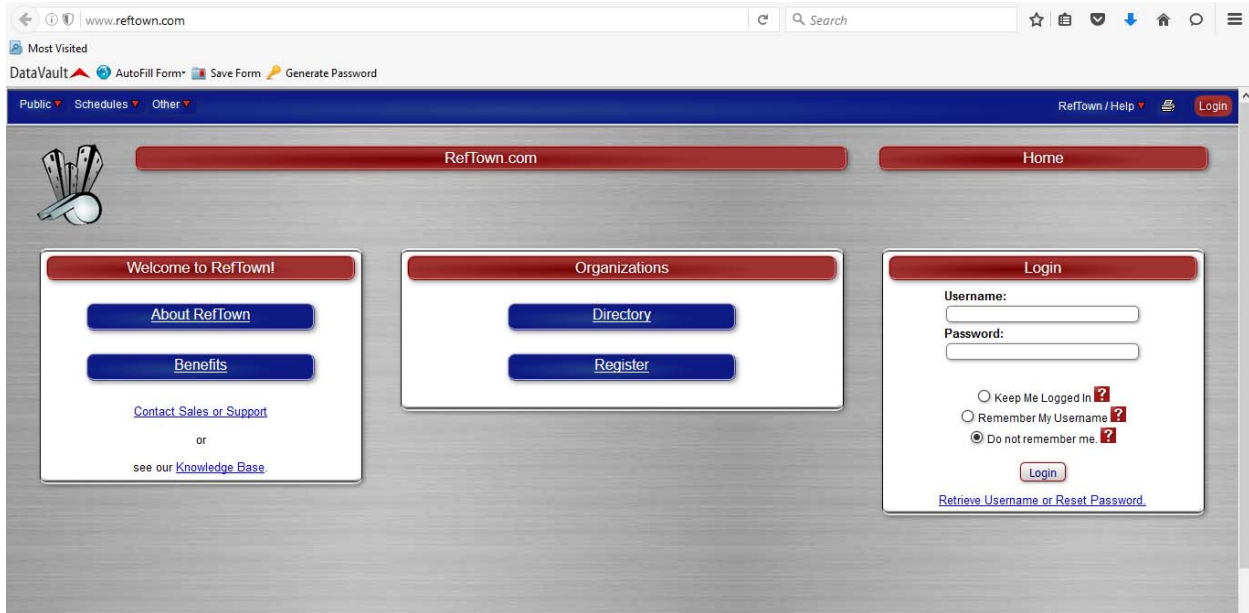
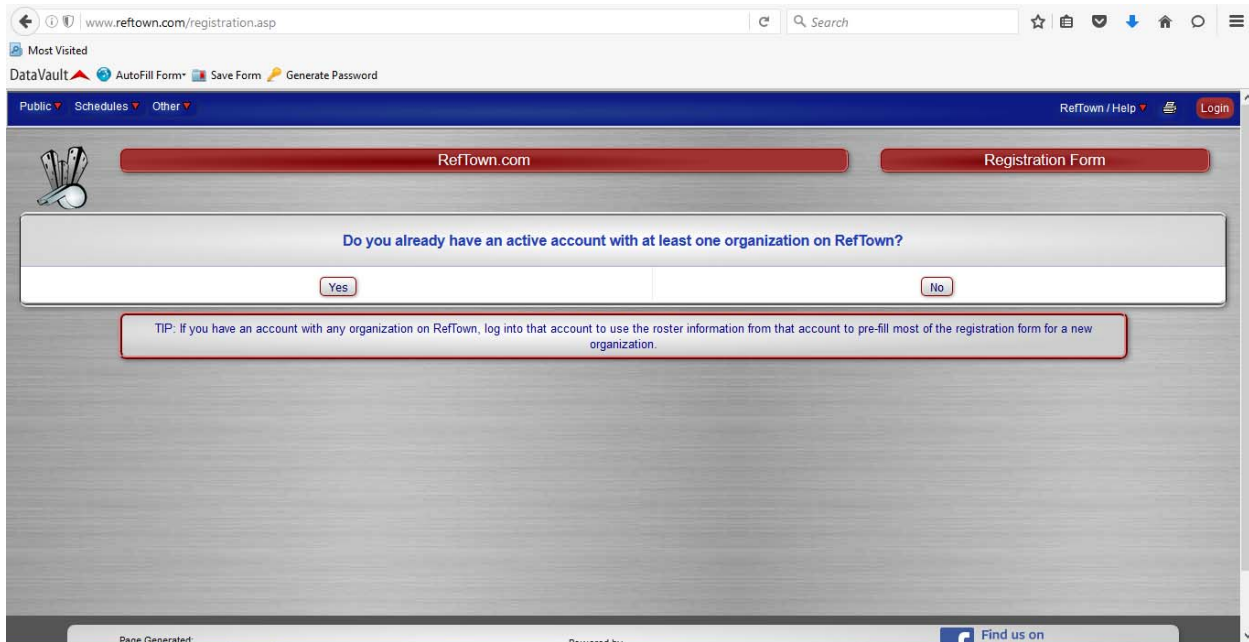


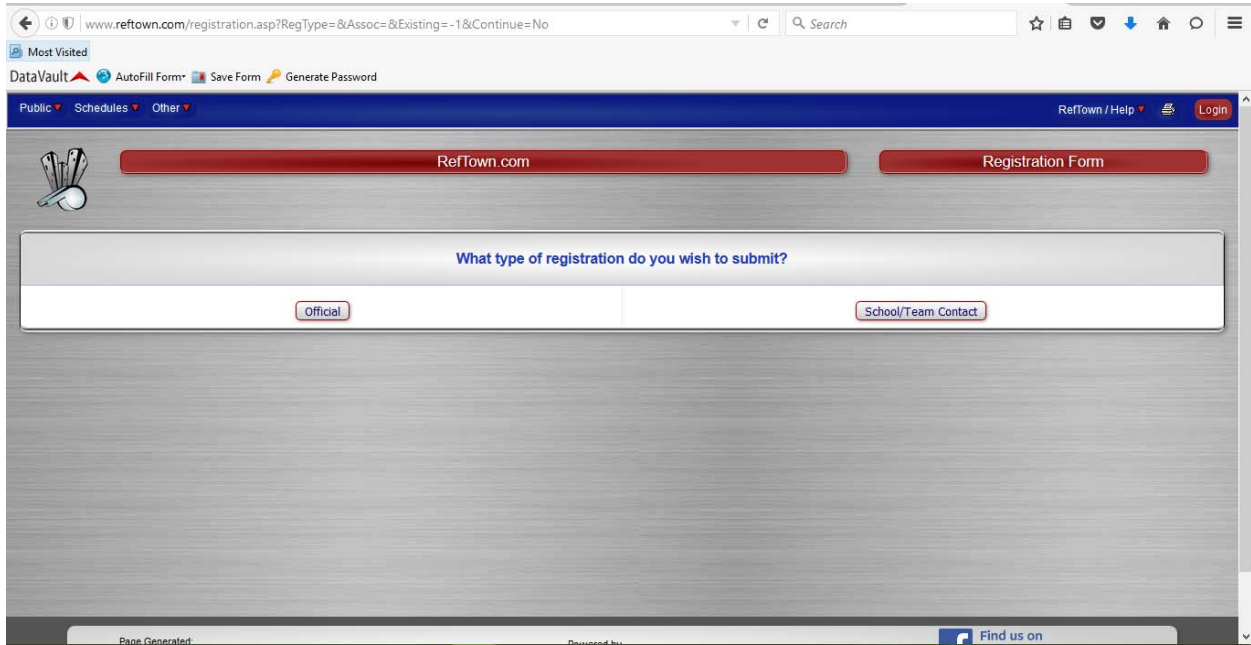
Step 1: Go to [www.reftown.com](http://www.reftown.com) and click the Register button.



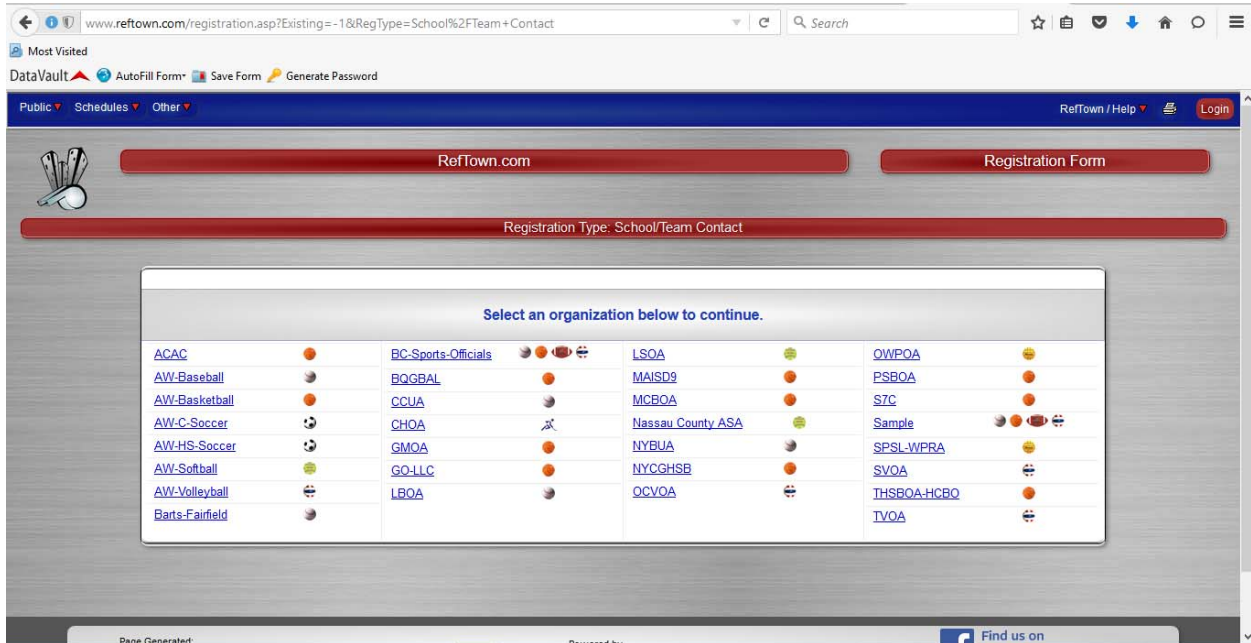
Step 2: Click the No button when asked “Do you already have an active account with at least one organization on RefTown?”



Step 3: Click the School/Team button when asked “What type of registration do you wish to submit?”



Step 4: Select the hyperlink for OWPOA.



Step 5: Enter the required information, enter the Security/Anti-Spam Code and press the Submit button.

The screenshot shows a web browser window displaying a registration form for the Oregon Water Polo Officials Association. The page title is "Oregon Water Polo Officials Association Registration Form". The form is titled "Form Submission, Unlisted".

**Description:** Registration Form Type: School/Team Contact

**Directions:** Items marked \*\* are required. If you already have an account with this organization, [login](#) before completing form.

**Personal Information:**

- \*\* First Name: [Text Input]
- Middle Initial: [Text Input]
- \*\* Last Name: [Text Input]
- Suffix (jr, Sr, etc.): [Text Input]
- Nick Name: [Text Input]

**School/Team Information:**

- Select a new role and a school/team. If you need access to more than 4 schools/teams, choose up to 4 and either contact your administrator for additional access or fill out this form more than one time. If you already have access to this account, add roles here to request access in additional roles or to additional schools/teams.
- Role: [Dropdown] School/Team: [Dropdown]
- Role: [Dropdown] School/Team: [Dropdown]
- Role: [Dropdown] School/Team: [Dropdown]
- Role: [Dropdown] School/Team: [Dropdown]

**Phone Numbers:**

- Your information is NEVER visible to the public. Items marked unlisted will not be shown on the roster... it is suggested that you leave at least 1 phone number listed.
- Home Phone: [Text Input]  Unlisted (always listed)
- \*\* Office Phone: [Text Input]
- Office Phone Extension: [Text Input]
- \*\* Cell Phone: [Text Input]  Unlisted
- Cell/Text Carrier: [Dropdown]  Game Notices by Text Message
- Preferred Phone: [Text Input] [Cell] [Dropdown]
- Pager: [Text Input]  Unlisted
- Fax: [Text Input]  Unlisted

**Email Addresses:**

- Your information is NEVER visible to the public. Items marked unlisted will not be shown on the roster. It is suggested that you leave at least 1 email address listed.
- \*\* Primary Email (default username): [Text Input] (always listed)
- Alternate Email: [Text Input]  Unlisted
- Alternate Email: [Text Input]  Unlisted

**Physical Address:**

- Address: [Text Input]
- Address 2: [Text Input]
- City: [Text Input]
- State/Prov: [Dropdown]
- Zip/Postal: [Text Input]
- Unlisted

**Mailing Address (Use only enter if different than Physical Address):**

- Address: [Text Input]
- Address 2: [Text Input]
- City: [Text Input]
- State/Prov: [Dropdown]
- Zip/Postal: [Text Input]
- Unlisted

**Security/Anti-Spam Code:** Enter the characters shown below (no spaces) [Image showing characters 3, 2, y]

Buttons:

Step 6: The OWPOA Secretary will review and approve your request.