How to Recertify (Grade 7, 8, 9)

This document will explain how to recertify for 2016 if you are a Grade 7, 8 or 9 referee in the state of Washington.

Badges

Badges will be mailed to you from USSF by about Dec 1, 2016 or 6-8 weeks after you complete your recertification, whichever is later.

You do not need a physical 2016 badge to referee games in 2016. It is only required that the WSRC website (<u>www.wareferees.org</u>) shows you are certified for 2016. Everyone will agree it is nice to have the badge, though.

Requirements (Last certified in 2011, 2012, 2013, 2014)

You have completed recertification when all your requirements are met. Grade 9 Requirements:

- Grade 9 referees must upgrade to Grade 8 to recertify for 2016. Grade 9 is no longer supported in Washington state. To upgrade, sign up and attend a Referee New (Grade 8) clinic.
- Pay 2016 Registration Fee of \$50 + the Upgrade Fee of \$15
- Complete the Online Referee New (Grade 8) Course
- Attend the Referee New (Grade 8) clinic
- Pass the 50 question multiple choice test with an 80% or better score

Grade 8 Requirements:

- Pay 2016 Registration Fee of \$50
- Sign up and attend a Referee Recert or Supplemental Training Grade 7 & 8 & Emeritus clinic
- Complete the Online Referee Grade 8 Course

Grade 7 Requirements:

- Pay 2016 Registration Fee of \$55
- Sign up and attend a Referee Recert or Supplemental Training Grade 7 & 8 & Emeritus clinic
- Complete the Online Referee Grade 7 Course

Requirements (Last certified before 2011)

If you were last certified before 2011, you must start the certification process over by attending a Referee - New (Grade 8) clinic.

State Cup Games, State Tournaments, Out of State Events, etc. Requirements for WASRC Selection or Assignments

Grade 7 and 8 Referees <u>may</u> be required to complete some or all of the requirements below in order to be selected for State Cup games, State Tournaments, Out of State events, etc.

- 1. Attendance at one or more "Qualifying Event" such as:
 - a) Referee Development Academy (RDA)
 - b) Regional Training Seminar (RTS)
 - c) Other WASRC Sponsored training events such as Advanced Clinic, Founders Cup, Big Boys Tournament, Referee Development Team and "By Invitation Only"
 - d) Regional / National events such as Presidents Cup, Far West Regionals, Veterans Cup, Development Academy
- 2. Fitness Test
- 3. Practical Evaluation (Assessment)

Log onto WAReferees Website - <u>www.wareferees.org</u>

Click on "Login"



A) If you have an active account on WAReferees, enter your Username and Password and click "Login".



B) If you don't have an active account (i.e. you've never logged into WAReferees.org before), then lookup your temporary username and password by entering your Last Name and your Birth Date in the Member Lookup section. Then click "Lookup".

If you do not know your WASRC username and password, please enter your last name and birthdate to lookup your record.

Member Lookup	
Last Name	Birth Date
Robertson	09/08/1958
	Format: mm/dd/yyyy

If you cannot find your account information, please contact the WASRC office at waadmin@wareferees.org or phone 206-588-6051 (Admin)

You will then select yourself from the list of people presented by clicking "Select".

If you do not know your WASRC username and password, please enter your last name and birthdate to lookup your record.

ember Lookup							
Last Name		Birth D	ate				
Robertson	Robertson		09/08/1958				
Lookup		Format	t: mm/dd/yyyy				
Name	USSF ID	Lo	cation				
Robertson, Ken	2007092150	080875 640	1 82nd Ave SE	Select			

If you cannot find your account information, please contact the WASRC office at <u>waadmin@wareferees.org</u> or phone 206-588-6051 (Admin)

You will then be prompted to verify the email address that is on file. If it is correct an email will be sent to this email address which will contain your temporary username and password. If it is not correct, you will need to contact the WASRC office to get your temporary username and password.

If you do not know your WASRC username and password, please enter your last name and birthdate to lookup your record.

Member Lookup								
Last Name Robertson	Birt 09/	h Date /08/1958						
Lookup Name	Fori USSF ID	mat: mm/dd/yyyy						
Robertson, Ken	2007092150080875	6401 82nd Ave SE	Select					
Userid and Password to be sent to : WSRCWebmaster@gmail.com Is this email address correct? Yes No								
-								

If you cannot find your account information, please contact the WASRC office at waadmin@wareferees.org or phone 206-588-6051 (Admin)

Find a Clinic

Once you have logged onto the WAReferees website, scroll down until you find the "Clinics to Reserve" section. Within this section you will see the clinics which you may reserve. Within the Recertification area, choose a clinic by clicking on the associated "Reserve Clinic" button.

What to Do If No Clinics are Listed

If no clinics are listed, the website needs to know that you want to see recertification clinics. To tell the system this do the following. During this process the website will take you through the sign up process.

• In the "I want to" dropdown box, choose "Register for a Clinic or Fitness Test"

	Washingtor	State Re	feree C	Comm	nittee 🧯	FFEREES
Home	Your SRC - Administration - Registr	ation - Instruction -	Assessment-	Assignors-	Member Info Page	LogOut
Washingt 2701 Cali Seattle, V	on State Referee Committee fornia Ave. SW #113 /A 98116-2183				Phone: 206-588- waadmin@wa	6051 (Admin) areferees.org
		Member Information	on Page			
	Logged	n as Paige S Robertso	n aigeRoberts	on)		
I want to:	?	New Refuree Info	rmation	Website	Help	Logout
	?					
	Register for Clinic or Fitness Test	pn				
	Create Registration Request	Initial Last Name				
	Order Replacement Badge	S Robertson				
	Request Referee Assessment	3 02-East King County Distr	rict			
		account linked to WA SRC	account.			
	Find Assignors for Games					
	Find a Referee Mentor					
	View My History	rations Badge Year				
	Resend last Payment Receipt	/outh 2015 A	Arbiter			
	Record surrent Deferre Desistration Dessint					

- Review your Personal Information if the website asks and click "Submit Personal Information Update"
- Set the "Badge Year" to the appropriate year (the clinic years run from July 1 to June 30)
- Answer the "Legal Question"
- Set the "Official Type" to "Referee"
- Set "Referee" to "Recertification"
- Click "Submit Request"

Step 1 of 3: Create 2016 Registration to Request Clinic or Fitness Test for Paige Robertson

Change Badge Yea	r
0 2015	
2016 Select the sel	his for clinics in July or later.
Blassa anawar Log	al Question:
Flease answer Leg	al Question.
Have you ever been	convicted of a felony, a crime of violence,
any crime against an	individual, or fraud?
Ves No	
Select Soccer Offic	tial Type(s) for your Request:
	Pafaraa
Referee Ins	tructor Assessor Assignor FUTSAL
Referee	
Registration Type	Recertification Upgrade Oowngrade
	Fitness Test Supplemental Training
Grade Level	Referee 8 - Competitive Youth

• Choose a recertification training clinic you wish to attend.

p 2 of 3 : Reserve the Clinic								
Click Here for help with Clinic Rese	rvations							
Clinic Location: 💷 🔻	CI	inic Badge Yea	r 2016		Or	line Course H	elp	
Referee Registration Type : 1016 Grade 8 Recertification								
liosed, Full of Cancelled Clinics		Class Date/Time	s	Addre	ss	Location		
Referee - Recert or Supplemental Training Grade 7 & 8 & 6E-0715-HR78E-0001	Emeritus	Tuesday 7/7/2015 CANCELL	ED	2377 Up	oriver Dr	Spokane, WA	(Clinic Cancelled
Referee - Recert or Supplemental Training Grade 7 & 8 & 02-0815-HR78E-0014	Emeritus	Saturday 8/1/2015 T	BD	TBD		Mercer Island, V	VA I	Full
Available Clinics								
	Class I	Date/Times	Addres	s	Locat	ion		
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-0815-HR78E-0002	Tuesday 8:30 PM	8/11/2015 6:30 PM -	2733 No Blvd	rthwest	Spokar	ne, WA	Reserv	ve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 1C-0815-HR78E-0021	Wedneso 8/26/201	lay 5 5:30pm - 8:00pm	8811 Air	port Rd	Everet	i, WA	Reser	ve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-0915-HR78E-0007	Tuesday 8:30 PM	9/8/2015 6:30 PM -	2733 No Blvd	rthwest	Spokar	ne, WA	Resen	ve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 05-0915-HR78E-0003	Monday 8:30PM	9/14/2015 7:30PM-	1309 Fra Street	ınklin	Vancou	uver, WA	Resen	ve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 05-0915-HR78E-0004	Monday 8:30PM	10/12/2015 7:30PM-	1309 Franklin Vanco Street		Vancou	Vancouver, WA		ve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-1015-HR78E-0008	Tuesday - 8:30 PM	10/13/2015 6:30 PM	2733 No Blvd	rthwest	Spokar	ne, WA	Reser	ve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-1115-HR78E-0009	Tuesday - 8:30 PM	11/10/2015 6:30 PM	2733 No Blvd	rthwest	Spokar	ne, WA	Reser	ve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus	Monday 8:30PM	12/14/2015 7:30PM-	1309 Fra Street	ınklin	Vancou	iver, WA	Reser	ve Clinic

• "Pay" the fee for the clinic by clicking "CHECKOUT: Click here to pay fees and complete your Reservation"

Step 3 of 3: Checkout to pay the Associated Fees

ompleting your Request and Paying Fees:							
You have pending fees for the following iten	15:						
2016 Referee Grade 8 USSF Registration Fee	\$50.00 Remove Item						
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-0915-HR78E-0007 Clinic Fee	\$0.00 Remove Item						
	Total Fees: \$50.00						
You will only be charged for items in Green. Put your mouse on any items in Red to view why they are not available for payment.							
Click Here for help with Fees	K						
CHECKOUT: Click here to pay fees and comp	lete your Reservation						

The website will show you a receipt for the clinic and also email you a receipt. The receipt contains the address and the clinic session times.

Click "Return to Home Page" to end the sign up process.

	v	Vashing	ton Sta	ate Re	feree C	Comm	ittee 🧯	HINGTO
Home	Your SRC+	Administre ion-	Registration -	Instruction -	Assessment-	Assignors-	Member Info Page	LogOut
		4	Logged in as Pa	ige S Robertso	on(PaigeRobert	son)		
Return to	Member Info Page	9						Logout
Washington 2701 Califo Seattle, WA	n State Referee Co ornia Ave. SW #113 98116-2183	ommittee 3					Phone: 206-588- waadmin@wa	6051 (Admin) areferees.org

What to Do When Clinics are Listed

Below is an example of a Grade 8 referee who lives in District 02-East King County. These are his recertification clinic options within East King County. By changing the "Clinic Location" drop down, he could see clinics in other parts of the state which he may attend.

nics to Reserve or that you have Reserve	ed:							
Click Here for help with Clinic Reser	rvations							
Clinic Location: 💷 🔻		inic Badge Yea	r 2016	•	On	line Course H	lelp	
Referee Registration Type : 2016 Grade 8 Recertification								
Closed, Full of Cancelled Clinics		Class Date/Time	e	Addro	ee	Location		
Referee - Recert or Supplemental Training Grade 7 & 8 & 1 6E-0715-HR78E-0001	<u>Emeritus</u>	Tuesday 7/7/2015 CANCELL	ED	2377 Up	oriver Dr	Spokane, WA		Clinic Cancelled
Referee - Recert or Supplemental Training Grade 7 & 8 & 1 02-0815-HR78E-0014	<u>Emeritus</u>	Saturday 8/1/2015 1	BD	TBD	Mercer Island, WA		Full	
Available Clinics								
	Class [Date/Times	Addres	s	Locat	ion	$ \subset $	
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-0815-HR78E-0002	Tuesday 8:30 PM	8/11/2015 6:30 PM -	2733 No Blvd	rthwest	Spokan	ie, WA	R	eserve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 1C-0815-HR78E-0021	Wednesd 8/26/201	lay 5 5:30pm - 8:00pm	8811 Airj	port Rd	Everett	, WA	R	eserve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-0915-HR78E-0007	Tuesday 8:30 PM	9/8/2015 6:30 PM -	2733 No Blvd	rthwest Spokane, W		ie, WA	R	eserve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 05-0915-HR78E-0003	Monday 9 8:30PM	9/14/2015 7:30PM-	1309 Fra Street	nklin	Vancou	Vancouver, WA		eserve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 05-0915-HR78E-0004	Monday 8:30PM	10/12/2015 7:30PM-	1309 Franklin Vano Street		Vancou	Vancouver, WA		eserve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-1015-HR78E-0008	Tuesday - 8:30 PN	10/13/2015 6:30 PM 1	2733 No Blvd	thwest	Spokan	ie, WA	R	eserve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus 6E-1115-HR78E-0009	Tuesday - 8:30 PN	11/10/2015 6:30 PM	2733 No Blvd	thwest	Spokan	ie, WA	R	eserve Clinic
Referee - Recert or Supplemental Training Grade 7 & 8 & Emeritus	Monday 8:30PM	12/14/2015 7:30PM-	1309 Fra Street	inklin	Vancou	iver, WA	R	eserve Clinic

Pay your 2014 Registration Fee

Once a "Reserve Clinic" button has been clicked, the 2014 USSF Referee Registration Fee will appear in the Fee Items area. Click on "CHECKOUT: Click here to pay fees and complete your Reservation" to pay for your recertification and reserve you place at the clinic.



You may pay by credit card, debit card or by mailing in a check or money order.

Attend the Clinic

You must attend the clinic you've signed up for to get recertified. You may attend the clinic before or after completing the Online Lessons.

Take the Online Lessons

Once you've paid for your 2014 registration you will be able to take the Online Lessons required for recertification. You may complete the online lessons before or after the clinic. (Note: Grade 9 recertification only requires the Online Lessons. It does not require an in class clinic.)

On the Member Information page, scroll down to the Clinic Reservation section. There will be an "Online Lessons" button next to the clinic you reserved. Click this button to begin the Online Lessons. You may stop the lessons at any point between lessons and then pick up where you left off at a different time. It takes approximately 3 hours to complete the Online Lessons.

Clinic Reservation									
Click Here for help with Clinic Reservations Please reserve a clinic, transfer to another clinic or Retest below. If you Reserve a clinic and then want to transfer to another clinic, you may use the transfer button next to the clinic you reserved below to transfer to another clinic. If there is no transfer button, it is too late because the clinic you reserved is beyond the cutoff date (clinic is closed). If you do not pass the written test, once the scores are posted by the instructor, a retest button will be next to the clinic you reserved, and you can use that function to retest online or at a different clinic. There is no charge for this. Clinic Location: O2-East King County District Online Course Help									
Referee Registration T Grade 8 Available Clinics	Clinic Location: 02-East King County District Contine Course Help Referee Registration Type : Grade 8 Recertification Available Clinics								
Referee - Grade 7/8 Hybrid Online Recert 02-1013-HR78-0300	Mon 10/7/2013 7:00pm- 9:00pm	16250 NE 74th St	Redmond, WA	Reserve Clinic					
<u>Referee - Grade 7/8</u> <u>Hybrid Online Recert</u> 02-1013-HR78-0288	Tue 10/22/2013 7:00pm- 9:00pm	12810 NE 178th St. - Suite 202	Woodinville, WA	Reserve Clinic		K			
Referee - Grade 7/8 Hybrid Online Recert 02-1113-HR78-0289	Wed 11/13/2013 7:00pm- 9:00pm	12810 NE 178th St. - Suite 202	Woodinville, WA	Reserved	<u>Transfer</u>	Online Lessons			
Referee - Grade 7/8 Hybrid Online Recert 02-1213-HR78-0290	Tue 12/10/2013 7:00pm- 9:00pm	12810 NE 178th St. - Suite 202	Woodinville, WA	Reserve Clinic					
<u>Referee - Grade 7/8</u> <u>Hybrid Online Recert</u> 02-0813-HR78-0257	Tue 8/27/2013 7:00pm- 9:00pm	13103 NE 175th St	Woodinville, WA	Reserve Clinic					

On a side note: If you need to transfer to a different clinic, simply click the "Transfer" link next to the clinic you have reserved and you will be prompted to choose a different clinic.

Online Lessons

There are a number of lessons that need to be completed. Click on the "Start the Lesson" button to watch a short video and answer questions about it. You may not skip through the video or you will not get credit for the lesson. If you miss any questions at the end of the video on the first try you will not get credit for the lesson. If you don't get credit, you will need to take the lesson over.

Please see the "Online Course Help" for more about taking the online lessons.



After each lesson click the "Push to Update Lesson List" button to refresh the page. If a lesson is completed correctly, it will say "completed". If it is not complete correctly, it will say "incomplete". To retake a lesson, click 'Retake Lesson".

Known Problems with the Online Lessons and What to do About Them

"Complete" or "Incomplete" is not Displayed

Due to synchronization issues, the website may not get a status back from the USSF lesson module. In this case, "Status Pending (updated in 24-48 hours)" will appear after you complete a lesson. This synchronization problem will be cleared up each evening about 10PM when system synchronization is completed with USSF. If this problem doesn't clear itself up within 2 days, please contact <u>WSRCWebmaster@gmail.com</u> and send in the confirmation email showing you completed the lesson.

Website Reports an Error at the End of a Lesson

Lessons entitled "Law 5a – Concussion Awareness" and "2013 Law Changes" have a compatibility issue between older versions of Adobe's Flash Player and Microsoft's Internet Explorer browser. To fix this problem you can either download the latest version of Adobe's Flash Player from Adobe's website or use a different browser such as Google's Chrome or Firefox.

Taking Lessons Directly from USSF Website Will Not Work

If you don't use the WAReferees website to take the online lessons there is no guarantee you will get credit for taking the lessons.

Follow the Instructions

Read and follow the instructions or you may not get credit for the lesson.



Click "Remember Me" and your browser should be able to save you from entering this information for each lesson.



Guestbook

Please provide the following information so your activity and results can be reported to U.S. Soccer and your State Referee Association. Enter a Clinic Number only if instructed to so by your State Referee Association.

Click Submit when you have entered the requested information.

First Name*	Ken
Last Name*	Robertson
Email*	WSRCWebmaster@gmail.com
State Association*	Washington 🔻
Clinic Number	02-1113-HR78-0289
	🗶 Remember Me
	Submit
	Powered By 应 brainshark

At the end of each lesson, a Green or Red message will tell you if you have completed the lesson. Be sure to wait for the Green message you won't get credit.

Lesson Completed Successfully



Lesson Not Completed



Completion of the Online Lessons

Once you have completed all the online lessons it will tell you so in the Clinic Reservation section of the Member Information page.

Clinic Reservation							
Click Here for help with Clinic Reservation Please reserve a clinic, trans clinic, you may use the trans button, it is too late because test, once the scores are po function to retest online or a	sfer to another clinic or fer button next to the cli e the clinic you reserve sted by the instructor, a t a different clinic. There	Retest below inic you rese d is beyond t a retest button e is no charg	 If you Reserve a cli rved below to transfe he cutoff date (clinic n will be next to the cl e for this. 	nic and th r to anoth is closed inic you r	nen want ner clinic). If you c reserved	to transfer to If there is no do not pass th I, and you can	another transfer e written use that
Clinic Location: 05-Southwest	District	Online	e Course Help				
Referee Registration Type : Grade 8 N	lew Registration						/
Available Clinics						V	
	Class Date/Times	Address	Location				
Referee - Grade 8 New 05-1013-ER9-0316	Tue 10/8/2013 5:30PM- 9:30PM Wed 10/9/2013 5:30PM- 9:30PM	4000 NE 78th St.	Vancouver, WA, WA	Reserved	<u>Transfer</u>	Online Complet	