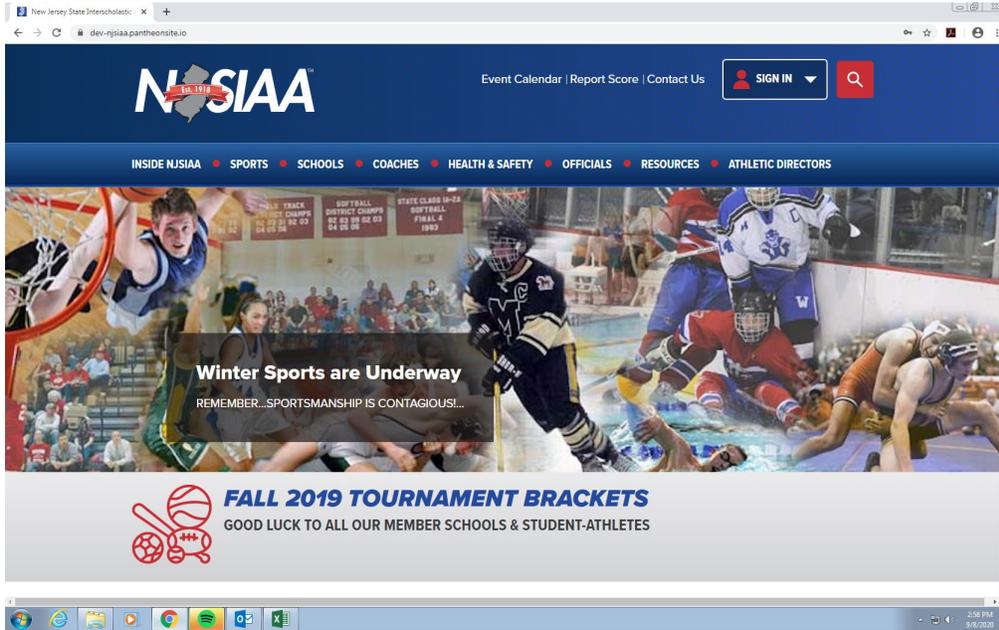


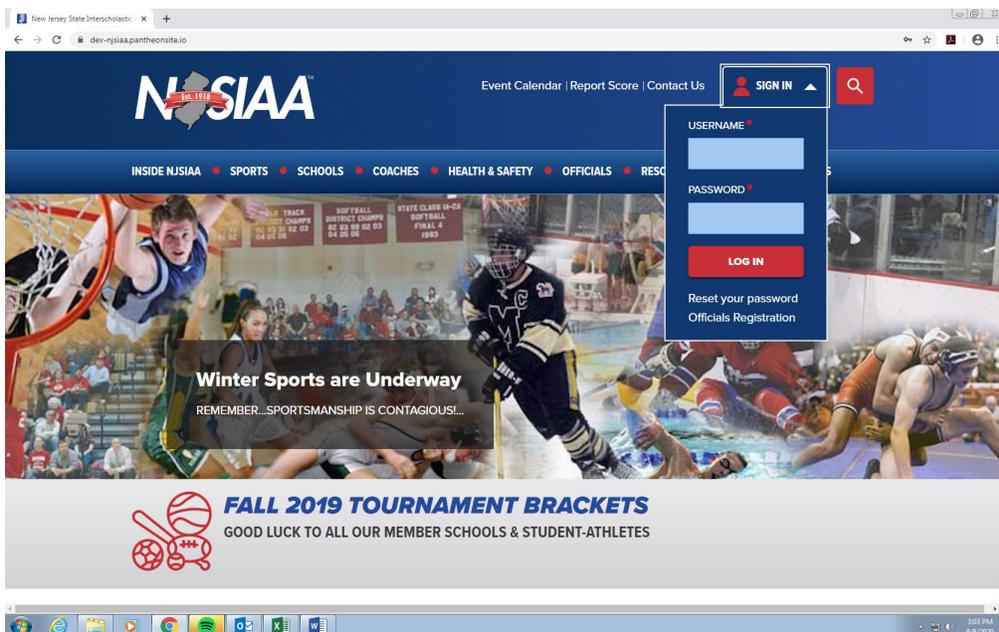
DIRECTIONS FOR REGISTERING FOR SPORTS

Setting up your officials account must be completed before you can register

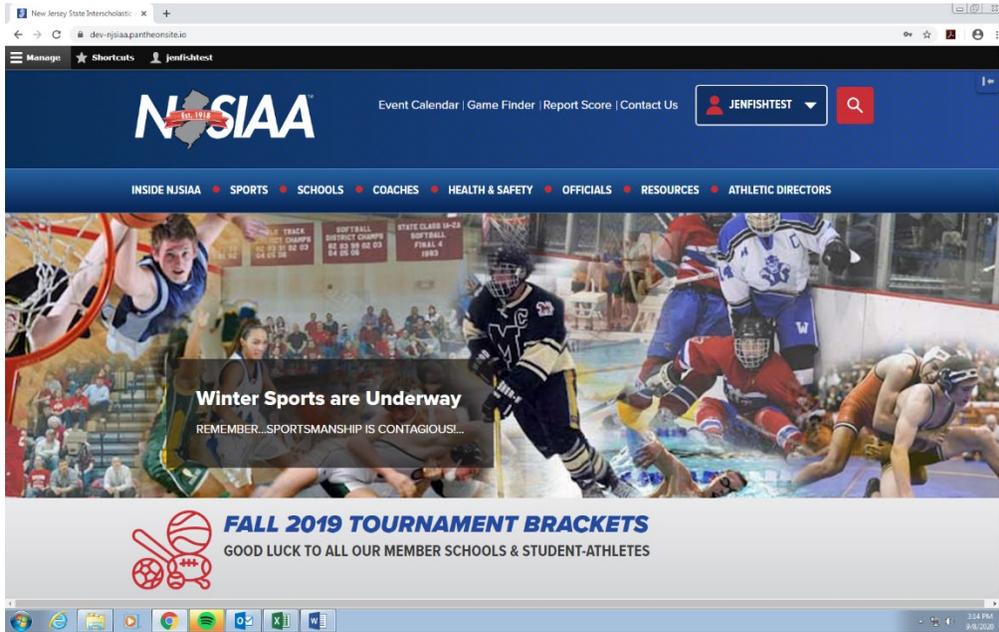
Step 1: Go to the NJSIAA Website: www.njsiaa.org Click on the Sign in Box shown below



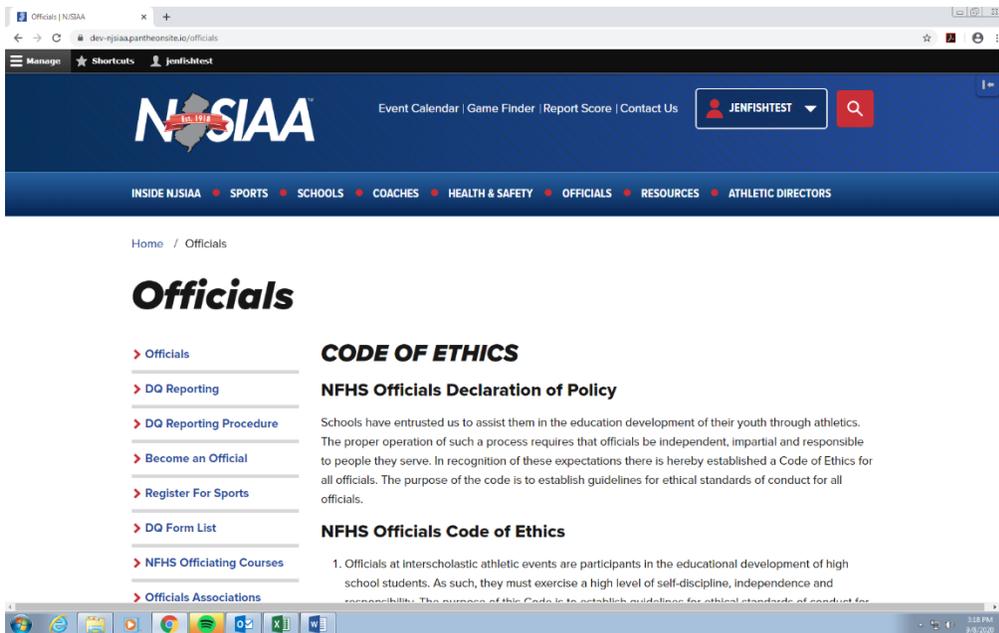
Step 2: Enter your Username and Password (when you created a new Officials Account) then click on red Log In button.



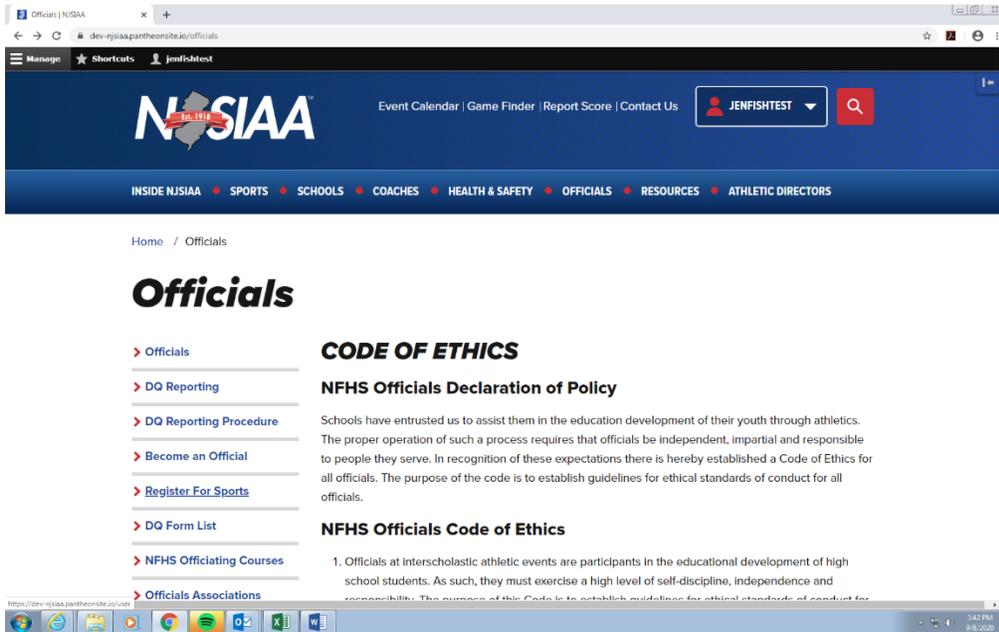
Step 3: Make sure you are logged in. Your username will appear in the blue box as shown below instead of the words Sign In.



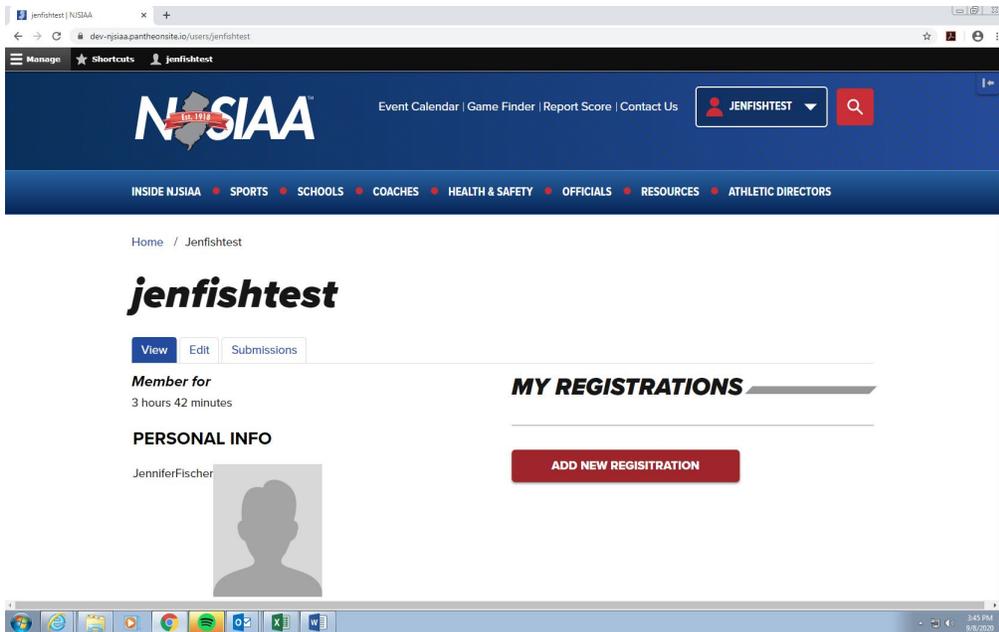
Step 4: Click on the “OFFICIALS” TAB listed in banner above picture.



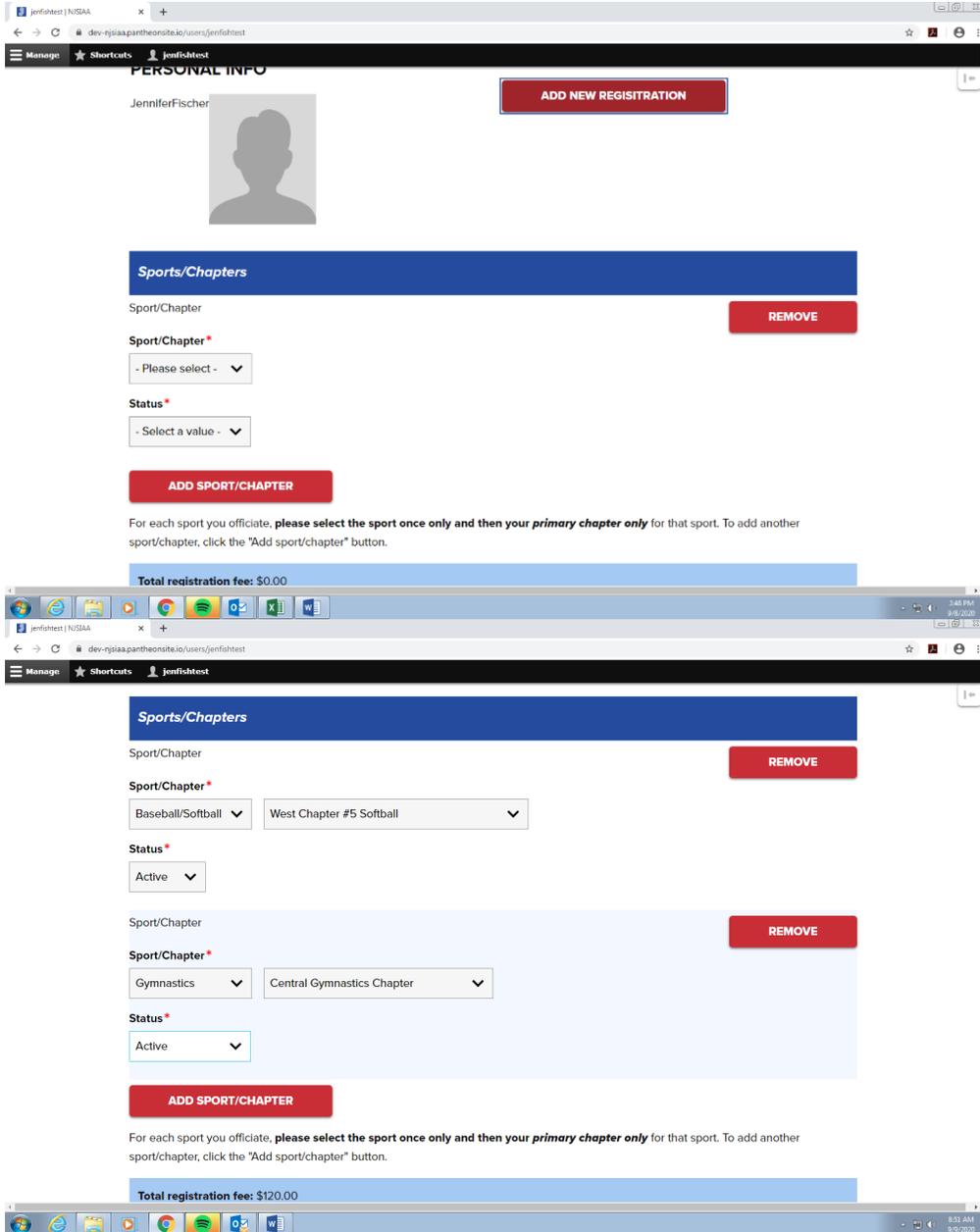
Step 5: Click on “Register for Sports” located in the left column



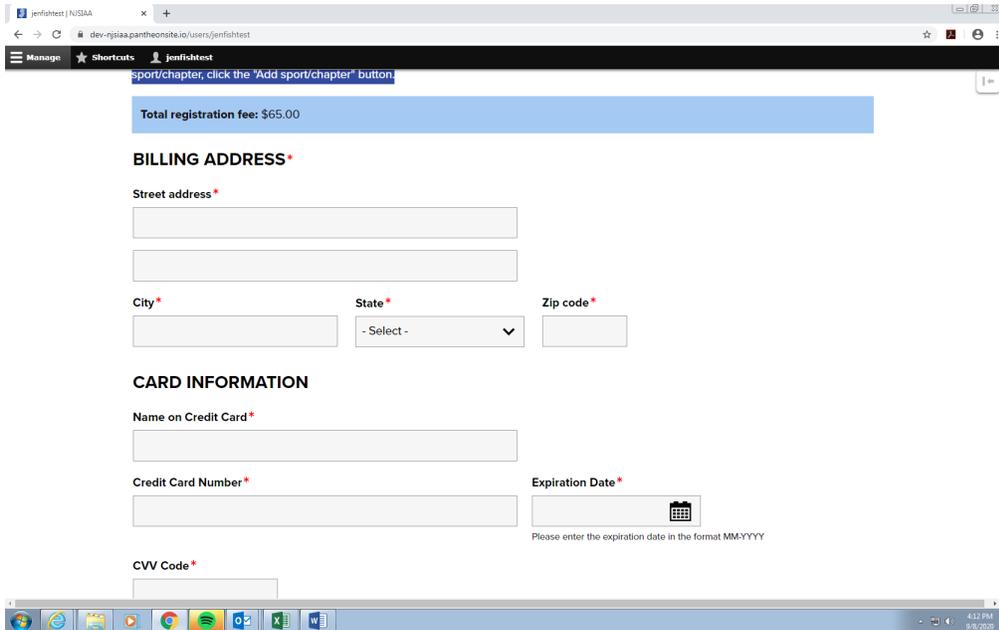
Step 6: Click on the “ADD NEW REGISTRATION” as shown in red box below



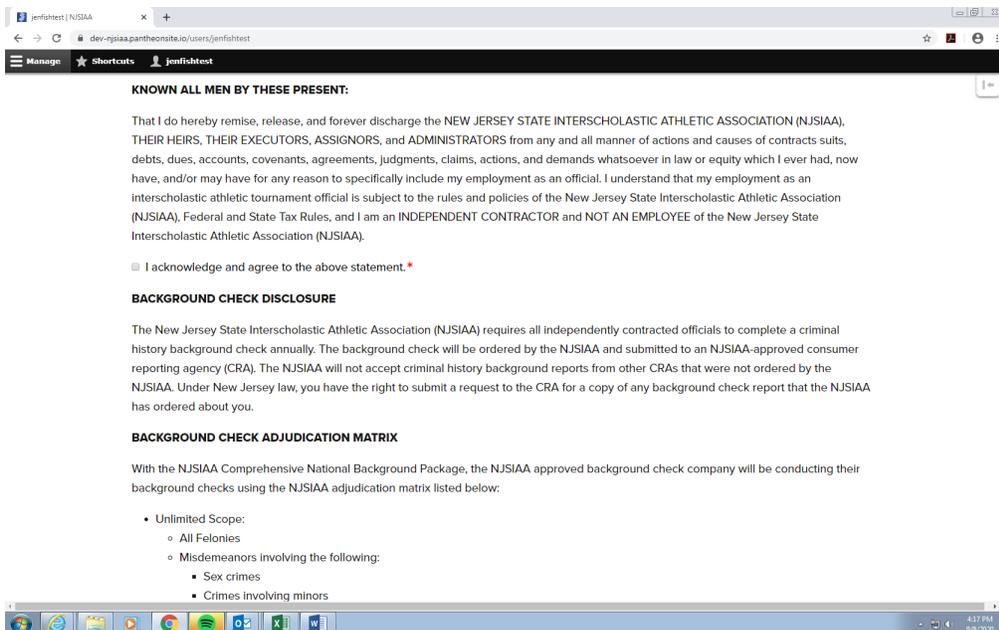
Step 7: Fill in the requested information from drop down boxes under Sports/Chapters and Status. To add another sport/chapter, click the "Add sport/chapter" button. (see picture #2 below) When all Sports are added the Total Registration Fee shows in the light blue box. Scroll down on page.



Step 8: Pay Registration Fee: Enter Billing Address and Card Information. Scroll down on page.



Step 9: Read Statement “KNOWN ALL MEN BY THESE PRESENT” and “Click on” Acknowledge and Agree Box. Scroll Down Read “BACKGROUND CHECK DISCLOSURE” and “BACKGROUND CHECK ADJUDICATION MATRIX” Scroll Down



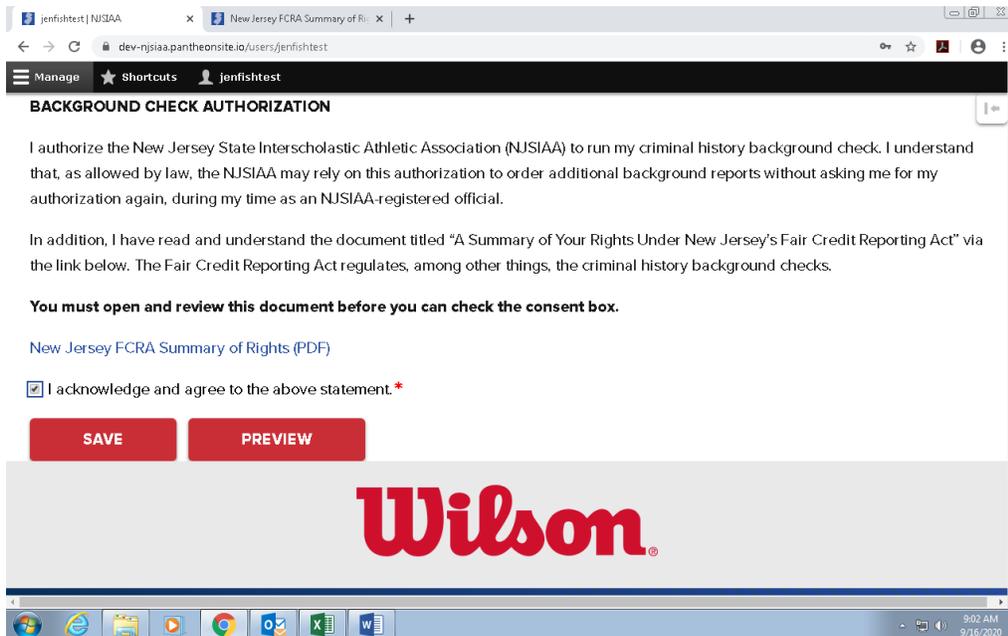
Step 10: Read Statement “BACKGROUND CHECK AUTHORIZATION” then Open and Read document titled “A Summary of Your Rights Under New Jersey’s Fair Credit Reporting Act” via the link below. The Fair Credit Reporting Act regulates, among other things, the criminal history background checks. **You must open and review this document before you can check the consent box.** (Click on the PDF link)

The screenshot shows a web page with a dark header containing 'Manage', 'Shortcuts', and a user profile 'jenfishstest'. The main content is titled 'BACKGROUND CHECK ADJUDICATION MATRIX'. Below the title, it states: 'With the NJSIAA Comprehensive National Background Package, the NJSIAA approved background check company will be conducting their background checks using the NJSIAA adjudication matrix listed below:'. A bulleted list follows: 'Unlimited Scope: All Felonies; Misdemeanors involving the following: Sex crimes; Crimes involving minors; Seven (7) Year Scope: Misdemeanors involving drug related charges'. Below this is a section titled 'BACKGROUND CHECK AUTHORIZATION' with two paragraphs of text. The first paragraph reads: 'I authorize the New Jersey State Interscholastic Athletic Association (NJSIAA) to run my criminal history background check. I understand that, as allowed by law, the NJSIAA may rely on this authorization to order additional background reports without asking me for my authorization again, during my time as an NJSIAA-registered official.' The second paragraph reads: 'In addition, I have read and understand the document titled “A Summary of Your Rights Under New Jersey’s Fair Credit Reporting Act” via the link below. The Fair Credit Reporting Act regulates, among other things, the criminal history background checks.' A bolded instruction follows: 'You must open and review this document before you can check the consent box.' At the bottom, there is a blue link: 'New Jersey FCRA Summary of Rights (PDF)'.

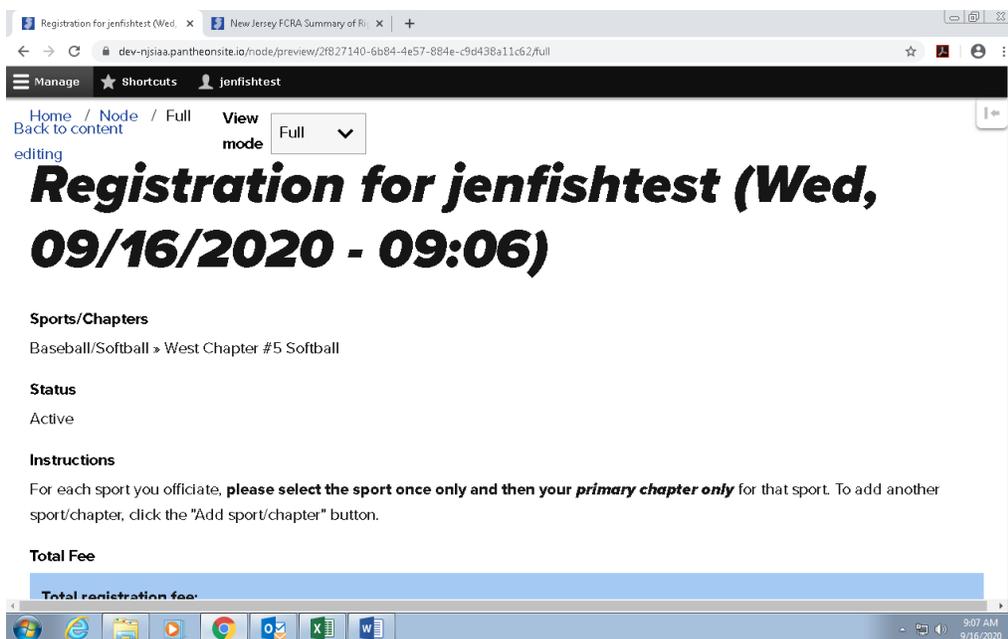
Step 10a: PDF document – Read content and then close the document to get back to the registration

The screenshot shows a PDF document open in a browser. The title is 'A Summary of Your Rights Under New Jersey’s Fair Credit Reporting Act'. The text explains that under the NJFCRA, an employer must provide a summary of rights before taking adverse employment action. It lists three key points: 1. 'You must consent to the procurement for employment purposes of a report about you.' 2. 'You must be told if information in your file has been used against you for employment purposes.' 3. 'You have a right to know what is in your file.' The document also includes a small 'Open in Acrobat' button in the top right corner.

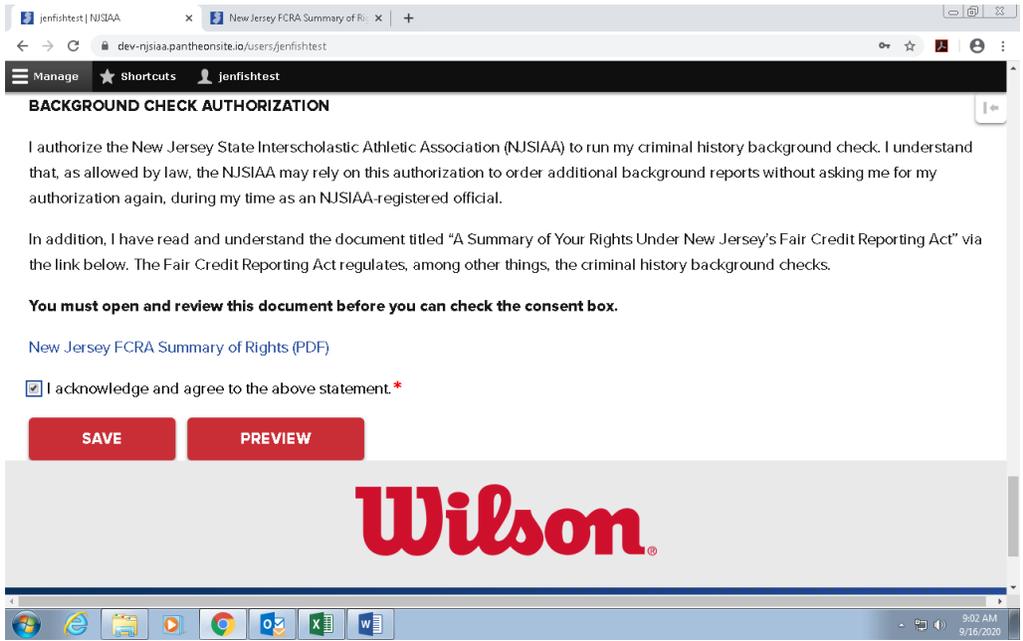
Step 11: “click on” box to acknowledge and agree to the above statement in Step 10 .



Step 12: Click on Red “PREVIEW” button to review your information. If you need to make any corrections click on the blue “editing” on top left of screen. If everything is correct click on the blue “Back to Content”



Step 13: Click on Red "SAVE" Button to complete your registration.



A light blue box appears on screen to confirm that your Registration has been created.

