

Step by Step Procedure to Register Online for Clinics

1. Renew your PA membership for 2009 (see that procedure below)
2. Go to www.pausatf.org or double click on this address.
3. Click on the hot button for **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 Guest access button. If you have an account already from last year 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 current USATF, the new NCAA and the new NFHS rulebooks as part of your clinic fee. For the Intro to LDR/XC and Youth orientated clinics you get just the current USATF book. You can have your books mailed to you or 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 **Offline Registration form for the Clinic Registration** and the **Offline Rulebook Sales form** to order them. Both can be found on the main Clinic page on the website. Follow the directions 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.

Step by Step Procedure for Rulebook Purchases only

1. Go to www.pausatf.org or double click on this address.
2. Click on **2009 Officials Clinics** 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.

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