

## **Step by Step Procedure to Register for Clinics**

1. Renew your PA membership for 2008 (see that procedure below)
2. Go to [www.pausatf.org](http://www.pausatf.org) or double click on this address.
3. Click on the hot button for **2008 Officials Clinics** or go to **Officials** and then **Clinics**.
4. Click on **Clinic Schedule**. Pick out which clinics you want to go to. If you need more information on clinics go to **Clinic Descriptions** for those clinics of interest. Alternatively if you are going to register online, you can go directly to step 5 since it has a very brief clinic description included along with date and price.

## **Online Registration and Rulebook Sales**

5. Click on button for **Online Clinic Registration and Rulebook Sales**. If you need to go back to the PA website use the button on the top of the page for **website**.
6. Review the various clinic options if you haven't already in step 4. At bottom of page click on "**Click here to Register Now**" button.
7. If it is your first time for online registration you have two choices: A. Set up a free account with your information, or C: use the Guess access button. If you have an account already you can log in using the B option. Click on the appropriate button and complete any required information then **continue**.
8. The next page is for waivers. Make sure you complete all the boxes before you hit the **continue** button at the bottom of the page.
9. Enter the required clinic and/or rulebook sales information and then click on the **Select Clinics and Rulebooks** button
10. Select which clinics at each location you want to attend or go to the bottom to order just rulebooks. Make sure you don't have overlapping time slots. Pick which rulebooks you want. Note those attending the Introduction to T&F Officiating will automatically get the 2007 USATF, the 2008 NCAA and the 2008 NFHS rulebooks as part of their clinic fee.  
Also note that you can opt for an additional \$2 per book to have your books mailed to you. If you don't have them mailed then you will need to pick them up at the location of check-in for the clinic you plan to attend. Then click on the **continue** button on the bottom of the page.
11. Enter your credit card information. Complete it and you are done.
12. You will receive a note confirming what you have ordered and the cost.

## **Offline Registration and Rulebook Sales**

13. If you don't want to use your credit card on line then you will need to either use the form below or go to the **Off-line Clinic Registration Form** and the **Off-line Rulebook Purchase Form** to order them. Both can be found on the main Clinic page on the website. Follow the direction on the forms. Note they go to two different people so you will need to write two separate checks both made out to

**Pacific Association USATF.** Do not make them out to the Officials Committee because they will have to be returned since we can't cash them.

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## **Step by Step Procedure for Rulebook Purchases**

1. Go to [www.pausatf.org](http://www.pausatf.org) or double click on this address.
2. Click on 2008 Officials Clinic or **Officials** and then on **Clinics** and then on the button for **Online Clinic Registration and Rule Book Sales**.
3. Follow steps 5 through 12 for Clinic Registration since rulebook sales are part of that website.

## **Step by Step Procedure for PA Membership Renewal**

1. Go to [www.pausatf.org](http://www.pausatf.org) or double click on this address.
2. Click on the membership button "Join Now" at the top of the page and follow the instructions. If you want to do it off-line and send it into the office you can download an acrobat or basic text form. We would prefer you do it online since it saves us time and money.
3. If it is a renewal, please have your 2007 membership number. It is a 10 digit number beginning with 247 and generally ending with 238 if you registered in the Pacific Association last year. If not it will be something different. You will also need your password. If you don't know either it will lead you through the process anyways.
4. You can pay for this transaction (separate from the Clinic registration and Rulebooks) by either Visa Credit Card or by direct deposit. Instructions are available.
5. Once you get your new membership number please send a note to Jim Hume at [jimhume.certchair@sbcglobal.net](mailto:jimhume.certchair@sbcglobal.net) or 1561-B Marina Court, San Mateo, CA 94403 so that he can keep up the current membership list.