

## NEW REFEREES - INSTRUCTION

Unfortunately, this process is more onerous than we would like. We must provide documentation to different authorities, all of whom have their own websites. We continue to try to streamline the process – believe it or not, it isn't as bad as it once was. But we apologize that it is not yet where we would like it to be!

Western New York State Referee Committee

General Information: In this process, you will need to create accounts at three different websites:

- U.S. Soccer's Learning Center – The central database for national training and registration. You will be completing the following online training at the Learning Center:
  - SafeSport – you will complete this **ONLY IF YOU ARE AGED 18 OR OLDER**. 1½ -2 hours (If you are 17 and will be 18 before August 1, you will need to complete this. You can do it now or wait until your 18<sup>th</sup> birthday.)
  - Introduction to a Safe and Healthy Training Environment (often referred to as Intro to Safety). ALL referees must complete this. 45 minutes to 1 hour
  - U.S. Soccer Entry Level Referee Course 4.5 hours
- Officials Management System (OMS)
  - Western New York's system for registration, online training, and scheduling of in-person courses.
- GotSport
  - New York State West Youth Soccer's website for implementing their Risk Management program.
  - If the referee is under the age of 18, a parent will complete a Parental Attestation form.
  - If the referee is 18 or older, a background check is required. New York West charges \$35 for the background check and it is good for two years.

Here are some important tips to keep in mind throughout the process.

- Every referee must have his/her own **UNIQUE** email address. Parents are welcome to control the email account, but everyone must have a different address.
- Really important: **YOU MUST USE THE SAME EMAIL ADDRESS IN ALL OF THE SYSTEMS!**
- This is also very important. Always use the referee's full, legal first and last name. If the name is Robert, don't use Bob. Middle names are optional.
- Birth dates must match in all systems. Every year we get a few typos which means that the accounts don't sync. Double check after you enter the birth date.
- Beware of Auto-Fill!! If a parent types the child's name, then goes to the address field, the browser's auto-fill might offer to save you time by entering your stored address. If you do that, it changes the name to the parent.
- NEVER create a new account if you have trouble logging in. Get assistance from the district referee administrator or other administrator. Creating a new account will really make matters worse!
- Complete the registration steps in the order given.
- At some steps in the instructions, you will see the word "LINK#" at the end. If you are unsure, clicking the link will display a graphic that should help you, but the examples in these graphics may not be exactly as you will see at the websites. (But you probably can get through without using most of them.)

## STEP 1: CREATE AN ACCOUNT AT THE LEARNING CENTER

1. Go to <https://learning.ussoccer.com/referee>. In the upper right corner of the page, click on “SIGN UP.” [LINK1](#)
2. Enter the REFEREE’S information. Use the Referee’s email as the primary. If the referee is under the age of 18, a parent’s address must be entered in the second email address. Remember to double check to make sure the birth date is correct and use the full legal name. Check the boxes to acknowledge and click on Sign Up. [LINK2](#)
3. Click Proceed if the information displayed is correct. [LINK3](#)
4. You’ll be asked if you have ever been registered as a referee before. Choose the appropriate option. [LINK4](#)
5. Once you choose that option, emails will automatically be sent to the address(es) listed in the profile. The account is locked at this point. You must go to the email account(s) to verify the address. If there are two email addresses in the account, both emails will receive a message, and both must be verified to unlock the account! [LINK5](#)
6. Once verified, choose the “Referee Program” button and bookmark that page. You’ll be returning there at times. [LINK6](#)

IMPORTANT: Do not pay any fees at the Learning Center. If you come to a point where payment is requested, you are in the wrong place. Stop there and contact your District Referee Administrator for assistance.

## STEP 2: COMPLETE ONLINE TRAINING REQUIREMENTS AT THE LEARNING CENTER

1. Log into the Learning Center at <https://learning.ussoccer.com/referee>.
2. At the top of the page, point to “Courses” and click “Available Courses.” [LINK7](#)
3. Above the picture, in “Available Courses” choose “Supplemental Courses.” [LINK8](#)
4. If you are 18 or older, click on SafeSport and complete the course. This takes about 1.5 to 2 hours. If under the age of 18, skip this step. [LINK9](#)
5. Click on Intro to Safety and complete the course. (ALL referees) This takes 45 minutes to 1 hour. DON’T WORRY ABOUT “BACKGROUND CHECK” OR UPDATE.
6. To complete the Entry Level Referee Course at the Learning Center, DO NOT choose anything at the website. There is a “hidden” link that must be used by referees registering with our state. [CLICK HERE](#) to open that link. If that doesn’t work, copy the link below and paste it into your browser. This course takes about 4.5 hours to complete. You can stop and return later to continue from the point you left off.

<https://learning.ussoccer.com/referee/courses/available/10000006/details/20001999>

Once you complete these courses you have finished the Learning Center requirements. Now you can move on to Officials Management System.

## STEP 3: CREATE YOUR ACCOUNT IN OFFICIALS MANAGEMENT SYSTEM (OMS)

1. Log in to <https://wnyreferee.omgtsys.com/> and bookmark the page because you will return here later. Using a computer is strongly recommended. Tablets “usually” will work. Phones probably will not.
2. Click the button that says, “New Member Registration.”

3. Enter your personal information and create a password.
  - a. Remember to use the exact name, birth date and email address that you used in the Learning Center.
  - b. If your mailing address is different from your “physical” address, click the button to add the mailing address.
  - c. You do not need to choose the shirt, shorts and sock sizes here.
  - d. DO NOT check the box that says, “Do not create/link my account in the Assignr.com Game Assigning System.” Assignr is the system we use for game assignments, and referee information is transferred there automatically. If you check this box, you will never get game assignments.
4. Make sure the boxes for “Referee” as the Soccer Official Type and “New Registration” as Type are selected. (They should be selected by default.) Click “Submit Request.” [LINK1](#)
5. Depending on when you register, you may see a list of classes and dates – these classes are not scheduled until the end of the year, so if you register early they may not yet be listed. If you see that list of classes, **you will not be able to select one at this point!** Whether there is a list of classes or not, everyone should click the “Select Clinic” button next to the course named, “Referee – Entry Online Lessons.” It will probably be at the bottom of the list and should be the only available option. Click “Continue to Next Step.” [LINK2](#)
6. You will be taken to a page where you can order a Referee Starter Kit (uniform, flags, cards, etc.). This is optional and is included for your convenience. [CLICK HERE](#) for further information on purchasing a starter kit.
7. You will go to the Checkout page. Everyone will see a charge of \$40 for U.S. Soccer registration and \$75 for course fee. If you purchase a uniform, that cost will be included. Click “Click here to Complete Requests and Pay Fees” in the blue box that is smaller than it should be (near the bottom of the page). [LINK3](#)
8. Continue to pay by credit card. Refunds are only provided if a class is cancelled. You will see a receipt page, and a receipt will be emailed to you. You’ve now registered for the course and will be returned to the login page. You can either start your online lessons, or close the browser and return later to complete the lessons.

#### STEP 4: COMPLETING THE ONLINE LESSONS IN OMS

If you log out and return to complete your lessons, there will be a blue box on your home page. [LINK5](#)

1. Click the “Online Lessons” button and a list of lessons will be displayed in a ridiculously small font.
2. The first three lessons will be SafeSport, Intro to Safety, and Intro to Learning Center. You should have already completed these at the Learning Center. (SafeSport is automatically marked Completed for anyone under 18.)
3. The next lesson will be a Welcome lesson. Click “Start Lesson” to begin. [LINK4](#)
  - a. When completing these lessons, you must finish a lesson once you start. If you log out, lose power, or otherwise disconnect, you will have to start over. Also be aware the system will log you out after 30 minutes of inactivity. You CAN complete a lesson, log out, and return to start the next lesson.
4. After completing a lesson, you’ll be able to start the next lesson. You may need to click the button to update the lessons. Lessons must be completed in order. There will be a

question at the end of each lesson that tells you to select “Yes.” That’s something that the system needs to be able to report completion. Click Yes to complete the lessons.

- a. In the Welcome lesson you will see instructions and links to complete Risk Management. Complete those now. If you have problems with that process, you need to contact Mike Kozak at [mkozak@nyswysa.org](mailto:mkozak@nyswysa.org).
5. Once you have completed the online lessons, you will be able to select an in-person class from the list (remember – they may not be listed until late in the year). Click the button next to the class you want to attend. Once you click that button, you will be on the course roster. The instructors will send out additional information on the in-person class, but that probably won’t happen until a day or two before the class.
6. If you register for an in-person class and later want to change to another date, log back in to OMS. Next to the Online Lessons button, you will see a “Transfer/Cancel” button. **DO NOT CANCEL**. You will see a list of available classes – click the button next to the class you want to transfer to.

Once you complete your in-person class, you are (FINALLY!) a registered U.S. Soccer referee!