Overview: Effective for the 2019-2020 season, NIHOA has implemented a National online registration process through Arbiter, our official’s management system. All NIHOA members will access Arbiter to register at the national level. Once this has been completed, you will be required to fulfill the requirements set forth by your local chapter.

This document provides a step by step guide to complete the National registration

Step 1: Access the NIHOA Central Hub at www.nihoa.com or http://nihoa.arbitersports.com/front/107166/Site

Step 2: Click the “REGISTRATION” tab on the ribbon bar
We will offer two registrations for 2019-20 – **NEW applicant and Renewal**

**Step 3:** Returning officials click the Renewal 2019-20 link – Red arrow below

**IF you are a NEW Applicant, click the link highlighted by the Yellow arrow below

The information required by each registration is identical, EXCEPT in the New applicant process, additional Information is collected
Welcome and Renewal overview

Read the overview of the process, and note the annual fee is $50, payable online by credit card, debit card or e-check

Select “Next” after you have read the renewal welcome
The steps in the following four slides is identical for both NEW applicant and Renewal, with one exception – NEW applicants are required to provide Additional Information, as highlighted below
Entering Personal Information

**Step 4:** Returning officials, ensure your information is correct and current and update if required. NEW applicants, complete this requested information.

NOTE: New applicants, you will need to hit “Next” and complete the required Additional Information page.
Payment page

**Step 5:** Self-explanatory – provide required credit or debit card or e-check information, and hit “Next”

A payment summary page will appear after payment has been confirmed, as below
The next page is very important to complete your online registration

**Step 6:** Select the chapter to which you are aligned.

NOTE – Please Select a Chapter indicated by NIHOA in the name. There are other assigning groups that are not NIHOA chapters and not applicable for this registration.  
Select “Finish” to complete registration and ensure it is processed by the national NIHOA office.
Confirmation, summary and receipt

After you have selected your chapter and hit “Finish”, you will note the registration you just completed has been moved to the “Completed Registrations” tab as shown below.
Confirmation, summary and receipt

Click the $50.00 hyperlink, and a receipt will appear, as below
In conclusion

The NIHOA national office is pleased to provide members with a streamlined, simplified online national registration process. This will make it easier for you to enter, track and update your data.

Remember, you still must complete all requirements per your local chapter in order to be fully registered.

We strived to make this process user friendly and quick. If you do encounter any issues or have questions, please contact the NIHOA Registrar at registrar@nihoa.com