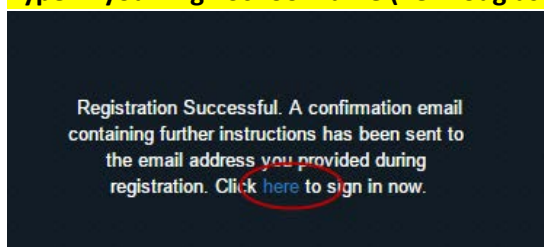




WHSAA Coaches Rules Exams for the 2018-19 School Year

Starting with the 2018-19 School year, the WHSAA has teamed up with the NFHS to house the Coaches Rules Exam. With this move, each of your head coaches will need to create an account on the NFHS Exam Site. Below will be the instructions to do so:

1. Go to the NFHS Exams site – <https://exams.nfhs.org>
2. Click on Register (on the top of the screen) or Create an Account (under the Exam System section at the bottom of the page)
3. Type in the Username you wish to use for your account.
4. Type in your Email Address (where results will be sent). Confirm your Email Address.
5. Type in a password (must be 6 characters). Confirm the password. Click Next.
6. Type in your First Name, Last Name, Address, City, State, Zip Code, and select Mountain as your Time Zone. Click Next.
7. Select Wyoming as your Primary State Association, Leave State ID blank, Skip Alternate State Association
8. **Type in your High School name (i.e. Douglas High School) in the Local Association box. Click Finish.**



9. Sign in by clicking on here, or by going to <https://exams.nfhs.org>, then type in your username and password that you typed in in steps 3 and 5 above.
10. Your Exam Dashboard will show up with available exams. Click the Take Exam button next to your Activities' exam. There will be instructions and any special notes, when you are ready to take the exam, click the Yes I'm Ready button.
11. You can Save and Exit at anytime to pause your exam with the questions you have already answered, you can also flag a question to come back and review it at a later time before you Submit your Exam by Clicking the **"Flag Question"** icon next to the question.
12. As you continue through your exam questions, you will see the **"Flagged Questions"** and/or **"Unanswered Questions"** button appear at the top.   To go to a flagged question at any time during your exam, Click on the **"Flagged Questions"** button and then the Question Number. To go to an unanswered question at any time during your exam, Click on the **"Unanswered Questions"** button and then the Question Number.
13. Once you have answered all the questions on the exam, you will Click on "Score & Submit" button. You will see the following "Warning" pop up. Click on the "Score & Submit" button if you are sure you have answered and reviewed all of your questions.
14. You will then see your results and the Rule References of any questions you have missed. You can click on the **"To Dashboard"** button. You will also receive an email with your Score and Rule Reference listed for you to review in the Rules Book.
15. Once back at the Dashboard you will see your Exam listed under "Your Exam History" section. If a Retake is available you will see a "Retake" button next to the Exam. You can review the "Details" of your Exam for 30 days after the Close of the Exam Period for your exam. Simply log back into the Exam System and Click the "Details" button next to your exam.

Any Questions or problems, please contact Lana Glanz from the WHSAA office. lglanz@whsaa.org or 307-577-0614