

Instructions for Using VHSL Whistle Website

1. Go to the VHSL Whistle Website at: <https://whistle.vhsl.org>

The Link is on the CVVOA Home Page as well (under Miscellaneous)

2. If you have already registered on the Whistle Website previously, go to Step 4
3. Click on the 'New Officials Registration' link at the top of the page
 - a. See the instructions on the new page and click on the blue 'Click to Register' box
 - b. Fill in your name, address, and email address and under Association, select "Central Virginia Volleyball Officials Association"
 - c. If you belong to any other group(s), select it(them) as well
 - d. Select Volleyball and any other sport that you work under the VHSL banner
 - e. Click the 'I Agree' box under the Background Check Certification
 - f. Click the 'I am not a Robot' and hit the 'Submit' button
4. Click on the 'Returning Sign In' link at the top of the page
5. Sign in with your email address and password
6. To register and pay for your sport, click on the 'Register/Pay for Tests/Clinics on the left-hand side of the page
7. Check all the sports that you plan to officiate this school year
8. Click on the 'Register and Pay for Selected Tests/Clinics' at the top right of the page
9. Confirm your association(s) and click on the 'Pay for Sports' box
10. If you have not already set up a payment method, you do so now. You can set up a bank account, PayPal account, or enter a credit or debit card
11. When you are ready to view a clinic or take an exam, click on the 'My Tests/Clinics' on your Whistle home page
12. Please watch the clinic before taking the exam
13. Make sure you complete both the clinic and the exam by the published deadlines, or you will be fined for being late for either or both parts
14. You are allowed two (2) attempts at each exam each year
15. You should keep your information updated by using the 'Edit Profile' link on the Whistle home page; you can also change your password here
16. There is a 'Help & Support' link on the Whistle home page should you need to email the Whistle staff with any issues you have