



E-referee Instructions

The E-referee system is the new developed method for MSA referees to maintain their own referee records and register for certification, recertification and other referee events (including state tournaments) during the course of the seasonal year.

This new system takes into account the limited number of seats available at each clinic venue and secures your seat at the selected clinic. The State Referee Committee offers the following registration payment methods: MasterCard, Visa, and E-check.

If you select to pay at the clinic rather than online, you run the risk of not having appropriate materials, or being turned away for lack of space. Officials that elect to pay at the clinic will be assessed an additional \$10 handling fee

To begin your registration for the current seasonal year, you will need to collect several pieces of information.

- **If you are 18 years or older**, you should first do your kidsafe background check and record the number that is e-mailed to you.
- You will also want to collect your games for the year if you are considering upgrading.

Now that you have collected all of your needed information, you may begin.

From MSA Home page (www.mississippisoccer.org)
Under *Referee* drop down menu select [Log in to e-Referee](#)

MISSISSIPPI SOCCER ASSOCIATION
The Game for All Kids!

Mississippi Soccer Association Wednesday, August 20, 2008

BRILLA FC MISSISSIPPI'S PDL FRANCHISE
Buy Tickets Online Now...

Latest Mississippi Soccer Association News:
D1 E-Pass system is now operational !
 Registrars rosters are tied in directly, managers only have to add jersey numbers, upload pictures and print their rosters.

New Season is around the corner
 Log In to e-Referee
 Register/Clinics
 Register/Events
 Referee Contacts
 Lastest Ref News
 Referee Development
 Licensed Referees
 Assignors
 Assessors
 Instructors
 Referee Calendar

ns are registering players for the upcoming I teams are preparing their rosters. The E-pass registration system are being synced together to quicker and more efficient for the teams.
 sure that their roster information is correct and registrar before attempting to upload their that we will have one single password for each as the rosters are tied into e-reg, it will not be fice to review and approve your roster before ing players.
 should complete [this form](#) and fax to the MSA n be assigned a password.

09' US Soccer Foundation Grants Available
Annual Program and Field Grants
 At the heart of the Foundation's grant making programs is its open registration process that commences every year on August 1st. The brief online registration form solicits pertinent information on programs or projects that develop players, referees, and coaches

FEATURED PROGRAM
 MISSISSIPPI
 318
 SOCCER
 Click Here for More Information
 Referee Courses
 Coach Courses
 National Youth License

US YOUTH SOCCER
 Get Ready for Youth Soccer Month 2008
 2009 and 2010 US Youth Soccer Region I Championships Awarded to West Virginia

You can log in by either typing your USSF ID in the appropriate boxes, or enter your first name, your middle initial and then your last name. Click on the date of birth boxes to select your birthdate. Click on Submit. This will open a pre-populated registration form for you to update to begin the referee re-registration process.

If **you want to become a referee**, and have never registered as a referee before, click on the link near the bottom of the page that says: **New (never registered) referee candidate click: [Start My Registration](#)** . This will open a blank registration form for you to begin the referee registration process.

Mississippi Soccer Association

e-Referee System

**Mississippi Referees
eReferee Registration & Clinic System**

Log-In for existing Referees, Assignors, Assessors and Instructors

Login to register for a course, edit your Information,
or request an Upgrade.

For non-MS residents contact Referees@Mississippisoccer.org.

Enter either your

USSF Number:

- - -

or your

First Name:	Middle Initial:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>

and Date Of Birth: / /

If you need assistance with your clinic registration (changes) or the above logins do not work and you are an active Referee and have a USSF ID card please contact the [MS Referees Office](#).

**This section is ONLY for the FIRST TIME registering referees and/or for the FIRST TIME out of state Assessors.
Any other time use the login ABOVE!!!**

New (never registered) referee candidate click: [Start My Registration](#)

New (never registered) Out of State Assessor click: [Start Out Of State Registration](#)

Use your USSF ID if you know it

OR

Use your First, MI and Last Name. It will be the same name that you registered with last year.

Use this link if you have never been a referee before or haven't rerecertified since 2006

This is the main log in Screen, this is where you begin.

You will then be presented with a form that looks very similar to the USSF registration form that you have been filling out for many years. Fill out all of the information and make any updates that are necessary.

This is where the information that you collected earlier comes in.

- Complete your game information **if** you have it.
- At the bottom of the page you must complete your risk management declarations.
 - (if 18 years of age or older). This is where you will put that kidsafe number that you got e-mailed back to you from the kidsafe system. If for some reason you didn't get a confirmation from the system, call the MSA office at 601-982-5198. Sometimes your internet provider will think that your confirmation is spam and not deliver it.

Risk Management ID Number. Do not attempt to put a fake number here... Falsification of any information is grounds for removal by the SRC. The system will attempt to check to see if you put the correct number. The SRA will not approve your recertification until your background check has been confirmed. If you have not previously obtained your number, the system will open the Kidsafe Application for you.

After you update your record for the New Year, you will be taken to your utilities screen. It will look like this:



**Mississippi Referees
eReferee System Utilities**

Hello, Joe Referee

What would you like to do?

Current Year: 2008

[Update Personal Information](#)

[Register for a Referee Clinic](#)

[Register for a Referee Event](#)

[Begin Referee Upgrade Process](#)

[Logout](#)

Need Assistance? Contact [The MS Referees Office](#)

While each of the links should be pretty simple, we will go over them.

Update Personal Information

This will take you back to you main contact information for you to be able to update your contact information at any time.

Register for a Referee Clinic

Clicking on this link will take you to a list of available referee clinics for you to attend. You will see Entry Level Clinics, Recertification Clinics and Bridge Courses. There may be higher level clinics available.

Register for a Referee Event

This link will allow you to register for various referee events. These could include various referee activities such as the annual meeting, referee luncheons and even to register to referee at one of the eight state sanctioned tournaments.

Begin Referee Upgrade Process

This link will allow you to begin the process of moving from a Grade 8, 7 or 6 level referee up to the next higher grade. This is not for a bridge course.

This is the Update Personal Information Screen

Mississippi Soccer Association

e-Referee System

Referee Registration & Upgrade System
 Update Your Personal Information
[Return to Referee Utilities Main Page](#)

USSF ID		
0000	0000	0000
Last Name	First Name	MI
Referee	Joe	B
Address		City
Street Address		Hernando
State	Zip	
MS	38632	
Email Address	Confirm Email Address	
jref@address	jref@address	
Home Phone (format 555-555-5555)	Work Phone (format 555-555-5555)	
662-000-0000	662-000-0000	
Gender	Date of Birth	
<input checked="" type="radio"/> Male <input type="radio"/> Female	01 / 31 / 1920	
Country of Birth	Country of Citizenship	
USA	USA	
Current State Affiliation	Area	
MS	North	

This is the top part of the Select Referee Clinic Screen:

Select the clinic you wish to attend from the drop down menu here

Mississippi Soccer Association

e-Referee System

eReferee Clinic Registration

Complete the Mississippi Referee Clinic Registration Form below.
 After you press submit, you will receive a confirmation of your registration and additional info.

Candidate's Name (First, Middle Initial, Last Name): Joe Referee			Street Address: Street Address
City: Sometown	State: MS	Zip: 38632	Your Email Address: jref@aol.com
Phone Number: 662-000-0000			Work Number: 662-000-0000
USSF ID: 00 000-000-0000			Your Current Referee Grade: 7

Mississippi Referees Referee Clinic You Would Like to Register for:

Select Course to Attend:

Add Assignor Registration \$45

Add Assessor Registration \$45.00

Add Instructor Registration \$45.00

Assessors, Assignors and Instructors may also check these boxes to pay for their licenses for those roles. They will not appear as registered in those roles until reviewed by the SRA.

Remember to read and then check the “Release of Liability” Box

The bottom of the form contains the payment information:

Release of Liability*																	
<input type="checkbox"/> I hereby recognize that soccer is a vigorous sport and that the Registrant may suffer temporary or permanent serious physical injury including but not limited to sprains, fractures, brain or spinal damage, paralysis or even death while attending a clinic. With full knowledge of the risks involved, and in consideration for the Mississippi State Referee Program accepting the Registrant in its soccer clinic, the Registrant hereby accepts and assumes full responsibility for any and all harm caused by negligence and releases, discharges, and/or otherwise indemnifies Mississippi State Referee Program and its instructors, and staff and any of their facilities utilized as to any claims and causes of action by or on behalf of the Registrant.																	
Payment Information - Amount Due \$ <input type="text"/>																	
How Would You Like to Pay for this Referee Clinic? <input type="radio"/> e-Check <input type="radio"/> Credit Card <input type="radio"/> Pay At Clinic (\$10 additional Fee)																	
For Credit Card																	
Name as it Appears on Credit Card	Credit Card Type																
<input type="text"/>	<input type="text"/>																
Credit Card Number	Credit Card Expiration Date (mm/year)																
<input type="text"/>	-- / --																
Cardholder Address	Cardholder Zip																
<input type="text"/>	<input type="text"/>																
For Check																	
(Please enter correct banking information. If your eCheck is returned due to invalid information, you will be charged the program fee plus all applicable return charges and associated bank fees.)																	
Bank Name <input type="text"/> Bank Routing Number (ABA Code) <input type="text"/> Bank Account Number <input type="text"/> Account Holder Name <input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">U.S. Checks</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">PAY TO</td> <td style="width: 40%;">DATE</td> </tr> <tr> <td>THE ORDER OF</td> <td style="text-align: right;">1001</td> </tr> <tr> <td colspan="2" style="text-align: right;">\$ <input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: right;">DOLLARS</td> </tr> <tr> <td colspan="2" style="font-size: small;"> YOUR FEDERAL INSTITUTION BANK OFFICE BANK CITY, STATE, ZIP BANK PHONE </td> </tr> <tr> <td>FOR</td> <td></td> </tr> <tr> <td style="font-family: monospace;">⑆123456789⑆</td> <td style="font-family: monospace;">0123456789012 1001</td> </tr> <tr> <td style="text-align: center;">Bank Routing Number</td> <td style="text-align: center;">Bank Account Number</td> </tr> </table> </div>	PAY TO	DATE	THE ORDER OF	1001	\$ <input type="text"/>		DOLLARS		YOUR FEDERAL INSTITUTION BANK OFFICE BANK CITY, STATE, ZIP BANK PHONE		FOR		⑆123456789⑆	0123456789012 1001	Bank Routing Number	Bank Account Number
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Bank Routing Number	Bank Account Number																
<input type="checkbox"/> I/we (above indicated) hereby acknowledge that I/we have reviewed this form and caused it to be electronically executed with the intent to be bound to the terms contained herein.																	
<input type="button" value="Submit"/>																	
Please click ONLY ONCE on the Submit button above. Sometimes, it takes a few seconds for the form to be processed. Thank you.																	

You must check the release of liability box and then select the payment method. Your options are e-check (online check deducted from your bank account) credit card, or pay at the clinic for an additional \$10. The amount due will populate based upon your choice.

Place an X in the authorization box to execute the electronic payment and click submit. If you find that you are unable to attend the clinic at the last minute, you may contact the [MS Referees Office](#) for a partial or full refund.


After you complete your registration, you will receive an e-mail confirmation of your registration. If you do not, contact the MSA Office, your Internet Service Provider may have blocked your confirmation as spam.

Your confirmation receipt will look like this.

(If you do not receive a confirmation that looks like the following you are **NOT** registered. If you are sent back to the registration forms page after you click on "submit" something is incorrect or missing and the system is not allowing it to process until it is corrected.)

Mississippi Soccer Association

e-Referee System



Referee Clinic Registration Confirmation & Testing Information
[Return to Referee Utilities Main Page](#)

Thank You! Your Online Registration for the Referee Clinic listed below has been received by Mississippi State Referee Program.

Confirmation #: 6
Referee Name : **Joe Referee**
Amount To Be Paid At Clinic: \$85.00
Recertification, 1/13/2008, 09:00 am-03:00 pm, Test Location

This page serves as your receipt.
Print a copy and bring it to your clinic.

Questions? Please contact the MS Referees Office with any questions at Referees@Mississippisoccer.org


Bring this receipt with you to the clinic. This is your confirmation that you have reserved a spot at the clinic.

Registering for an event is accomplished the same way. Click on the Register for a Referee Event and follow the instructions.

Some Events may be for a specified charge, such as a special meeting or luncheon. Other events will not have a charge, such as registering to officiate at one of the state tournaments. After you have registered for an event or clinic, you will see your registration on your utility panel in yellow.

Mississippi Soccer Association

e-Referee System



**Mississippi Referees
eReferee System Utilities**

Hello, **Joe Referee**
What would you like to do?

Current Year: 2008
[Update Personal Information](#)

[Register for a Referee Clinic](#)

Grade All Recertification: 1/13/2008 at Southaven-Test Location

[Register for a Referee Event](#)

eReferee Instructors Training: 1/26/2008 at Vicksburg-Vicksburg Convention Center 1600 Mulberry St - Reservations for 1 Person

[Begin Referee Upgrade Process](#)

[Logout](#)

Need Assistance? Contact [The MS Referees Office](#)

Notice that this referee is registered for a clinic on 1/13 and a training event on 1/26.

Begin Referee Upgrade Process

To begin upgrading from Level 8 to Level 7; 7 to 6; or 6 to 5; you will select this link. This is not the link for a Grade 9 to bridge to a Grade 8. Complete the form below and submit it. The State Referee Advancement Coordinator will contact you with the requirements to begin your process.

Logout

You may close your web browser or logout to finish. This system is available to you 24/7, seven days per week.

Please contact the [MS Referees Office](#) if you have any questions