

Official User Guide for *officials.myohsaa.org*

Getting Started

- Go to *officials.myohsaa.org*
- If you have not set up an account for the new site, click the *Register* text on this page
 - Enter all information, including a valid email address to link to your account
 - Click Sign Up Now to register your new account on the site
 - **NOTE:** If the email address is linked to a different account in the system, you are not able to reuse that email address to create a new account
- If you have already set up an account, login into the site with your username and password
 - If you cannot remember your password, enter your username into the correct field, then click the “Forgot Password” option. This will initiate a process by which an email will be sent to your email account. Use the Link in the email to create a new password for your account.
 - Usernames and passwords are case sensitive- if you created the username and/or password using a combination of capital and lower case letters, you have to enter them as such when you attempt to log in.

Profile Information

- Once logged in, click on **Contact Information** on the left hand side of your screen and update your profile info- verify that all of the information on this page is updated and click Save at the bottom of the screen
 - You must enter all required information on this page, including your County of residence, date of birth, the last four digits of your social security number, and the Felony status.
 - If you indicate yes to the Felony question, you must enter an explanation in the text box provided. Make sure to save your changes on this screen before moving forward.
- Select the Sports you are interested in officiating by clicking the Choose Sports option along the left side of the page
 - Check the box for each sport you are interested in officiating, then click Save at the bottom of the screen. This will update your account with the new information

Selecting a Course

- Click the Official tab near the upper right corner of the screen.
 - Click the Select a Course option along the left side of the new screen
 - You will now see a list of courses that are available at this time. Courses are separated by sport, and you will only see the sports that you selected on the Choose Sports page
 - Click the View option next to a course to see the course details, including instructor name, cost, meeting dates and times, and the course description

- Use the Signup button at the bottom of the page to begin the enrollment process, or click Back to return to the list of courses
- Once you've found the course that meets your needs, click the Signup button to begin the enrollment process
 - A window will appear asking if you agree to the Terms of Service. Please read the Terms of Service found at the bottom of the Course Description before you proceed
 - Click OK if you agree to the Terms of Service. If you do not agree, you will not be able to proceed with course registration
- After agreeing to the Terms of Service, you will be directed to a page which summarizes the fees for the course. Read through the summary, then scroll to the bottom of the page
 - Use the **I'm Sure, Sign me up** option to enter the secured payment site to enter your payment information and officially enroll in the course. You must pay for your course using a credit card
 - Choose **No Thanks** to cancel your enrollment for this course

The Course is not Listed

- Each course has a limited registration window, and registration automatically closes the first meeting day of the class. If the course you are interested in taking is not listed, you will need an instructor invitation to register for that particular course
 - Contact the Instructor and provide him/her with your name (first and last) and the email address that you use for your account. They will use this information to generate an invitation to join the course
 - Invitations are sent via email. You have 48 hours to use the link provided in the email to register for the course.
 - If you do not respond to the invitation in the allotted time, the invitation will expire, and you will not be able to join the course.

After Enrollment

- You can access your course by logging into your account at officials.myohsaa.org with the username and password for your account, then clicking the Official tab near the upper right corner of the screen
 - Click My Courses along the left side of the screen to view the courses that you have already enrolled in
 - Click the View option next to the course to enter the course detail screen
 - Here you'll see the meeting dates and times, along with the location for your course meetings
 - Click the My Tests option along the left side of the screen to view the Quizzes and Exams that your Instructor has assigned for the class
 - You will not see any information on this page until an Instructor releases a quiz or a test to you

- When a quiz or test is released to the class, you will see a Dashboard notification, which indicates that **You Have Tests to complete**
 - You can click on the Dashboard notification to enter the testing page, OR
 - You can go to the My Tests page to see a list of all of the tests that are available for you to take
- You have one week from the release date of the quiz or test to complete the exam for a grade. If you do not begin the exam within the allotted time, you will receive a 0% for that component of the course
- Once you begin a test, you have 24 hours from the time you start the test to complete it. If you do not submit the test for a grade by the end of the 24 hour time frame, the test will be automatically submitted for a grade as-is

Cancelling Enrollment

- If you change your mind about participating in the course, you have the option to drop the class prior to the first meeting of the class
 - Log into your account at officials.myohsaa.org with your username and password
 - Click the Official tab near the upper right corner of the screen
 - Select the My Courses option along the left side of the page
 - You will see the course that you have enrolled in on this screen. Click the View Course option for the course you wish to drop
 - Scroll to the bottom of the screen and choose the Drop Class button
 - After you drop the course, you will be removed from the roster
 - Refunds may be issued based on the criteria listed in the Terms of Service
 - Contact an Administrator at OHSAA to discuss the refund process

Technical Support

- For support within this system please hit the green *Feedback and Support* button at the bottom of your screen. This is the most effective way to process your inquiries in a timely manner