

REGISTRY OF OFFICIALS

This form must be filled out on-line using the SHSAA website forms section (www.shsaa.ca).

YOUR COOPERATION IS REQUIRED

This form **must** be filled out on-line. Each high school Principal has been issued a User I.D. and Password which allows for access to the SHSAA Forms section on the SHSAA website www.shsaa.ca

Every official that officiates an interschool contest (Badminton, Basketball, Football, Soccer, Volleyball, Wrestling) on behalf of your school must be registered here.

Follow these directions:

- Go to www.shsaa.ca
- On the left hand side of the page you will see SHSAA Quick Links: Click on ExNet Login
- Enter your school User ID.
- Enter your school password.
- Select Register an Official.
- You will see a list of official's currently registered by your school.
- You can edit the information or remove them from the list.
- To add a new official, scroll down to the bottom of the page and click on Select an Official.
- Select the Letter of the Alphabet that corresponds to the official's last name. Click View Officials.
- From the list select the official and scroll to the bottom where you must click on Save Selected Officials to add them to your school list.
- If the official is not listed you can add them by clicking on Add an Official. This button is at the bottom of any alphabet list.
- When you add an official to your schools official's registry you are asked to rank them as to their suitability to work at the School, District or Provincial level.

Officials involved in fall activities must be registered with the SHSAA by September 10th, winter activities by December 10th and spring activities by April 15th. Officials may be added to the registered list before the individual officiates an interschool contest hosted by the school or district.