

This guide will show you how to verify officials test scores if your local officiating group utilizes ArbiterSports to assign and manage your group.

PLEASE NOTE: Only those scores of officials that have the same email associated with US Lacrosse's Central Hub will be viewable to administrators.

1. Start in your ArbiterSports administrator account in your "USERS" tab

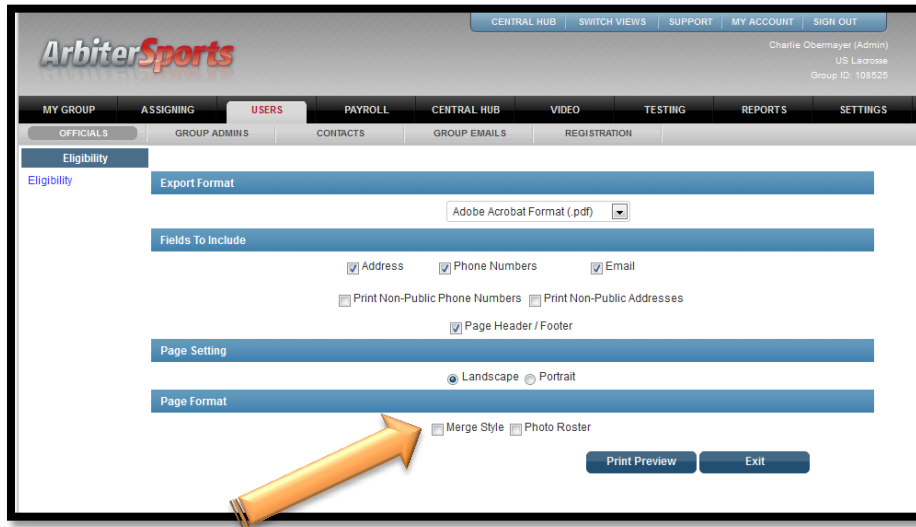
The screenshot shows the ArbiterSports interface with the 'USERS' tab selected. The 'Officials' section is active, displaying a list of officials with columns for Full Name, Email, Signed In, Eligibility, and Games. The 'Reports' menu on the left is visible, but 'Roster' is not yet selected.

Full Name	Email	Signed In	Eligibility	Games
Aaron, Barth	b.aaron@stoglobal.net	Never	0-0-0-0 (0)	
Aaronson, Laurie	laurie.aaronson@comcast.net	Never	0-0-0-0 (0)	
Abad, Matthew	Matthewabad@yahoo.com	Never	0-0-0-0 (0)	
Abbassian, Jay	jay71790@yahoo.com	Never	0-0-0-0 (0)	
Abbassian, Kelley	ka71790@gmail.com	Never	0-0-0-0 (0)	
Abbondanza, Stephen	sabbondanza@icould.com	Never	0-0-0-0 (0)	
Abbott, Alana	staceybanderson@comcast.net	Never	0-0-0-0 (0)	
Abbott, Brian	BAbbott@LoyolaBlakefield.org	Never	0-0-0-0 (0)	
Abbott, Elizabeth	eabbott72@yahoo.com	Never	0-0-0-0 (0)	
Abbott, Tom	laststripes@hotmail.com	Never	0-0-0-0 (0)	
Abendschoen, Erica	e.abendschoen@gmail.com	Never	0-0-0-0 (0)	
Abrams, Lehn	lehnaabrams@aol.com	Never	0-0-0-0 (0)	
Abri, Nilo	niloabri@gmail.com	Never	0-0-0-0 (0)	
Abuzzese, Christopher	chris.abuzzese84@yahoo.com	N/A	0-0-0-0 (0)	

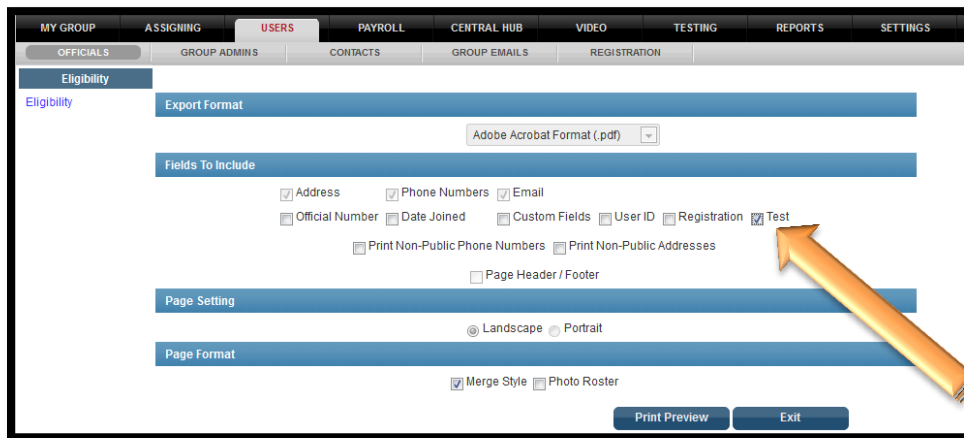
2. On the left hand column under reports click "roster"

The screenshot shows the ArbiterSports interface with the 'USERS' tab selected. The 'Roster' report is now selected in the left-hand menu, and an orange arrow points to it. The 'Officials' list is still visible in the background.

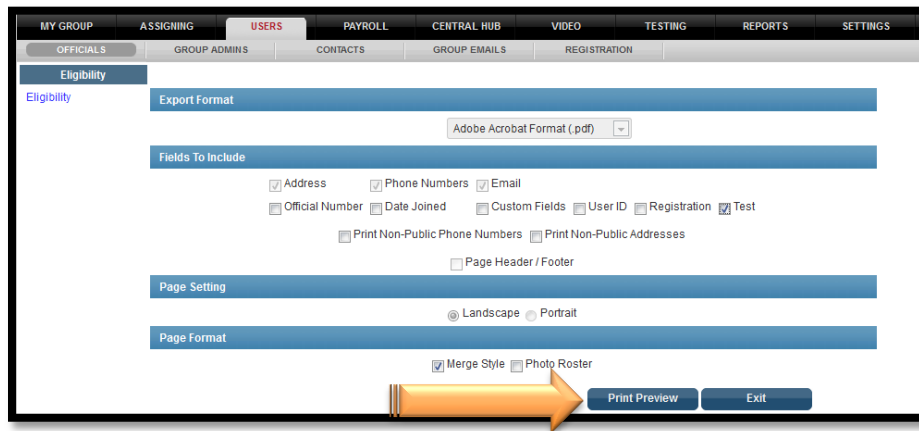
3. Check the box towards the bottom that says “merge formats”



4. Click on the button that says “tests”



5. Click “print preview” and a file will begin to download



6. Open the file and the completed test scores will be in that document towards the right.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	FirstName	LastName	Address1	City	State	PostalCode	Phone1	Email		2014 NCAA Men's Rules Exam	2014 NCAA Women's Rules Exam	2014 US Lacrosse Boys Youth Rules Exam	2014 US Lacrosse Certification - NFHS Rules Exam *ANNUAL USL BOY'S OFFICIALS CERTIFICATION EXAM*	2014 US Lacrosse Certification - USL Girls Rules Exam *ANNUAL USL GIRL'S OFFICIALS CERTIFICATION EXAM*	2014 US Lacrosse Girls Youth Rules Exam
2	Charlie	Obermayer	113 W. Univ	Baltimore	MD	21210	410-235-61	officials@uslacrosse.org				94	98	98	