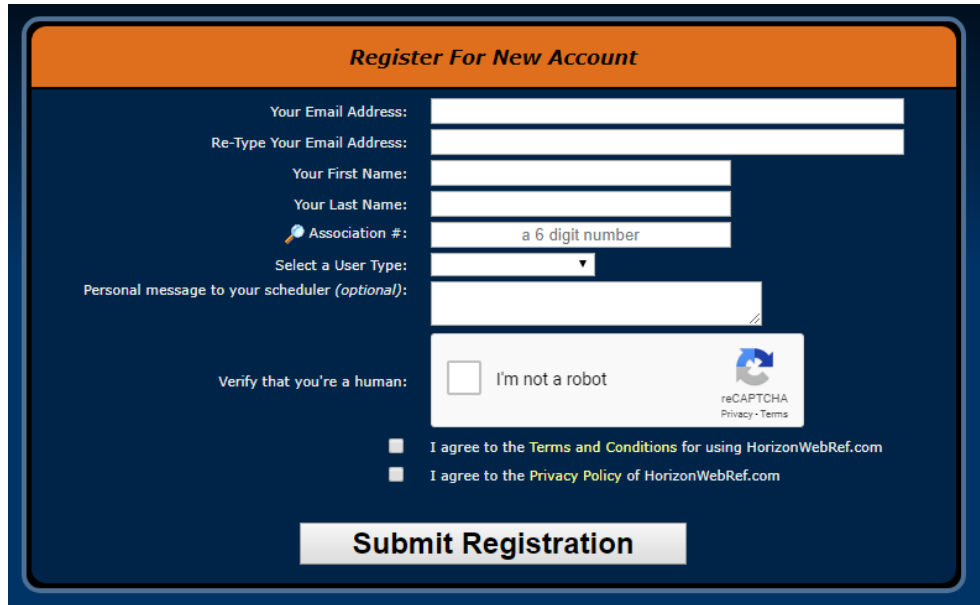


HorizonWebRef Sign Up Instructions – Atlantic District Officials

If you are completely new to HorizonWebRef.com follow these instructions:

1. Open <https://www.horizonwebref.com/newUser> in a new web browser tab. (Google Chrome recommended)
2. Complete the New User Registration form by entering your name and email
3. Enter **205755** as the association number
4. Select **Official** as a user type
5. Verify you are human by checking the box and agreeing to the terms and conditions/privacy policy.
6. Click **Submit Registration**
7. Once approved, you will receive an email with your new username and password
8. You may then login with your username and password provided via email

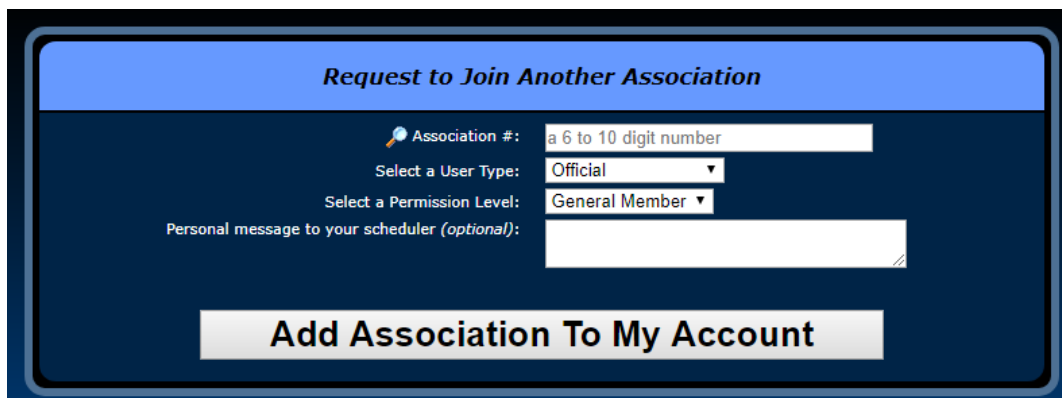


The screenshot shows a registration form titled "Register For New Account" with an orange header. The form is set against a dark blue background. It includes the following fields and elements:

- Your Email Address:** A text input field.
- Re-Type Your Email Address:** A text input field.
- Your First Name:** A text input field.
- Your Last Name:** A text input field.
- Association #:** A text input field with a magnifying glass icon and the hint "a 6 digit number".
- Select a User Type:** A dropdown menu.
- Personal message to your scheduler (optional):** A text area.
- Verify that you're a human:** A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.
- Agreements:** Two checkboxes: "I agree to the Terms and Conditions for using HorizonWebRef.com" and "I agree to the Privacy Policy of HorizonWebRef.com".
- Submit Registration:** A large white button at the bottom.

If you have an active account with HorizonWebRef.com follow these instructions:

1. Login to your existing HorizonWebRef.com account at <http://my.horizonwebref.com>
2. If you are prompted to choose an organization to login to, you must select one of your organizations
3. Once FULLY logged in, click **Administrative Forms**
4. On the Administrative Forms page, click **Join Another Association**
5. Enter **205755** as the association number.
6. Select **Official** as a user type.
7. Select **General Member** as the permission level
8. Click **Add Association to My Account**
9. Once approved, you will receive an email notification. You may now login with your regular login credentials
10. You will then have a new association to choose from AFTER you login to your account



The screenshot shows a form titled "Request to Join Another Association" with a blue header. The form is set against a dark blue background. It includes the following fields and elements:

- Association #:** A text input field with a magnifying glass icon and the hint "a 6 to 10 digit number".
- Select a User Type:** A dropdown menu with "Official" selected.
- Select a Permission Level:** A dropdown menu with "General Member" selected.
- Personal message to your scheduler (optional):** A text area.
- Add Association To My Account:** A large white button at the bottom.