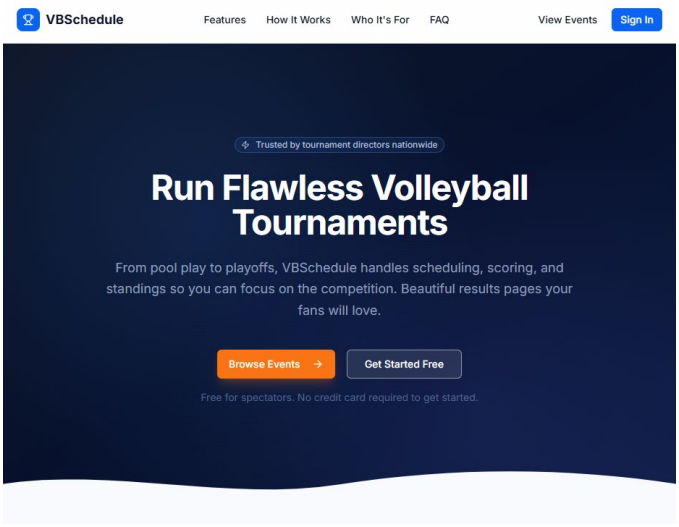
# How to sign up for Events for Keystone Region Events

Go to [vbschedule.com](vbschedule.com)

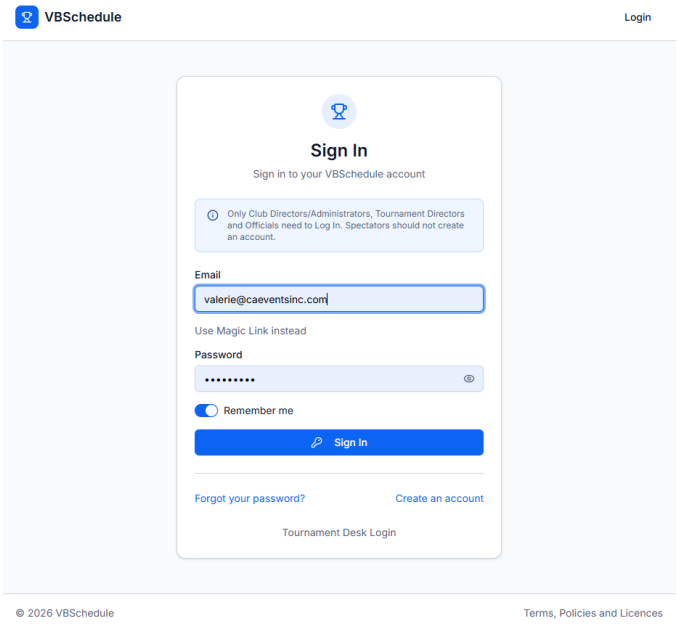
Click the blue sign in button in the to right corner




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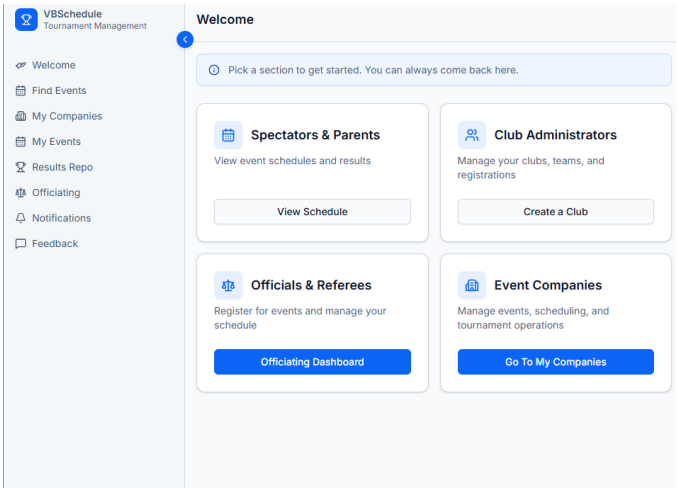
If you already have an account, fill out your credentials in the sign in box.

If you are a new official, click the Create an account text in the bottom right corner of the sign in box



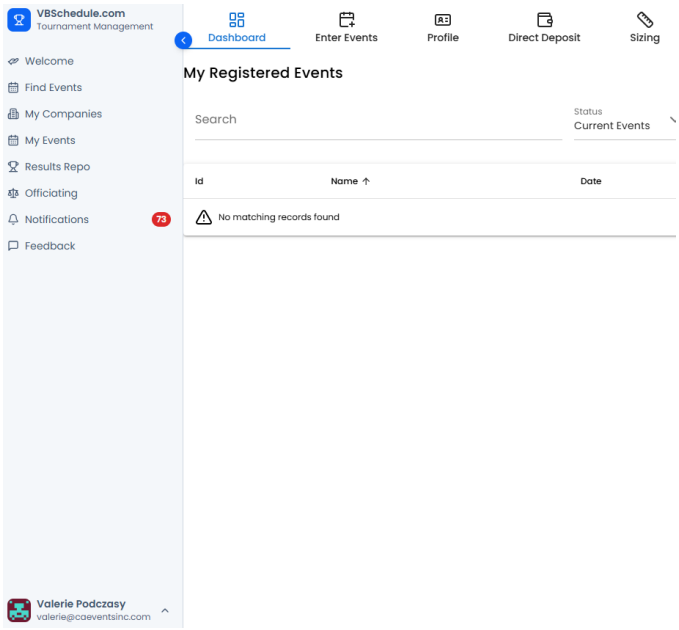

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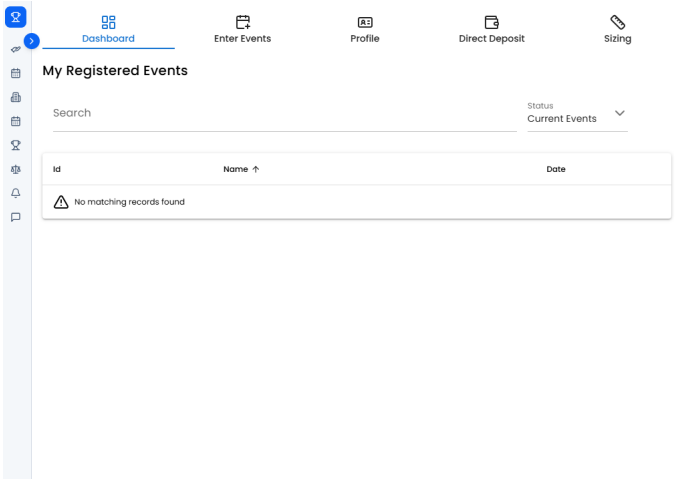
From the welcome page, click the Officiating Dashboard button



From the top menu, click enter events

**Pro Tip:** click the blue arrow next to the dashboard to shrink the left hand menu.



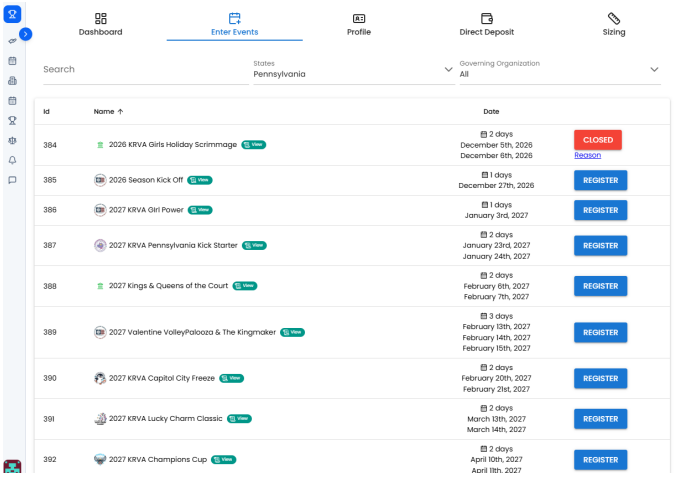

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From here you can search by event name, filter by state or Governing Organization.

We recommend filtering by state (Pennsylvania) to see all the events in the Keystone Region that we are assigning.

Once you find the event you want to officiate at, on the right side click the register button

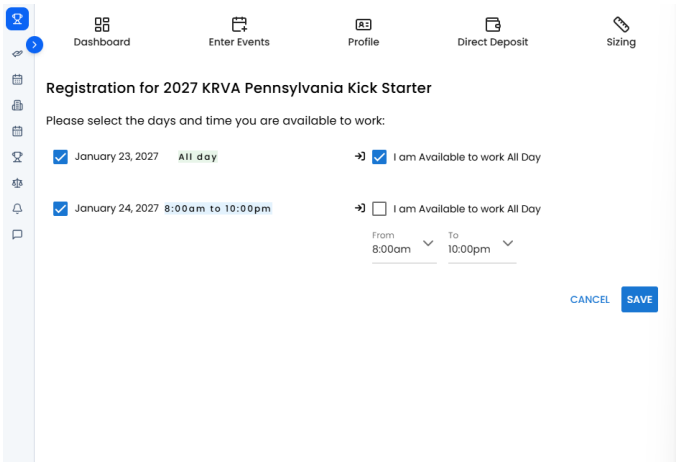
**Pro Tip:** If you cannot see the register button, you need to make your screen bigger



Check the days you want to work and if you are available all day to work leave the second box checked.

If you have some conflicts, uncheck the second box and adjust the times that you are available to work.

When done click the save button to the right




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You will be returned to the officials dashboard and a green box will pop up letting you know that you have been registered for the event.

From here you can also see your status as pending until the assignor accepts, declines, or waitlists your registration.

You can also update your availability up to one (1) month before the event. After that you will need to contact the assignor to make changes.

**Pro Tip:** If you want to log out or update your officials profile, account password or email address. Click the icon in the bottom left corner.

