

REGISTRATION INFORMATION:

1. 2015-16 Forms are now available online at: www.aiaonline.org ; go to the officials tab under the picture and then the FORMS folder.
 - a. We no longer accept credit card payments.
 - b. Checks will be processed as quickly as possible, could be up to three weeks. Please make sure you leave the amount in your account to avoid a NSF check.
 - c. NSF checks and registrations will be returned and require a money order plus a NSF fee of an additional \$40.00 to be re-processed.
 - d. Keep a copy for your records.
2. YOU MUST fill out all information that is requested. YOU cannot register without a current FINGERPRINT CLEARANCE CARD, CRIMSHIELD or CONCEALED WEAPONS CARD!
 - a. FCC information is available on the main website: www.aiaonline.org , Officials, Forms
3. SUMMER HOURS:
 - a. We are now open Monday-Thursday, 7:00am-4:00pm, CLOSED on Friday!
 - b. Forms may be dropped off after hours etc. in a SEALED envelope in the BLACK mailbox, to the right of the double-doors.
4. Once you have been activated, NEW officials will have to set up a REFPAY account.
 - a. Those directions are in the forms folder, the site is: www.refpay.com
 - b. Once you are given the information, you will need to logon to your AIA page and connect to AIA
5. BOTH returning and new officials will be required to upload a picture (yourself only) on your profile page. This is necessary information for the assignment page by both the school and the official AND for your AIA PASS.
 - a. Passes will ONLY be printed twice a year so register early, regardless of the season you work.
 - b. Passes will be mailed directly to your address on file with AIA
 - i. FIRST printing will be in August
 - ii. LAST printing will be in November
6. You will receive all meeting and assignment information by email so be sure you use one you can access.
7. ALL OFFICIALS WILL BE MADE INACTIVE JUNE 1ST.
 - a. If you need to access your refpay account, you can by logging in directly to: www.refpay.com
 - b. You do not need to be active to access the 2015-16 Registration Form; it is in the FORMS folder under OFFICIALS
8. RETURNING OFFICIALS must register by August 1st to avoid the late fee of \$40.00.
 - a. Swim, Cross Country and Track officials are exempt of the late fee charge.
 - b. Registration for the first sport, paid in full is what is required; added sports at a later time are not subject to the late fee.
9. Do not email a copy, profile will be updated when hard copy and payment arrive.

