

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. If you don't have one of these, you can get a prepaid card from places like Walmart etc.

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 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 Baton Rouge Football Central Hub tab or you can go to batonrougefoa.arbitersports.com and sign in.

You will need to pick the registration tab near the top of the page. You will get a box that pops up asking you about proceeding to registration. Hit continue.

You will get a screen for Baton Rouge Football with 2023 Registration and a button saying Register. Hit the Register button.

To go from one screen to the next, hit the Next button on the upper right side. If you want to go back, hit the back button in the same area.

Welcome Page:

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

User Consent:

This is the concussion statement. You will need to read this and click the box at the bottom that says I Agree. Click Complete Consent.

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.

There is a spot to download your photo here. It should be a pencil icon on the left side. Click it to load.

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.

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. You can load your

photo here based on the instructions just above or if you want to change your photo. Hit the Next button.

Sports:

Click the Football in the picture and a check mark should appear. Hit Next.

Questions:

Conflicts of Interest is any school that you have a conflict with calling games. This includes if you have any family working or attending there, close friends working there and that you graduated from that school within the last 5 years. Hit the add button to scroll thru the schools that may be a conflict for you. I am not sure at this time if that will keep you from being able to be selected to work a game for that school as this is a new function from arbiter. If you select a school, it will give you reasons that you will have to pick from. If you have a prior school selected that is no longer a conflict, then hit the x on the school's name and it should be taken off the list.

The next two will already be filled out if you have registered before. Please check to make sure the information is still accurate.

You will have to pick Yes for understanding and accepting that you are an independent contractor.

You will need to pick Yes or No on the tab of being convicted of a felony.

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.

Make sure the information is correct and if not hit Edit to make changes. If all is in order, you will see in the Cart the fee which should be \$50.00. If you see this, hit check out to make your payment. You will see billing information along with payment summary which should have \$50.00. In payment information put in credit/debit card information and hit make payment.

Once you complete, you should receive an email that shows the purchase receipt. You will see on your screen that Registration is complete. There will be information about your arbiter account.

You will need to send a filled out W9 to bluejay9@bellsouth.net

A link for the W9

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

This can also be found on the arbiter under Forms listed as W9 form and at www.brafoa.org