

## NOTICE TO ALL LICENSED OFFICIALS - BASEBALL, SOFTBALL, TRACK AND FIELD

PLEASE READ THIS ENTIRELY BEFORE SIMPLY PICKING UP THE PHONE AND SAYING "IT DOESN'T WORK"

This is to all licensed Baseball, Softball and Track and Field Officials-

As was explained in the rules clinics this year, the Part 2 examination will be online only, and will be conducted March 22 through April 5 (ends on midnight, April 5). This test is to be taken each year to be eligible for postseason competition in Baseball and Softball, and to be taken on a voluntary basis for those track officials desiring to move from Level 1 to Level 2, or Level 2 to Level 3 in their officiating record or desiring to serve as a Referee in a regional meet.

In order to take the test, you will need to be logged into the KHSAA Officials Division Login System. You will also need to have a login in the event that you need to report a disqualified player, or some other incident to the office. It is different from past years, but easy to navigate. **THIS IS NOT THE SAME TESTING SYSTEM AS USED FOR THE PART 1 TEST SO PLEASE FOLLOW THESE INSTRUCTIONS EXPLICITLY.**

If you go to the Officials page (<http://officials.khsaa.org>), you will note a green button on the left that says "Login to KHSAA Officials System". If you click on that green bar, it will open up a login page. The **FIRST** time you try to access the system, you do not have a login setup. If you have already set up an account, you are ready to go.

If you need to setup your account, please note a bulleted statement that says "I know my id number and last 4 of social from old system, but haven't created an account on new login system". You will click on the link that says "click here" beside that statement.

When you do, the system will ask you for your id number, and your password will be the last four digits of your social security number. When that is entered and matches what is on file here, it will prompt you to enter your email address (which will be your new login to the system), and to supply your own password. You must remember what that is as the office has no way of reviewing and retrieving it for you. Our suggestion for those who use thearbiter.net to get games is to use the same password to minimize forgetfulness. If you do forget, the next line below says "I have already created a login on the new system, but I have forgotten my password". By clicking the "click here" link beside that statement, you can enter your email address, your password will be reset, and you will be sent a link to set a new password.

Once you have created your login, you will then be able to login at any time, and access a variety of printouts listed in the bottom left of that menu that are only available to licensed officials and assigners. Things such as updating your record, reporting a DQ, reporting another incident, taking tests, seeing detailed address records and completing licensing forms. These functions are **ONLY** available to logged-in, licensed officials.

One note, if you do not have an email address or if your email address is incorrect on your officiating record, you are voluntarily taking yourself out of being able to take these tests, and perform many other functions. And the use of another officials' email address will result in that score being credited to that official, not you. There are tons of free email sites (gmail, etc.) that can be accessed from free computers at libraries and schools and only require your initiative to sign-in.

Once you have completed the test, you will be able to go back on the officials.khsaa.org, and on the left side list of reports, you can do a report of all Part 2s and see your score having been posted with twenty-four business hours. If you have also changed emails, phones, etc. online, you may find that you have your score listed twice. This will resolve automatically when routine maintenance is performed on the files.

If you are properly licensed in a sport, and account is set up, you will see a menu of available tests that you can take. Simply click on the link that tells you to start or resume the test. One note that isn't documented very well yet. Some of you who have logged in, and then leave for some reason, may come back and find that the test has returned to question 1. Do not worry. You simply go to the bottom of the screen, and pull down where it says "Jump to", then select the portion where you left off. You can also click Save & Quit at any time if you have to leave the computer and do something else. You can do this a maximum of 5 times per test, and you can actually fail the test once (get less than 80), and come back and take it again. Once you achieve a score of 80 or more, you cannot retake the test to "improve your score".

Lastly, we have placed a link on the page just above the test title where you can click and submit a report should you have any problems. This is the same link for an out of state ejection, etc.

One additional note. If you are an official, and happen to also be an assigner in a sport, you will have to "assume the identity of an official" as by default, assigners cannot take the test. Click that link at the top of the page, and enter the ID number of the official, and click Assume Identity. This will allow you to take the test.

Please advise of issues.