

Step One For All Officials (to ensure that you have updated your profile and have answered four Mandatory questions on the Arbiter site.)

1. Go to Arbitersports.com
2. **Sign-in** at top right of the page with your e-mail and password.
3. Click on **Account #104518 CHSAA B & G Track and Field and Cross Country** (Click on the "Silhouette" on the right hand side)
4. Click on "**Profile**" tab toward top right hand side of page"
5. Update your "**Profile**" and save.
6. Click on "**Custom Fields**" (just to the left of Update My Information).
7. Answer the **four questions** relating to felony misdemeanor, teaching license revoked, and independent contractor.
8. Click on Save
9. Sign-Out by clicking on top right hand side of the page.

Step Two for All officials in order to take ONLINE TEST.

1. Go to Arbitersports.com
2. **Sign-in** at top right of page with e-mail and password.
3. Click on **Account #103372 "Colorado Central Hub"**.
4. Click on "**Testing**" tab in black box at top of page.
5. The test (when available) will be accessible to you on Open Test .

For New Officials Who Do Not Have An ARBITER Account for ONLINE TESTING

If you are a new official and you do not have access to ARBITER to take your ONLINE Test, you **must** do the following:

1. Fill out the **New Official Registration Form** on the CHSAA Website.
2. Mail your completed form into Monica Tillman at CHSAA **or** E-Mail your form to her.
3. Pay your dues **\$45.00 before June 30th with a \$10 late fee after June 30 making dues \$55.**
4. Take the **Track & Field ONLINE Test** (When it becomes available in February) through Arbiter.
5. Attend a "**New Rules Clinic**" either in Aurora on February 4, 2012 or a Satellite Clinic in the State to become a Certified Official.

If you have questions, please contact Gary Strubel harleyclassic@msn.com