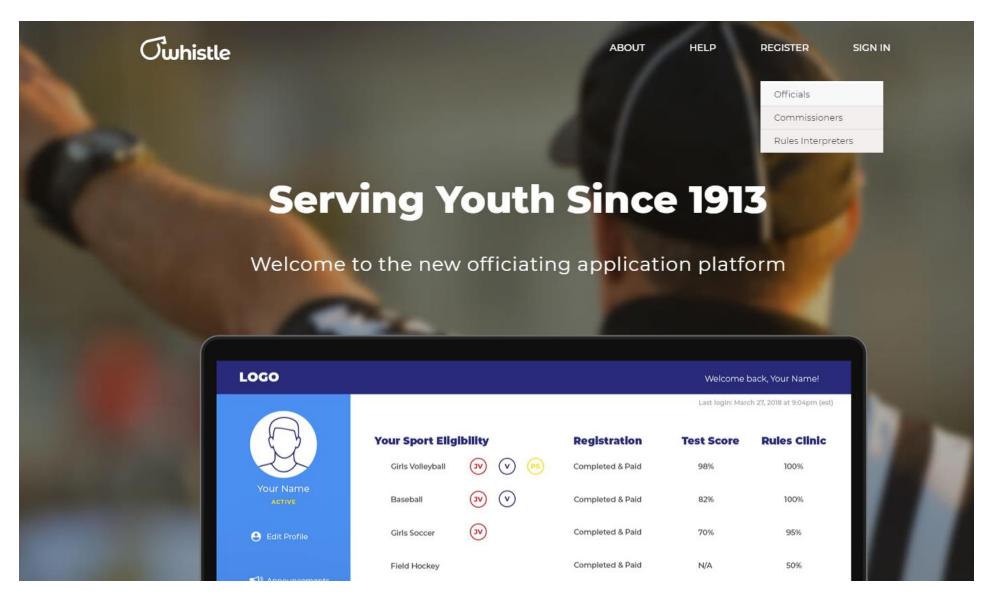
## **VHSL OFFICIALS' REGISTRATION PROCESS – SWIM/DIVE**

The Virginia High School League has implemented a new on-line officials' registration system, called WHISTLE. We are also using this platform for testing and on-line rules clinic administration. All swim and dive officials must register with the VHSL through WHISTLE, accessible from the "Officials" page of the VHSL website (<a href="https://www.vhsl.org/officials/">https://www.vhsl.org/officials/</a>). 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. Rules books will be mailed to you once you have registered. Meet referees and starters for all VHSL meets must register, view the on-line rules clinic, and successfully complete the NFHS rules exam with a score of 85% or better. All officials who wish to be eligible for region championship meets or state championship meets must also register, view the on-line rules clinic, and successfully complete the NFHS Swimming & Diving Rules Exam with a score of 85% or better. Please note that USA Swimming "Certified" stroke and turn inspectors are exempt from the NFHS rules exam requirement to serve as stroke and turn inspectors in VHSL meets.



\*PLEASE REGISTER, TAKE TEST AND VIEW CLINIC FROM A LAPTOP OR DESKTOP COMPUTER \* DO NOT USE A CELL PHONE!! ALL FEATURES WILL NOT SHOW UP!

HOME

ABOUT

CONTACT

1. Please go to www.whistle.vhsl.org hover the mouse over register, and then click on officials.



**ABOUT** 

HELP

REGISTER

SIGN IN

Registration Steps:

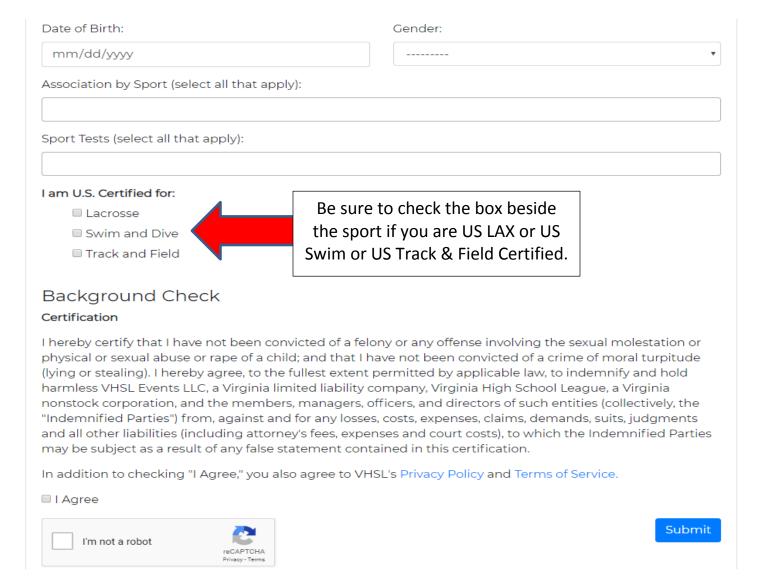
Welcome to VHSL! To register to be an official for the upcoming 2018-2019 school year, please perform the following steps.

- 1. Click on the registration button to the right.
- 2. Fill in your contact information s
- 3. Select association (select all that apply).
- 4. Select your sports test (select all that apply).
- 5. Click Submit and it will take you to your account page where you could click to pay for your sports.
- 6. If you would like to register for additional sports you could do so under the "Available Tests/Clinic" page once logged in.
- 7. Please contact us if you have any questions.

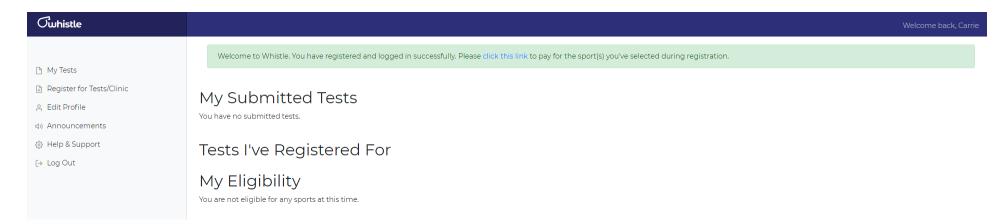
Note – Sports exams and video clinics may not be ready to take at this time but will be open soon for the upcoming fall sports.

CLICK TO REGISTER

2. **READ ALL INSTRUCTIONS!** Then click on the Blue box that says "Click to Register".



- 3. Fill in all information on this page, and then make you sure check the box if you are US Lacrosse, US Swim and/or US Track & Field certified.
- 4. Once all your information is in make sure to check the I'm not a robot check box, and then click on Submit.



5. Once you hit submit this will be the screen you get. You will not be eligible for any sports yet. This will not show up until you have taken test or clinics for the sports you have registered for.

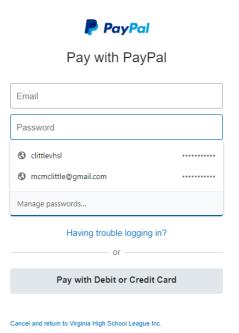
6. To make a payment please click on the tab that says, "Register for Tests/Clinics". The next picture will be what will show once you click that.

Owhistle		Welcome back, Carrie
<ul> <li>My Tests</li> <li>Register for Tests/Clinic</li> <li>Edit Profile</li> <li>Announcements</li> <li>Help &amp; Support</li> <li>Log Out</li> </ul>	Baseball Exam 2018-2019 This test will be available soon, but you may register for it now.	
	Basketball Exam 2018-2019 This test will be available soon, but you may register for it now.	
	Soccer Exam 2018-2019 This test will be available soon, but you may register for it now.	
	Softball Exam 2018-2019  This test will be available soon, but you may register for it now.	
	Wrestling Exam 2018-2019 This test will be available soon, but you may register for it now.	
	Spirit Cheer Exam 2018-2019 This test expired on Aug. 20, 2018. A late fee is required to register for this test/video clinic.	
	Girls Lacrosse Exam 2018-2019 This test will be available soon, but you may register for it now.	
	Boys Lacrosse Exam 2018-2019 This test will be available soon, but you may register for it now.	
	Track and Field Exam 2018-2019 This test will be available soon, but you may register for it now.	
	Swim and Dive Exam 2018-2019  This test will be available soon, but you may register for it now.	
	Reg	ister and Pay for Selected Tests/Clinics

- 7. Once on this page, check the box or boxes, of the sports you have registered for, and are now wanting to pay for. You MUST pay for your sport(s) before you take the test or watch the clinic.
- 8. Click on "Register and Pay for Selected Tests/Clinics to go to the payment page.

Please confirm that you are a member of the correct associations:	Central Virginia (Boys) Lacrosse Officials Association
Sports Test and Video Clinic	Price
Boys Lacrosse Exam 2018-2019	\$45
Boys Lacrosse Exam 2018-2019 - U.S. CERTIFIED DISCOUNT	-\$15
	Pay for Sports: \$30

9. You will then check and make sure the ASSOCIATION and amount are ok, and then click on "Pay for Sports: (AMT)"



- 10. You will be directed to the payment page, which is thru PayPal. You DO NOT have to have a PayPal account to pay. If you have one you may use that or if you do not have a PayPal account, you may choose the grey box that says "Pay with Debit or Credit Card"
- 11. You will go to either your PayPal account to pay and you're a page that will ask you information to enter a debit or credit card payment.
- 12. You may also pay with a check, that can be mailed to our office at 1642 State Farm Blvd., Charlottesville, VA 22911. However, please know that you will not be marked as being paid and/or have access to test and clinics until that payment has arrived in our office.