

The Utah Soccer Referee Registration site requires the user to create an account to register referees. Simply creating an account does not register the user as a referee. Once logged in, this user then registers themselves and/or others as referees, but this user is not required to register as a referee to register others as a referee.

Utah Soccer Referee Registration Site features include:

- Allow a referee user to register themselves as a referee for the season
- Allow a non-referee user (non-referee parent) to register others (their child) as referees
- Allow a referee to register others as a referee (referee parent registering their child)
- Allow advanced referee registrations

Note: This user account is unrelated to any other system we have used in the past. All users must create a new user account in this system. This account will be used in subsequent years.

The system works on desktops, lap tops, tablets and smartphones. The same features are available on all display formats.

Referee Age and Grade Level Restrictions

- 1.) Any referee must be 12 years of age by May 1 of the season (2018 at the time of the writing of this document). The registration system will indicate if the “to be registered” referee’s date of birth does not meet the requirement and will not allow the registration process to continue for that referee.
- 2.) All Referees have or will have a Grade Level. Other age restrictions apply to Grade Levels.
 - a. Grade 9 Referees must be at least 12 up to 14 years of age on May 1 of the season (2018 at the time of the writing of this document).
 - b. Grade 8 Referees must be 14 or older on or before May 1 of the season. (2018 at the time of the writing of this document).
 - c. Grade 9P Referees must be 25 or older on or before May 1 of the season. (2018 at the time of the writing of this document).
 - d. Advanced Registration is for Referees of Grade 7 or beyond

There are 4 steps to register a Referee for the Season, it begins with Account Creation

Step One: Account Creation

Signup for an Account (there is no fee to create an account)

- a. This will require an email address, unique to the system
- b. The system will send back a confirmation email to this address with the login credentials
- c. Next, login into the system using the email address and login credentials provided in the returned email

Step Two: First Time Login

The first time the user logs into the system, they will be prompted with a series of questions and the answer to the current question determines what occurs next. The following is an overview of the possible questions numbered in the order they would occur.

1.) Are you or will you be registering as a referee?

Answer “No” if you are not a referee (non-referee). An example of this is a user that is a parent registering one or more children referees with their account. A no answer will cause the system to display the account information form. You then fill out your specific account contact details (name, address, phone, etc...) The system will check the information when you save/submit the form. We refer to this type of account as a “parent account”. When you have successfully saved your information you will automatically **skip directly ahead to Step Three**

Answer “Yes” if you are registering yourself as a referee.

Note: Independent of your answer, you will be able to add other referees to your account allowing you to manage multiple referee registrations from this single user account.

2.) Do you know the grade of this this referee?

(This question is only displayed if you answered yes to question #1)

The system will make sure you are registering within the correct grade level/age parameters if you do not know for sure

3.) What is your date of birth?

(This question is only displayed if you answered yes to question #1)

Use the drop-down menus to submit the date of birth.

4.) Fill out the remaining account information and submit. If you are a young referee (12, 13 or under 14) your grade options are automatically selected for you. If you are 14 or older, you will need to select the desired grade. Select Grade 8 unless you have qualified for or are recertifying for a higher grade level. You do not need to be concerned with the USSF Ref ID if you do not know it. The new Grade 9P level is for adults 25 years of age or older. Starting in 2018 the Utah Youth teams are to have at least one (1) 9P referee.

5.) Register as a Referee. Because you answered yes to first question, the system knows you are a referee and will provide a quick way to register for the season. Click on the Register for the Season action button to register for the season. You can do this later if you so choose, following the numbered items listed in Step Three.

Step Three: Referee Registration and Add Referee to Account

To proceed, you must first create a user account and be able to log into the system (**see Step 1 and Step 2**).

Any user of the system can manage, add, register and update any referee registration associated to their account using the following:

1.) Log into the System

2.) Click on the MY REGISTRATIONS menu item

The MY REGISTRATIONS displays all the registrations associated to the account, including the main user account contact information.

The main user account information is displayed on the first row. You edit the contact information for this account user using the Edit action button on that row. **All registrations (referee or non-referee)** account information is managed in this way.

NOTE: The Edit button on a MY REGISTRATIONS registration row is an example of an action button. Action buttons only appear as needed. For example if the account user is a referee, the first row will also have the Register for the Season action button if the listed referee has yet to register. There are various, self-explanatory action buttons that can appear on the row of interest, based on the current status of that row's referee registration(s).

The **MY REGISTRATIONS** menu also displays the sub menu **ADD REFEREE** item.

3.) Click on the ADD REFEREE menu to add another referee to your account.

The process of adding a referee to your account is very similar to the process followed when creating an account. An added referee is known as a "child account" and this referee cannot log into the system. These "child account" registrations are designed to be managed by the "parent account" user. The account details of a child account defaults to the parent account details, items such as email and address, but **a correct date of birth is required**. The ADD REFEREE menu item is easy to use, follow the prompts and fill out the presented form as required, then submit/save it. When you successfully save the details, next click on the MY REGISTRATIONS menu item again. Notice that you will now see an additional row for this referee's registration. You can then click on the respective action button as needed or add another referee; there is no limit to the number of child accounts a parent account can manage.

4.) Click on the Register for Season action button to register the respective referee for the season.

Step Four: Pay Fees

NOTE: The action buttons on a MY REGISTRATION registration row (**See Step Three**) only appear as needed. For example, the Pay Fees button only appears when there are fees to pay for that referee. Registration fees are only charged when the Register for the Season action button is pressed for the respective referee.

Pay A Single Registration

- 1) **Log into system**
- 2) **Click on MY REGISTRATION**
- 3) **Click on the Pay Fees action button of the specific registration row.** For example, if you yourself have only registered for the season, click the Pay Fees action button on your registration row. Complete the credit card transaction by filling in the required information and submitting the payment.

Pay All Registrations At One Time

This assumes you have already used the **ADD REFEREE** feature (**See Step Three**)

- 1) **Log into system**
- 2) **Click on MY REGISTRATION**
- 3) **Click on the PAY ALL menu Item**

If you have registered additional referees to your user account and want to pay for all of the registration fees with one credit card transaction, click on the **PAY ALL menu item displayed towards the top** of the display. Next complete the credit card transaction by filling in the required information and submitting the payment