VHSL OFFICIALS' REGISTRATION PROCESS – SWIM/DIVE

The VHSL is transitioning to on-line officials' registration through ArbiterSports. This is also the platform we will be using for testing and on-line clinic administration. All swim and dive officials must register with the VHSL through ArbiterSports. Members of Virginia Swimming and/or Potomac Valley Swimming will pay a $30.00 registration fee (membership will be verified with these organizations). The fee for individuals who are not members of one of these organizations is $45.00. Rule books will be mailed to you once you have registered. VHSL requires that at a minimum, the Meet Referee and the Starter for all VHSL meets be VHSL-registered officials. All officials who wish to be eligible for post-season meets must register, take and pass the NFHS Swim/Dive Exam, and view the on-line rules clinic (USA Swimming "Certified" stroke and turn inspectors, starters and referees are exempt from the clinic requirement) .

IF YOU ALREADY HAVE AN ARBITER USERID AND PASSWORD:

1. Go to **arbitersports.com** and login.
2. Switch Views and select VHSL Central Hub
3. Click on the "Registration" tab
4. Select the sport(s) for which you wish to register and then click on "Register"
5. The next page you see will be a welcome message. Click "Next" at the bottom of the page.
6. Next is the Personal Information page. Provide all required information and click "Next" at the bottom of the page.
7. The "Conviction Status" page is next. If you agree with the statements on the page, select "I Agree" from the drop-down menu and click "Next" at the bottom of the page. If you select "I Disagree" (meaning that you have at some time in your life been convicted of a felony), you will not be able to proceed. You may not register with VHSL if you have ever been convicted of one of the crimes listed.
8. On the next page, you will select the officials' associations to which you belong. When your selections are complete, click "Next" at the bottom of the page.
9. Select your gender from the drop-down menu and click "Next" at the bottom of the page.
10. On the next page, you may upload a photo of yourself if you wish to do so. When finished, click "Next" at the bottom of the page.
11. You will be asked if you are a member of USA Swimming. Select the appropriate option and click "Next" at the bottom of the page.
12. On the payment page, make sure the fees are correct - $45.00 for the first sport (non-USA Swim), and $30.00 for each sport after that. The fee for USA Swim members is $30.00. If the fees are correct, you must specify how you will pay. You have 2 options – 1) Credit Card; or 2) Personal Check. If you are paying by Personal Check, you must add a $5.00 administrative fee to the total amount due, as this method of payment requires additional time and effort on the part of staff. You are also responsible for any returned check fees should that occur. Once you have provided the required information for your choice, click "Make Payment."
13. The next screen you see will be a confirmation message and an order number. At this point, you have finished the registration process.

IF YOU DO NOT HAVE AN ARBITER USERID AND PASSWORD:

1. Go to **vhsl.arbitersports.com**
2. Click on the "Registration" tab
3. Follow steps 4-13, above.