

HOA Online Clinics for Referees and Scorekeepers

1. Using HAI (Indv Info) find yourself. At the bottom of the page:



Fig 1

Click on the online Scorekeeper and Referee Clinics

2. You will then see the following screen if you have not taken either clinic.

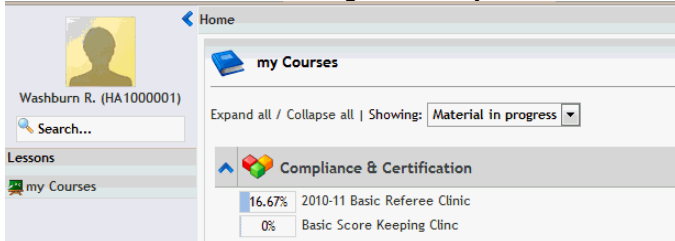


Fig 2

If you have successfully completed either clinic it will not appear here unless you change the Showing: from Material in Progress to All Material

3. You may select either clinic to proceed.

NOTES:

- You must successfully complete a module before moving to the next module.
- Each lesson modules either consists of a video or PowerPoint presentation which should be reviewed. After each lesson module is completed you must click the "Set the unit as completed" to proceed.
- After each lesson module is a small test which must be successfully completed before proceeding to the next lesson module. (100% is successful--You can take the test as many times as needed).
!!! IF YOU MISS ONE QUESTION YOU WILL NEED TO ANSWER THEM ALL-AGAIN !!!
- The test questions are unnumbered and presented in random order every time you take the test.
- All questions must be answered before submitting the test.
- You may Pause certain tests and come back later to complete.

We will use the Basic Referee Clinic as our example:

4. Click on the "2010-11 Basic Referee Clinic" to begin. The above example shows that Washburn, R has completed 16.67% of the clinic. We will start from the beginning Lesson Module 1

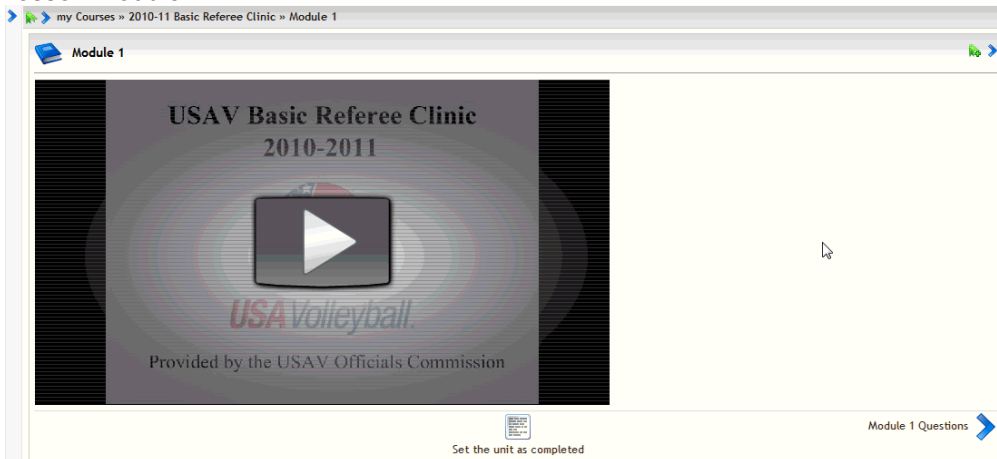


Fig 4

The name info on the left was removed by clicking the left pointing arrow in Fig 2.

To expand click on the Right Arrow in the upper corner of Fig 4.

Click the Arrow on the Video to begin viewing. Once completely viewed click the "Set Unit as Completed" and then Click on the Module 1 Questions arrow.

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5. If you do not complete any module or mark the lesson modules as completed you will see

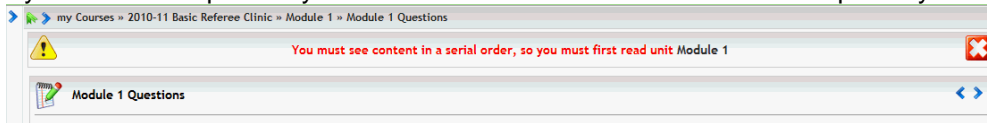


Fig 5

So go back and complete the module.

6. Test Module

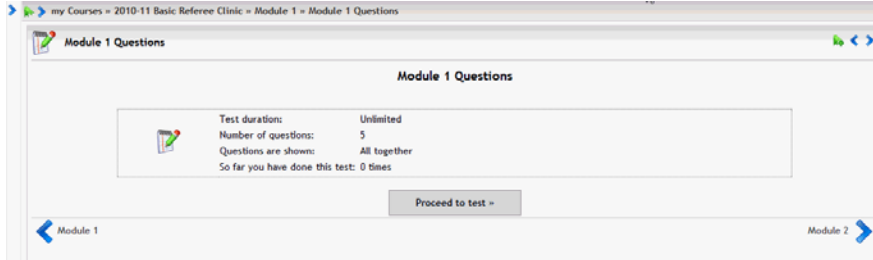


Fig 6

This is the information you will see prior to entering a testing module
Click "Proceed to test"

7. Questions Page

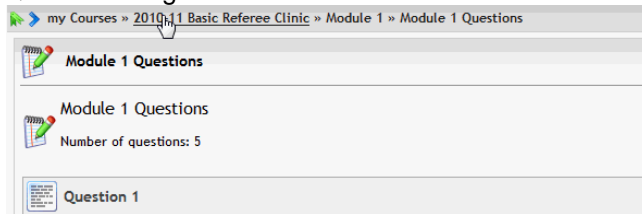


Fig 7-1

Bottom of Page

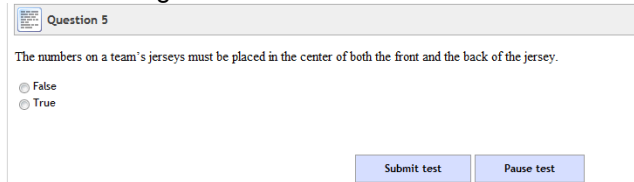
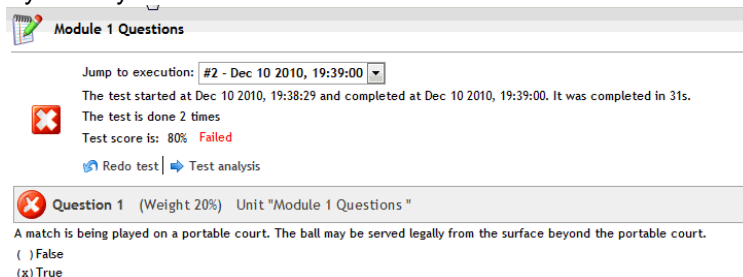


Fig 7-2

Answer all the questions and click "Submit test"

8. If you fail you will see:



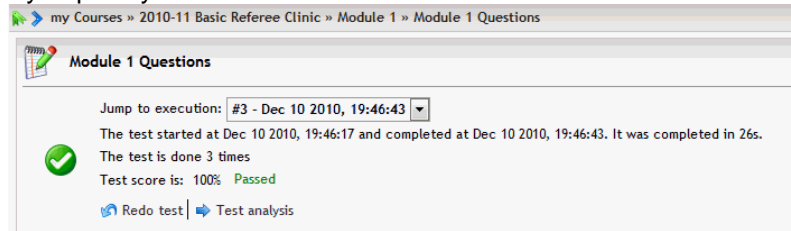
Each question will be displayed with the answers you gave.

After reviewing the questions you can redo the test by clicking the "Redo test" located by the red square X at the top of the page.

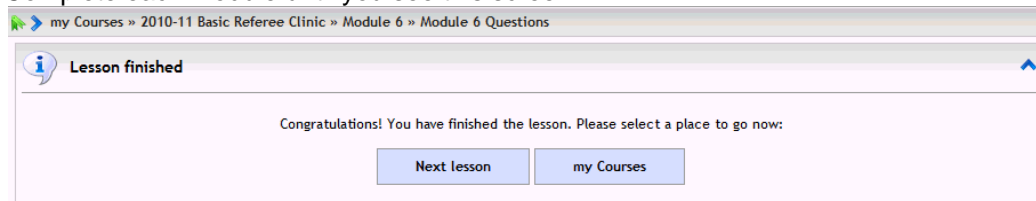
You may also review the previous lesson module by clicking on the Left Arrow at the bottom of the page.

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If you pass you will see:



9. Proceed to the next module by clicking the Right Arrow at either the top or bottom of the page.
10. Complete each module until you see this screen:



CONGRATULATIONS --- YOU HAVE FINISHED YOUR CLINIC AND EXAM

Scorekeeper Clinic

1. All PowerPoint



You may go forward and backward through the slides using the << and >> buttons in the bar above.