

Softball Officials Testing Procedures

The Softball official's online test will be offered at selected locations throughout the state from **January 30 – February 2, 2012**. To take the test you must first register online. The registration procedure is described below. Please make note of the specific testing time your association will begin testing. Please plan to arrive 15 minutes earlier so you can sign-in and receive your instructions. No one will be allowed to begin the test if you are more than 30 minutes late. If you arrive after this time you will be asked to reschedule the test.

Registering for the test

- 1) Beginning **December 19th**, Login to <http://www.lhsaaonline.org> and enter your username and password. If you don't have a username/password assigned to you please contact your assignment secretary.
- 2) Once you login select the "Test Registration" tab.
- 3) Look at the list of available locations and days and start the registration process by clicking the "AVAILABLE" link for the desired day and location. Below is an example of locations and selections. You can register for any "AVAILABLE" session at any location.

Association	Location	Testing Time	Jan. 30	Jan. 31	Feb. 1	Feb. 2
ALEXANDRIA	Tioga High Scholl	7:45 PM	FULL	<u>AVAILABLE</u>	<u>AVAILABLE</u>	FULL
BATON ROUGE	Broadmoor High School	7:00 PM	<u>AVAILABLE</u>	<u>AVAILABLE</u>	FULL	FULL
MORE LOCATIONS...						

NOTE: Space is limited at every location.

- 4) After you click the "AVAILABLE" link, the system will display your selection. Press the "Register" button to submit your registration. Registrations are made on a first come first serve basis. Only after you press "Register" will the system actually register you.
- 5) After you register, the system will display your registration form and send a confirmation email to your email address in the system database. You must bring this registration form with you to the testing location.
- 6) **Test registration will close on Monday, January 23 at 9:00 P.M.**

At the testing location

- 1) Please arrive at 15 minutes earlier so you can sign-in and receive your instructions. Present your registration form to the proctor and sign-in. You must bring a valid state issued ID to be allowed to take the test.
- 2) Once signed-in, the proctor will give you an instruction sheet containing test information and an eight character "Test ID" which will use to take the test.
- 3) Go to an open computer and go to <http://www.lhsaaonline.org/officalsTest.aspx> and enter your eight character "Test ID".
- 4) You will have 50 minutes to finish the test. Your score will be displayed after completing the test and it will be sent to your email address.