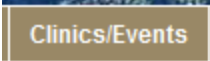


COReferees RefLink Instructions

Steps to Sign Up to Attend a Clinic:



1. Click on the CLINICS/EVENTS tab on the website Main Menu
2. Browse the calendar to find the event you would like to attend, click on the blue link for that event.
3. In the window that opens, follow the directions to register for the clinic.

Steps to Login to the RefLink Pages



1. Click on the RefLink tab on the website main Menu.
2. The Instructions for logging into the secure pages the first time are at the top of the page.

First time logging in?

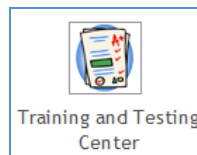
Your default username is your FirstName; your default password is your Birthdate in the format mm-dd-yyyy.
You will be able to change your username/password once you log in.

Example Username: John Example Password: 02-19-1975

3. Follow the instructions and enter your first Name and Birth Date in the format shown.
4. Click the My Account button and update all of your information. You can change your Login Username and Password on this page.

Steps to Complete Online Recertification Training

1. From your RefLink Main Menu page
2. Click on the TRAINING AND TESTING CENTER button
3. Select the Online Training Module you wish to complete, and press the "Open This Module" button.
4. Upon completion of the module you will be required to take and pass the appropriate recertification exam for your grade level. Once you pass this exam, you will receive the credit necessary to unlock your Registration Form and you may proceed to Re-Register.



Steps to Re-Register for 2011

1. From your RefLink Main Menu page
2. Click on the MY REGISTRATION button.
3. Review and update any information on the Registration page that needs to be updated.
4. Find and click on the RE-REGISTER NOW button. NOTE: If you have not met the requirements to re-register (ie: have not completed the necessary recertification training), you will see a red box describing the steps you need to take before the button will become available to you.
5. On the next page that opens after clicking the button, review all information on the page, select a payment method, and follow the on-screen instructions to submit your registration.

