option located at the left-hand side.



- 3. Click on the Action at the top right of the calendar.
- 4. Select on the Subscribe to a Calendar option.



5. *Enter* the ICal **URL** and *click* on **Subscribe**. A Calendar name can also be typed in during this process.

Subscribe to a Calendar Or Add a Personal Calendar

Go to ArbiterSports.com

English (US) ~

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https://arbitersportshelp.zendesk.com/hc/en-us/articles/19923810064909-How-to-Follow-Teams-on-ArbiterLive#section5