

2022 REGISTRATION YEAR INSTRUCTIONS

(For NEW referees, the 2022 registration year begins July 1, 2021)

HOW TO BECOME A SOCCER REFEREE IN LOUISIANA

First Time Referees AND Recertifying Referees

2022 INSTRUCTIONS

This procedure is for **NEW First Time referees AND Recertifying referees**. You are considered a new first time referee if you have never been a referee OR the last time you were registered as a referee was 2018 or before.

To be a referee, you must be registered and certified. This means taking the 2022 Louisiana First Time Grassroots Referee course OR the 2022 Louisiana Grassroots Referee Recertification course through US Soccer's Learning Center. The new first time referee course has online assignments and an in person field training session. The recertification course is 100% on-line.

Referees registering and certifying now are eligible to officiate Fall 2021 and all of 2022.

GENERAL INSTRUCTIONS:

1. SIGN-UP in US Soccer's Learning Center. (<https://learning.ussoccer.com>)
2. Find and REGISTER for a course in the Learning Center.
3. Complete all course ASSIGNMENTS.

DETAILED INSTRUCTIONS are on the following pages. Please review.

QUESTIONS? Contact Wayne Robinson (wrobinson4soccer@yahoo.com)

2022

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DETAILED INSTRUCTIONS

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Referees registering and certifying now are eligible to officiate Fall 2021 and all of 2022.

It all starts at US Soccer's Learning Center - <http://learning.ussoccer.com>

Step 1 - CREATE A PROFILE in the Learning Center

Skip this step if you have already created a profile. Recertifying referees should use their previously created profile. Do not create a second profile for the same person.

Create a profile in US Soccer's Learning Center by accessing the [US Soccer Learning Center](http://learning.ussoccer.com) (learning.ussoccer.com) and clicking on the **SIGN UP** button in the top right corner. This will take you to the main sign up page.

After landing on the main sign up page, scroll down to see the full data entry page.



Enter the referee's email. This email address is your primary email and functions as your username to log into the learning center. This primary email must be unique because it acts as a username AND it is associated with your log in password. In other words, no two accounts in the learning center can have the same primary email. However, you may enter a parent or guardian email as a secondary email address. So, accounts may have the same parent's email address entered for siblings' secondary email.

Please enter a parent or guardian email as a secondary email if the primary email is for a minor (under 18.)

[illegible]

Enter a password. Create a strong password to keep your account secure. Your password must be at least 8 characters long and contain one capitalized letter, one lowercase letter, and one number. You must confirm your password by typing it a second time.

[illegible]

Enter the referee's name, gender, and date of birth. Use the referee's legal first or given name and legal last or family name. This will be the name that appears on the referee's license. Therefore, it's recommended not to use a nickname or abbreviation because using a nickname or abbreviation may cause problems with matching your license information with other system information. Enter the referee's gender and date of birth. The referee's birthday is necessary to determine course eligibility and course assignment requirements.

[illegible]

Select your role as REFEREE.

The screenshot shows the 'REFEREE TO REFEREE' registration form. The 'CHOOSE YOUR ROLE' section at the bottom left has three radio buttons: 'COACH', 'REFEREE' (which is selected), and 'BOTH'. A red box highlights this section. Other fields include 'EMAIL', 'PHONE OR QUALIFICATION STATE', 'PROFESSION', 'CITY', 'STATE', 'ZIP', 'COUNTRY', 'FIRST NAME', 'LAST NAME', 'GENDER', and 'ETHNICITY'. The 'SIGN UP' button is at the bottom right.

Enter your mailing address and primary contact number. Make sure you enter a complete mailing address including full street address. This address will be used to mail your referee badge. Additionally, your address will be used to help you find courses being hosted close to where you live.

This screenshot shows the same registration form, but with a red box highlighting the 'MAILING ADDRESS' section on the right side. This section includes fields for 'CITY', 'STATE', 'ZIP', 'COUNTRY', and 'PHONE'. The 'REFEREE' role is still selected in the 'CHOOSE YOUR ROLE' section.

Enter your ethnicity from the choices in the drop down list. US Soccer invites you to self identify your personal demographic information to help fulfill their commitment to achieving a diverse and inclusive sport. Your response is completely optional, so if you “prefer not to say” scroll down to that choice in the drop down list.

This screenshot shows the registration form with a red box highlighting the 'ETHNICITY' dropdown menu on the right side. The dropdown is open, showing various options. The 'REFEREE' role is still selected in the 'CHOOSE YOUR ROLE' section.

Check the two final boxes to indicate that you have read and agree to US Soccer's TERMS OF USE and PRIVACY POLICY. You may click the **red** link to read each one.

Finally, click the **SIGN UP** button to complete the account creation process. If you left any required fields blank, they will be identified. You will be prompted to confirm all the information you entered, make sure all is correct, then click **PROCEED**. If an account already exists with the email address you attempted to use, you will be unable to proceed. In this case, it's recommended you attempt to log in or use the forgot password function to regain access to your pre-existing account.

After completing the form, the system will attempt to match your information with historical referee records to see if you have ever received a referee license in the past. If an exact match on first name, last name, and date of birth is found, then the system will attempt to import your past referee licenses. **As a new first time referee, it is normal not to find a match.**

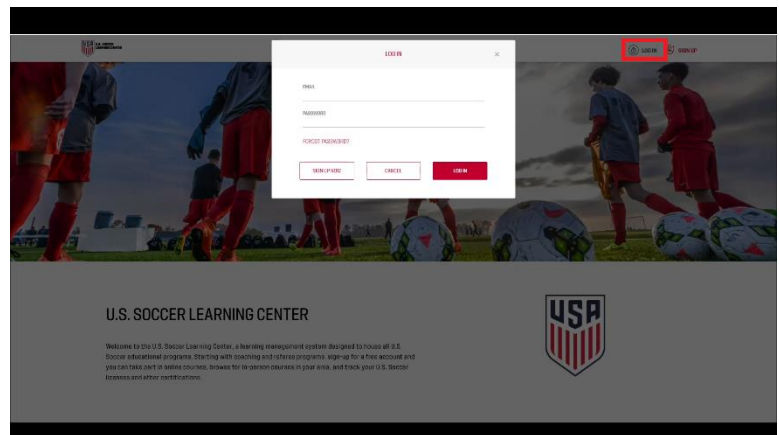
If the system cannot find an exact match and you know you have historical referee records (you have been a referee before) contact US Soccer by emailing referee@ussoccer.org for assistance.

After successfully creating an account, you will be taken to your user profile. From there, click COURSES at the top of the page to find and register of a course.

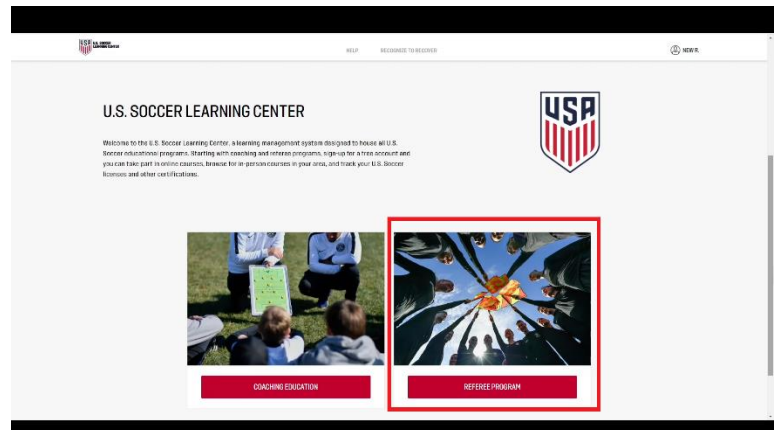
The next pages are instructions for finding and registering for a course.

STEP 2 – Find and Register for a Course

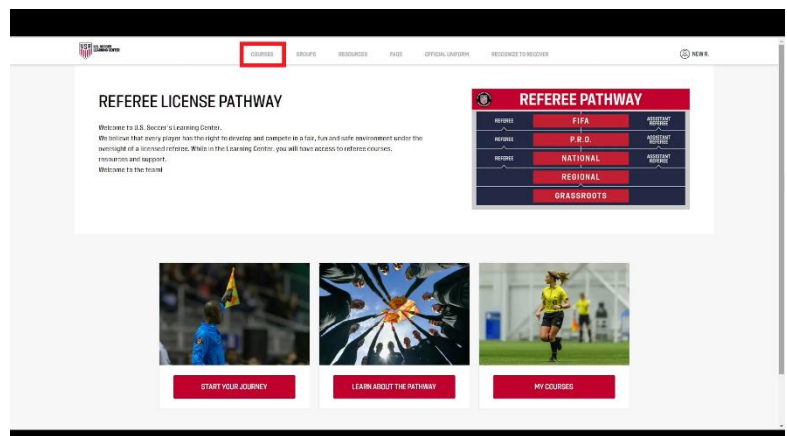
If not already logged in to the Learning Center, go to the Learning Center (learning.ussoccer.com). Log in with your email address and password.



Scroll down and click on the **REFEREE PROGRAM**.

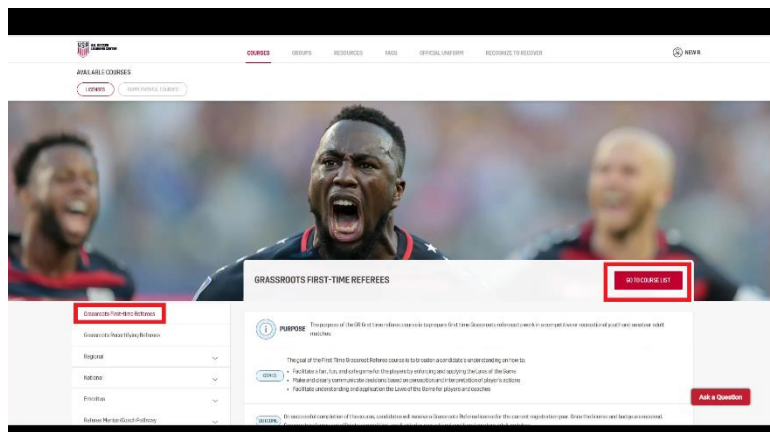


Click **COURSES** at top of page.



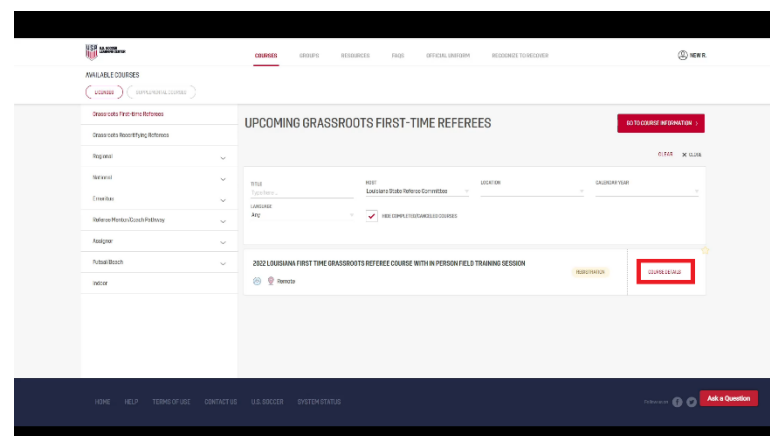
Confirm “Grassroots First-time Referees” is selected (red), then click **GO TO COURSE LIST**.

If you are looking for a RECERTIFICATION course, click on the “Grassroots Recertifying Referees” link. Then GO TO COURSE LIST.



On the Upcoming Grassroots First Time Referees course page, select “2022 Louisiana First Time Grassroots Referee Course With In Person Field Training Session” or a similarly worded course with a specific city location.

(RECERTIFYING referees should select the course “2022 Louisiana Grassroots Referee **Recertification** Course” or similarly worded course)

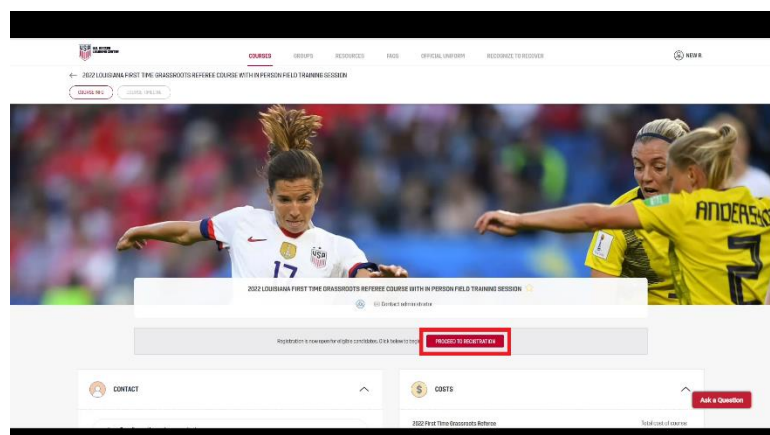


Select the course by clicking **COURSE DETAILS**.

If you don’t see a course listed, make sure HOST is set to Louisiana State Referee Committee, and LOCATION is blank.

Review the course details.

Click **PROCEED TO REGISTRATION**.



Fill in Emergency Contact information and check all the boxes.

Click **PROCEED TO PAYMENT**

Enter payment information.

The first time grassroots referee course fee is \$96 for a minor aged (17 or younger) referee which does not require a Background Screening.

The course fee for adults is \$126 which includes an additional \$30 for a required Background Screening. (background screening valid for 2 years)

Click **PAY NOW**.

Next you will be directed to the classroom page displaying tabs across the top of the page. Select the **ASSIGNMENTS** tab to see what you have to do for this course.

If you don't see the tabs, click Courses/My Courses/Go To Classroom.

To access each Assignment, click on the right facing arrow above the assignment or the right facing arrow next to the percent complete.

The next pages are to assist you in navigating through the assignment titled "Online Grassroots Referee Course". Although this assignment title says "course", it is not a full course and is indeed only just one of the assignments necessary to complete in the 2022 Louisiana First Time Grassroots Referee course.

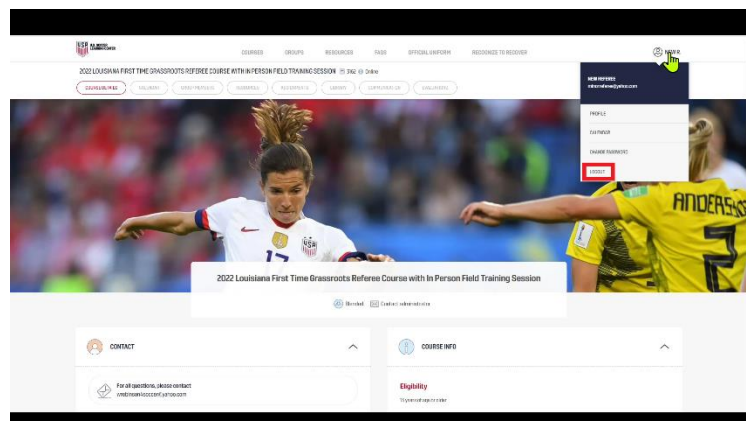
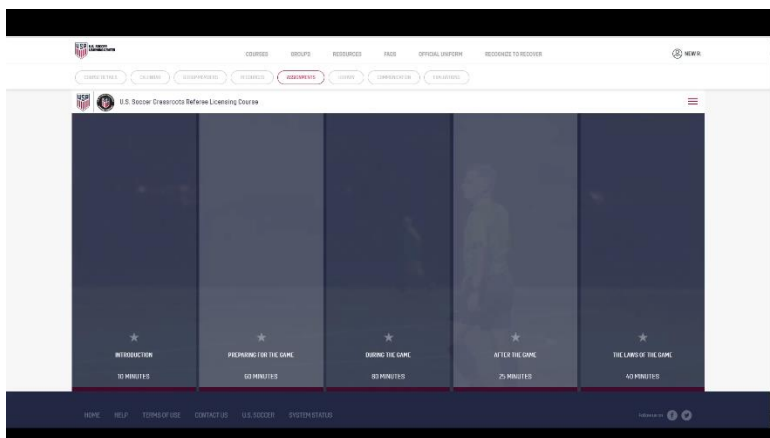
The Online Grassroots Referee Course assignment starts with a short introductory video. At the conclusion of the video, click the CONTINUE button.

This assignment has 5 sections. Each section contains videos and questions. The first 4 sections (Introduction, Preparing For The Game, During The Game, After The Game) must be completed in order. The 5th section (Laws Of The Game) may be accessed at any time.

Click the “star” to start each section. To progress through, you must read or watch each section. (There is no fast forwarding through). A “Continue” or “Submit” button will appear after completing the material. If you don’t see a button and it appears there is no way to move forward, carefully read the item to see what is requested. For example, the material may direct you to use the arrows to advance, or select each item to learn more, or answer a question. After selecting or answering, a Continue or Submit button will appear.

Your progress will automatically be saved.

When you are done with a session, make sure you log out of the Learning Center.



RETURN TO ASSIGNMENTS

When you want to return to your course assignments.

Log in to the Learning Center.

Scroll down and Click the Referee Program picture.

Click My Courses

And **GO TO CLASSROOM**

Click ASSIGNMENTS tab

