

Officials Registration Renewal Instructions

Step 1: Log on to <https://admin.aiaonline.org/login> using your email and password you used this past year.

Step 2: When you have logged into your Officials Dashboard select the Returning Official section on the bottom left to begin your registration. If you are an official who currently uses reciprocity with another state and Arizona, choose the section on the bottom right.

Step 3: Update your contact information as needed. If there are no changes skip to step 4.

Step 4: Click Next Step on the bottom right.

Step 5: Fingerprint Clearance Card (FCC) – This step must be completed this year. The registration system will recall your information next year.

Select Fingerprint Clearance Card (FCC) Type

Select Card Status – Requested or Received

Enter your FCC ID number

Enter your FCC Expiration date

Click Next

Step 6: Click select on the far right of each sport you are registering for. You should only select those sports that you will be paying for today. Your registration cannot be approved until payment is received in full. You can add additional sports and pay for them at a later date for later seasons. If you only work Winter or Spring sports you must register prior to the August 1 deadline to avoid the late fee. Click Next when you are done selecting your sports.

Step 7: Payment Information – Select Credit or Mail a Check.

Paying by Credit or Debit - enter your information and submit

Paying by Check - Print the invoice and mail it in with your payment. This invoice must accompany your payment.