

## ***How to enroll with the NHIAA Arbiter Officials Re-enrolling***

1. Log into the Arbiter ([www.arbitersports.com](http://www.arbitersports.com))
  - a. On home screen you should select NHIAA 103281 Central Hub
  - b. At the top you will see a “Registration” tab in the black bar
  - c. Select the sport(s) in which you are registering for
  - d. Proceed through the 9 step questions and payment

## ***How to Enroll with the NHIAA Arbiter (If you have NEVER enrolled with the NHIAA)***

1. If you are currently “signed in” to the Arbiter, please log out. Don’t just close your browser you actually need to sign out.
2. Visit the NHIAA website ([www.nhiala.org](http://www.nhiala.org))
3. Go to Officials Links
  - a. The first link is [Arbiter -On-Line Enrollment Requirement Link](#)
    - i. If this screen brings you to the Arbiter and shows you the accounts that you normally see – you are NOT “signed out” of the Arbiter. Sign out and go back to step “a”.
    - ii. If this screen brings you to the Arbiter and asks for:
      - a. Last Name
      - b. First Name
      - c. E-mail address (enter the e-mail you currently use in the Arbiter.)
      - d. Click NEXT

**(You are on the right road)**

**NOTE:** Through the screens you will be requested to click the “Next” button to get to the next screen. If you hit enter it will not advance you through the screens.
    - iii. If you are currently registered with the Arbiter and you enter an e-mail that is being used it will pull all of the information that you have set up, thus saving you time and not having to reenter it. (NEXT) If you are **NOT** currently registered with the Arbiter you will be prompted to enter in all your info. (NEXT)
    - iv. You will be provided with a list of sports that you can register for. These sports have a date that you will not be able to register after without contacting the NHIAA. (NEXT)
    - v. You will be asked to answer 4 questions: you need to answer these questions with a Yes or a No. (NEXT)
  - b. The next screen will offer you a drop down menu of sports. Pick the appropriate sport and the level which you officiate. Then click ADD – this will show the sport on the right side of the middle part of this page. You can fill out the bottom if it applies. (NEXT)
  - c. You will be brought to a payment screen. It offers you credit card (MasterCard or Visa) and a check option. The fee is \$20.00 for the year (July 1- June 30).
    - i. You will see an option that looks like a button that says “Same as mail to address” if you click this it will fill in your info from the earlier page.
    - ii. There must be a phone number entered here.

- iii. enter the appropriate payment method
  - iv. Click NEXT
  - v. if you did it correctly and the payment is accepted it will show you a 0.00 dollar amount on the left side of the screen displayed.
- d. YOU ARE REGISTERED WITH THE NHIAA.
- e. When you sign in to the Arbiter as you are used to you will be asked if you would like to accept the NHIAA as part of your groups. Click Yes. This group 103821 will become the group that you will use to see your tournament games.

If you have problems and need assistance you should contact the supervisor for your sport and at last resort you can e-mail me Donna Plumb at [dplumb@nhiaa.org](mailto:dplumb@nhiaa.org) or call me at 228-8671.