



# INFORMATION RELEASE

Website: [www.sasksoccer.com](http://www.sasksoccer.com)

## Sask Soccer Announces New Referee Online Registration System

March 24, 2011

Regina, Saskatchewan –

This memo is to explain to the district administrators and individual referees the new online registration system that Sask Soccer has introduced for SSA Certified Referees in order for them to register annually. Sask Soccer has decided to choose the E2E Soccer Company which we currently use for our PSL website and database management and Ref Centre the online assigning tool for referees as the database manager for Referee Online Registration. First here is the step by step process on how to register as a referee:

**Step 1:** Go to the online registration website which is <https://ssareferee.e2esoccer.com> or follow the path on our website Referees -> Ref Online Registration – sign up to be certified for 2011

**Step 2:** Type in your SSA Referee Number and your Family Name

Note\* If you do not know or forget your SSA Referee Number then you can phone or email me and I can retrieve it for you or you can click the link that says ***“Forgot your SSA number”***

Then a screen will appear asking you for your family name and date of birth. If you put that into the system your SSA number will then be e-mailed to the e-mail we have in our database. Now I have noticed that some of the dates of birth may also be incorrect through the data transfer of information especially with days getting mixed up with months. So for example if your birthday is April 3<sup>rd</sup> and you try to put in your birthday and it says it is not valid try March 4<sup>th</sup> and the year (04/03 or 03/04) before e-mailing me then change it to the correct birthday when you update your information.

**Step 3:** Once you have logged in your information that we have in our database will appear on the screen. Please go through the information and update all the information to make sure it is correct and add any missing information if applicable to you.

**All Referees must do this even if they are paying by cheque or cash and not online through pay pal or credit card.**

**Step 4:** After the required information is updated it will give you two options and they are listed below select one and click next:

- I wish to register and pay my registration fees with my credit card or Pay Pal account . I agree with the code of ethics found here
- I wish to register now but will pay later with a cheque. When I submit my cheque I will also enclose a signed copy of this form

**If option 1 is selected then it will take you to the pay pal portion or credit card option to pay online. You can select pay by credit card or login to pay pal at that time and use your pay pal account.**

**If option 2 is selected please remember to print out the registration form to bring in with your cheque or cash/money order. You will also receive an e-mail that informs you to do that as such to complete your registration.**

**Step 5:** Once you have completed your payment an e-mail gets sent out to you confirming that payment has been received if you paid online. As well the SSA office is notified by e-mail that you have registered and paid. If you pay by cheque then once the cheque is processed in our office the SSA will then go through the administration side of the database and select that you are now paid and registered and then again an e-mail notification will be sent to that individual referee.

**Troubleshooting questions so far:**

1. As mentioned above Birthdays could be interchangeable with the transfer of data between months and days. So for example if your birthday is April 3<sup>rd</sup> and you try to put in your birthday and it says it is not valid try March 4<sup>th</sup> and the year (04/03 or 03/04) before e-mailing me then change it to the correct birthday when you update your information.
2. If you try to fill in the information it may say that you are not registered in the database system or there is no name added to the system. If that message comes up please e-mail me and I will add you to the system. There are a couple reasons for that one if you did not register in 2010 you won't be in the system, you may have simply just got missed, or you just recently took a clinic in the fall or early in the new year. For those people don't worry I will input you into the system and input that you have all paid since any people who just took an entry level referee clinic from September 2010 forward carried forward their registration until the end of 2011.

Those are the biggest two so far that people have been requesting information in regards to the online system but I will update everyone with more information as it arises.

Now the registration deadline for Referees is approaching quickly March 31<sup>st</sup> 2011 but what that means is that their referee membership for 2010 expires then and they need to register for 2011 if they wish to referee that current year.

## **Feature for Districts and Administrators**

- After the bulk of registrations are submitted I will be issuing a District account to all districts with registered referees so that they are able to view the list of referees in their district who are registered. This will provide your local assignor access to the registered referees and their contact information if needed. It will also update the list of registered referees within your District as they register so that you make sure all referees are in compliance with the CSA and SSA in terms of Registration.

If there is any other questions please feel free to send me an e-mail at [d.masch@sasksoccer.com](mailto:d.masch@sasksoccer.com) for help or to get further clarification on the registration process. If there are problems please let me know as well since this is the first year there will be some growing pains but we cannot fix the problems without knowing what to fix. Also if you would like a list of referee registration numbers as a district administrator since you are paying for your referees registration then simply put together a list of referee names and update the data fill in the registration form so I can double check and then submit one cheque for your referees.

Thanks again and good luck with the registration process.

**For more information about the news release or referee online registration please contact:**

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