



## Steps for Returning Officials

9/13/13

1. Printout & complete the following documents.
  - [Availability form](#)
  - [Referee Contract and Payment Designation Form](#)
    - **For “Direct Deposit” - If your banking information has changed, attach a voided check along with the Referee contract / Code of Conduct form; otherwise submit the completed form only.**

The above completed forms should be submitted by email, fax or postal mail to:

SVNJB  
85 Saratoga Ave Suite 111  
Santa Clara, Ca 95051  
408.260-0112 fax  
408.260-0100 office  
email: [referee-doc-submit@siliconvalleynjb.com](mailto:referee-doc-submit@siliconvalleynjb.com)

2. Log into your SVNJB account on [ArbiterSports](#) (ID# 106248)
3. Click the upper tab “PROFILE”
4. On the left side under “ACCOUNT”, click “Custom Fields”
5. View your information, edit or enter new information
6. When finished, verify and click “Save”
7. On the left side under “STATUS”, click the empty box “READY”
8. Switch to the Referee Home Page
9. For info on Referee Registration Fees go to the tab “[Program Fee & Pay Structure](#)” located on left side of referee home page.

*Welcome back and don't forget to review the additional information on the Referee Home Page!*