

## Instructions to register for BRAFOA

Before starting you will need a credit/debit card for your payment and a downloaded photo of yourself (showing your face). The card must be Visa, Mastercard or Discover.

**It is suggested that you use a personal email for your account as this will be how you received assignments and message.**

For new officials, go to [batonrougefoa.arbitersports.com](http://batonrougefoa.arbitersports.com) to register. **You can register here before registering with LHSAA but the email that you use on which ever account you register with first, will have to be the same for the other account. It is suggested that you register with LHSAA first but that is not a requirement.**

For returning officials you can either go to your arbiter account, use the switch view (or which account would you like to sign into) and pick BatRoAFOA Central Hub tab or you can go to [batonrougefoa.arbitersports.com](http://batonrougefoa.arbitersports.com) and sign in.

You will need to pick the registration tab near the top of the page and select 2020 Football Registration and hit the Register button.

To go from one screen to the next, hit the Next button. If you want to go back it will ask if you want to save the information on that page.

### Welcome Page:

Please read the instructions on the Welcome page (and on each individual page before filling out the requested information) and hit Next

### Personal Information:

For new officials this is where you will put in your email address and password that you will use. This will be the email address that is the same as the one for LHSAA registration and the email for your assignments that you will receive. Try to use a personal email instead of your work email account.

Fill out all the information on this page and hit Next. You will be able to move which phone number comes up first after you are registered within Arbiter. Do not check the box to make your address private

For those who already have their information in the system, please check to make sure all the information is correct or if you need to make changes, then make the corrections. Hit the Next button.

### Game Information:

Please read the instructions on this page. You will need to type in the high school nearest your home address and the high school you graduated and the year you graduated.

The next part is if you want to work JV/Freshman games. You will need to pick Yes or No.

If No selected, then just type 00000 for the zip code nearest where you want to work.

If Yes selected, then you will need to put in the zip code that is nearest where you want to work JV/freshman games. The assigner will try to put you close to your selection but may have to work at another venue.

Hit the Next button.

Concussion:

You will need to read the entire statement. You will need to type your initials at the bottom of the statements indicating that you understand and agree to follow the guidelines.

Hit the Next button.

Profile Photo:

This is required that you have a photo of yourself before proceeding. You will need to have a downloaded photo of yourself so that you can choose that file to download onto this page. Please have a photo that shows your face.

Hit the Next button.

Payments:

You will need to complete all the other screens before going to this screen. It will not let you make a payment until you have completed all the other screens. Read the statements at the beginning of this screen.

Make sure the billing address is correct, select which type of credit/debit card you are using, enter the card number and click on the box on the I agree to the Terms of Service and authorize this transaction. Hit the Make Payment button if complete.

Once you complete, you should receive an email that shows the purchase receipt.

**You will need to send a filled out W9 to [bluejay9@bellsouth.net](mailto:bluejay9@bellsouth.net)**

This can be found on the arbiter under Forms listed at W9 form and on our website [www.brafoa.org](http://www.brafoa.org).