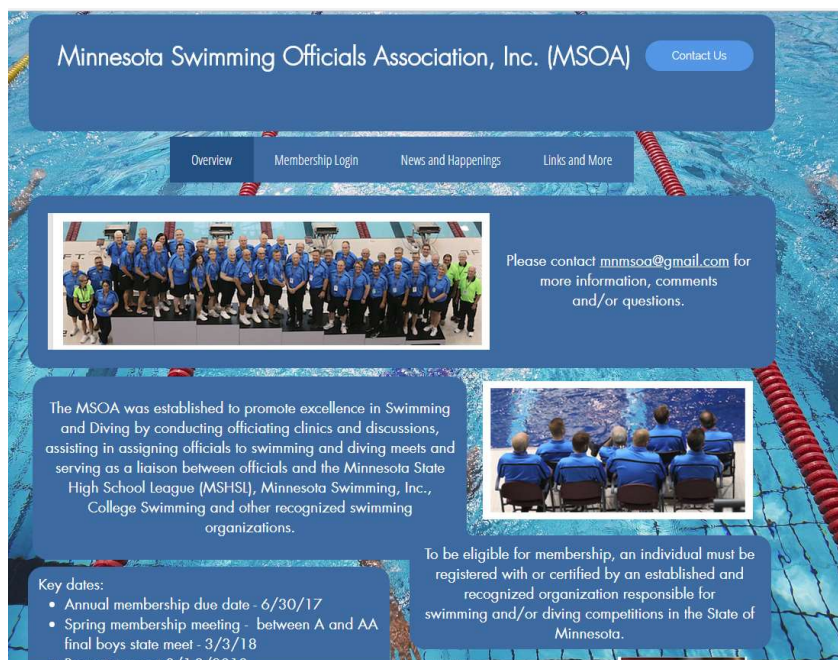


MN MSOA Registration Instructions

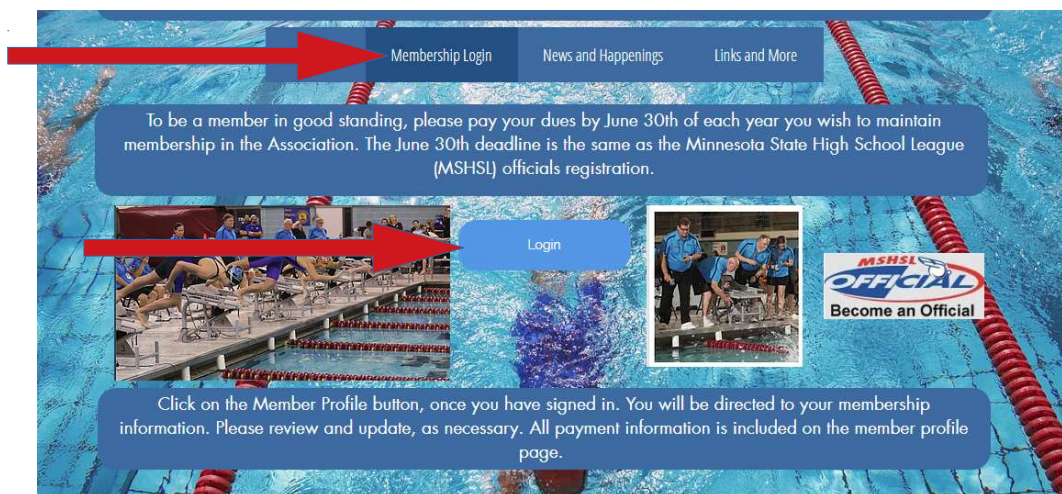
There will be no paper registrations – all current and new members must register online. This should be a 1 time registration and all your information will populate the membership database.

Here are the steps to register and pay your Dues – if you have not paid your previous dues, you can also follow these instructions and pay any outstanding dues.

1. Go to the MSOA website at <https://mnmsoa.wixsite.com/mnmsoa>



2. Press on the link in the member bar – Membership Login.



3. There will be a LOGIN button in the middle of the screen – click the LOGIN button.

You will be directed to create a LOGIN for the site

Sign up

Email

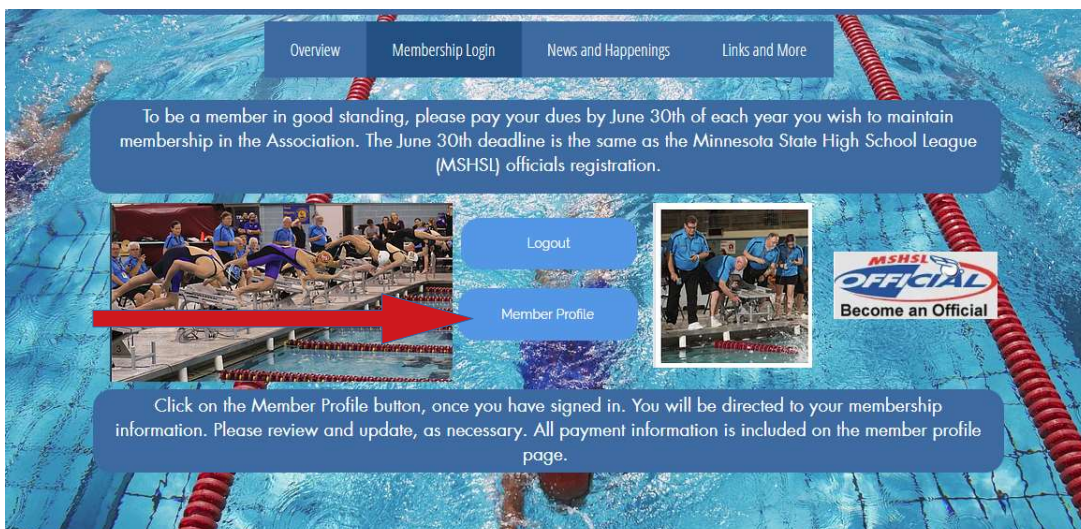
Password

Retype password

[Sign up](#)

[I'm already a member log in](#)

4. After you create a LOGIN – you will be redirected to the Membership Login page and a MEMBER PROFILE button will appear.



5. Click on the MEMBER PROFILE button – you will be directed to a blank Member Profile page – the only item that will be populated is your email.

The screenshot shows the Member Profile page with a blue background featuring a swimming pool. At the top, there are navigation tabs: Overview, Membership Login, News and Happenings, and Links and More. A large blue box contains text about dues: "To be a member in good standing, please pay your dues by June 30th of each year you wish to maintain membership in the Association. The June 30th deadline is the same as the Minnesota State High School League (MSHS) officials registration." Below this, there are two sections: "Please Review Membership Information" and "Pay Annual Dues". The "Please Review Membership Information" section has fields for Title, First Name, Last Name, Address, City, State/Zip, Phone, Email, and Dues. The Email field is populated with "kelly@birchwooddental.com". The "Pay Annual Dues" section has two sub-sections: "Via check - Make check payable to M.S.O.A. and mail to:" and "Via PayPal (online) -". The "Via check" section lists the Treasurer M.S.O.A. at 1746 Maple Lane, St. Cloud, MN 56304. The "Via PayPal" section lists five steps: 1. Enter your first and last name in the box below and hit enter - if you don't do this, we will not be able to trace the payment back to the member. 2. You will be linked to PayPal 3. Log in 4. If you do not have a PayPal account, you will need to set one up 5. Pay dues. At the bottom of the "Please Review Membership Information" section is an "Update" button. A red arrow points from the "Update" button to the text below. The text says: "MSOA Member Information".

6. Click on the UPDATE button and you will be redirected to enter your contact information.

Please update for any changes and press the submit button. Please remember to pay your annual dues.

Update

Title:

First Name:

Last Name:

Address:

City:

State/Zip:

Phone:

Email:

Please contact the treasurer at mnmsoatreasurer@gmail.com for questions regarding annual dues.

MSHA OFFICIAL
Become an Official

The items in RED are mandatory information – please make sure to enter the information or the SUBMIT button will not work.

7. Once you enter your contact information – press the SUBMIT button and you will be directed to your MEMBER PROFILE page.

Please Review Membership Information

Title: Ms.

First Name: Jane

Last Name: Doe Test

Address: 1234 Greatland Drive

City: Wonderful

State/Zip: MN 55123

Phone: 123-456-7890

Email: kelly@birchwooddental.com

Dues:

Pay Annual Dues

Via check - Make check payable to M.S.O.A. and mail to:
Treasurer M.S.O.A.
1746 Maple Lane
St. Cloud, MN 56304

Via PayPal (online) -

1. Enter your **first and last name** in the box below and hit enter - if you don't do this, we will not be able to trace the payment back to the member.
2. You will be linked to PayPal
3. Log in
4. If you do not have a PayPal account, you will need to set one up
5. Pay dues

MSOA Member Information

PayPal - The safer, easier way to pay online!

Please contact the treasurer

You can now pay your dues – if you want to pay by check, follow instructions on the page and mail your annual dues check to the address shown.

8. If you want to pay by credit card via PayPal – enter your name in the white box under #5 Pay dues instructions – DO NOT LEAVE THE BOX OR CLICK ANYWHERE – AFTER ENTERING YOUR FIRST AND LAST NAME HIT THE ENTER BUTTON.

Overview Membership Login News and Happenings Links and More

To be a member in good standing, please pay your dues by June 30th of each year you wish to maintain membership in the Association. The June 30th deadline is the same as the Minnesota State High School League (MSHSL) officials registration.

Please Review Membership Information

Title: Ms.
First Name: Jane
Last Name: Doe Test
Address: 1234 Greatland Drive
City: Wonderful
State/Zip: MN 55123
Phone: 123-456-7890
Email: kelly@birchwooddental.com
Dues:

Update

Pay Annual Dues

Via check - Make check payable to M.S.O.A. and mail to:
Treasurer MSOA
1746 Maple Lane
St. Cloud, MN 56304

Via PayPal (online) -

1. Enter your **first and last name** in the box below and hit enter - if you don't do this, we will not be able to trace the payment back to the member.
2. You will be linked to PayPal
3. Log in
4. If you do not have a PayPal account, you will need to set one up
5. Pay dues

MSOA Member Information
Jane Doe Test

PayPal - The safer, easier way to pay online!

Please contact the treasurer

You will be directed to the PayPal site where you can login and pay your annual dues.

Minnesota Swimming Officials Association

Log in to complete your checkout

PayPal Secure Payments

PayPal securely processes payments for Minnesota Swimming Officials Association. To complete your checkout using PayPal, please log in. [Learn more](#)

Description	Terms	Amount
Yearly Membership MSOA Member Information: Jane Doe Test	\$15.00 USD for each year	\$15.00 USD

Check out using PayPal

Log In

No PayPal account? Pay using your [credit or debit card](#)

Please Review Membership Information

Title: Ms.

First Name: Jane

Last Name: Doe Test

Address: 1234 Greatland Drive

City: Wonderful

State/Zip: MN 55123

Phone: 123-456-7890

Email: kelly@birchwooddental.com

Dues: Pd 18 - 19

[Update](#)

Pay Annual Dues

Via check - Make check payable to M.S.O.A. and mail to:

Treasurer MSOA
1746 Maple Lane
St. Cloud, MN 56304

Via PayPal (online) -

1. Enter your **first and last name** in the box below and hit enter - if you don't do this, we will not be able to trace the payment back to the member.
2. You will be linked to PayPal
3. Log in
4. If you do not have a PayPal account, you will need to set one up
5. Pay dues

MSOA Member Information

PayPal - The safer, easier way to pay online!

The treasurer will receive information about your payment and your MEMBER PROFILE will be updated with your dues information. If you pay via PayPal, please allow at least 48 hours for the dues to be updated in the Membership database and your MEMBER PROFILE. If you have any questions, please do not hesitate to contact the treasurer @ MNMSOATreasurer@gmail.com.

If you pay by check, please allow extra time for snail mail and dues processing. Again, if you do not see the dues populated with Pd within a reasonable time, please email the treasurer to resolve.