



CWOA Membership instructions for 2010-2011:

This year's registration process is different than we used in the past!

Please don't just read this message!!! Please print it, read it again and refer to each step as you renew your membership!

CWOA has been informed by CHSAA this new procedure is being instituted across all sports in the upcoming year

- CWOA members' renewal registration will be a two step process!
 - Officials are **REQUIRED** to register online at www.arbitersports.com. This is a CHSAA requirement for all members and is NOT an option. You will find detailed instructions below.
 - CWOA members will also need to complete the attached CWOA Membership Form. Upon completion, please send the form to me along with your payment as in years past. You will find the address at the top of the attached renewal form.

- Instructions for registering on www.arbitersports.com are as follows:
 - Access the web site by entering www.arbitersports.com on your internet browser or doing a copy and paste of the web address to your browser.
 - If you officiate other sports or have officiated the state wrestling tournament in the past two years, you will be somewhat familiar with the web site. If you are currently registered with ArbiterSports you sign-in with the same information you have used in the past. If you are currently registered on Arbitersports be sure you are in the correct account, which is Group D 104528 our CWOA Logo is on that page.
 - After accessing their web site you will need to sign-in with your e-mail address and your password in the upper right-hand corner. **CHSAA has entered your e-mail address and password for you. You will enter the e-mail address they have on their records and your temporary password should be your last name in all capital letters.** If you have a problem logging in please send an e-mail to mtillman@CHSAA.org and copy me at mooregk@gmail.com. We have had several members who have had difficulties logging in and needed CHSAA assistance in accessing the correct information. (Again please copy me on the e-mail to Monica so I can be in the loop as to who is having problems)
 - Next click on "Profile" and enter the required information. Under the heading "Information" (found in the upper left hand corner) you will see subheading, "Account". **All sections under this heading must be completed with the exception of "Picture and Custom Fields"**. Many of you may wish to add a photo to your record, but it is not required.
 - **DO NOT ANSWER THE QUESTIONS IN THE CUSTOM FIELDS TAB AT THIS POINT IN THE PROCESS. THAT WILL BE REQUIRED AS PART OF THE RE-REGISTER SECTION AFTER HAVING SAVED YOUR PROFILE.**
 - Under the "Profile" tab there are 2 additional tabs, "Preferences and Password". It is important that you change your password from your last name to something else of your choosing. Upon completion be sure to click "SAVE" which will complete the profile process. You will then be re-directed automatically back to the "Main" page. On the main page under Special Notices there will be a highlighted link "**Re-register**", click on that and follow the directions.

- **If you have a Felony or Misdemeanor in your background, you MUST answer “YES” and supply documentation to Mr. Tom Robinson at CHSAA. This information would also include any DUIs. A meaningful percentage of the items are cleared after review by Mr. Robinson. You may have supplied the information to CHSAA in the past but it needs to be resubmitted in order to update their records. Sorry “bout” that! This past post season we had an instance where there was a nondisclosure by an official on his renewal form. This official was selected to officiate a regional tournament, a question came up as to his past which required him being replaced in his assignment. I have added this situation with the permission of the official. I strongly encourage disclosing, supplying documentation, and continuing to make the disclosure in future years. You will find Mr. Robinson’s contact information in the front of 2009-2010 CWOA Directory (State Officers) bottom left hand column.**
- I strongly recommend that you keep careful notes as you go along and store the information where you can find it as you will need it in the future. Don’t think for a minute you will commit it to memory and later have perfect recall! **“AIN’T GONNA HAPPEN”!**
- At this point you should be finished with the ArbiterSports portion of the registration. You hope, I hope!!
- The next piece of the registration process will be the easy part. Please open the attachment CWOA Membership Renewal Form for the 2010-2011 Season.
 - Fill out the renewal form in its entirety. I NO LONGER NEED YOUR SSN and have cleared all fields of that information from my database.
 - Mail the completed form to me at the address below with your renewal payment attached, either a personal check or money order. Your other option will be to pay your dues by through PayPal. You will find a tab that you can select if you will be using PayPal. PayPal does charge a processing fee and their fee will be added to your dues payment.
 - **IMPORTANT!** If you use PayPal to pay your renewal fees you **must still** send me the completed CWOA renewal form, signed and dated.

I am hopeful these instructions have made the ArbiterSports process easier than it may have been without them. I am sure there will be some questions and some problems. I want to be a resource and attempt to assist where needed.

You must complete the renewal process by June 7 in order to be eligible for the \$55.00 renewal fee, any applications postmarked after June 7 must pay a \$20.00 late fee. Why not complete the renewal process now and get the obligation off of your desk before you are unable to find it period!

The advantages of getting the task completed now would be as follows.

- You save \$20.00.!
- Your information will be in the 2010-2011 CWOA Directory!
- If you are in Area ONE you will have the opportunity to be included in the Area ONE draw that takes place the end of September.
- You receive your Rule and Case books when I receive them from CHSAA and not have to wait until the rules meetings.
- You get this task, obligation off of your list of things you need to complete.

Best to all:

Jerry Moore

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