



**2013-14**  
**Athletic Department**  
**Administrative Assistant**  
**In-Service Registration**

Even though some athletic department secretaries attend an AD In-service program each fall, the MHSAA is again this year offering an In-service specifically designed for Athletic Department Administrative Assistants. **Wed. Sept. 18, 2013 - 8:30 am-2pm in East Lansing.** Attendance will be limited to the first 80 paid registrants.

Content will include the following:

- A better understanding of MHSAA regulations
- MHSAA web site use and navigation
- MHSAA policies and procedures regarding eligibility and tournament competition
- Brief Update and questions on Arbiter Game
- Questions and answers with MHSAA Staff
- Other topics (time depending) as suggested by attendees

The cost of the Administrative Assistant In-Service is \$20 per person. Lunch and refreshments included with registration. A registration form is also available on [mhsaa.com](http://mhsaa.com).

Name: \_\_\_\_\_

School: \_\_\_\_\_ School ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ Phone: (other) \_\_\_\_\_

**Please mail** at least **10 days** in advance **with** \$20 per person fee to:

*Camala Kinder, MHSAA  
1661 Ramblewood Dr  
East Lansing, MI 48823  
Phone: 517-332-5046  
FAX: 517-332-4071  
[Camala@MHSAA.com](mailto:Camala@MHSAA.com)*

Amount Enclosed: \_\_\_\_\_

Check Number: \_\_\_\_\_