

REFEREE REGISTRATION AND CERTIFICATION PROCESS FOR NEW REFEREES

Remember - referee grades are not school grades. The referee grades refer to the level of game that a referee is authorized to officiate. Starting referee grades are: Grade 12/Assistant Referee (mainly used to meet the STAR requirement), Grade 9/Recreational Referee, or Grade 8/Referee. Most new referees will take the Grade 8/Referee course. Read the DEFINITION OF REFEREE GRADE LEVELS by clicking [here](#).

1. Register as a new user at USSF <https://www.ussoccer.info/Login.aspx>
 - Below the "User ID" and "Password" Blocks you will see the following line.
"If you have NEVER been a referee and you want to sign up for a NEW registration - New User?
Click here for NEW USER sign up"
 - Click on "**Click here for NEW USER sign up**"
 - After you create a Used ID and Password and filled out the rest of the required fields on the form, click "Save" at the bottom of the form.
 - You will be redirected to a new page that says "**User Registration Confirmation**". You are now registered as a user on the USSoccer Info website. Click on "login" to register as a referee. Login using the User ID and Password that you just created.
2. On the opening page "**Welcome to the Official U.S. Soccer Registration System**" click on "[Click here to Register](#)"
 - The "**Referee Registration 2012**" form appears.
 - Verify the "**Biographical Information**" block.
 - In the "**Register As ***" block check the "Referee" block. The "**Referee Grade Details**" block opens.
 - At the "Grade Level" pull down select either grade 8, 9, or 12 depending on which referee class you are going to take. Remember **referee grades are not school grades**. See note above. Most new referees will select grade 8.
 - At the "State Of Registration *" pull down select "DC/Virginia". You will notice some screen changes, particularly the addition of a \$25.00 State Administration Fee. This is the new referee class fee.
 - Answer the "**Conviction**" and "**Terms and Conditions**" questions.
 - Pay the registration fee, which for Referee grades 8, 9 or 12 is \$65.00. You must pay by credit card when registering at US Soccer. If you cannot pay by credit card, please contact the instructor of the class that you wish to attend.
 - Click "**Continue**" and wait for the payment confirmation page to open.
 - **PRINT CONFIRMATION PAGE AND BE SURE TO BRING THE PRINTED PAGE TO CLASS**

IMPORTANT: BEFORE PROCEEDING TO THE NEXT STEP, YOU MUST WAIT ONE DAY. THIS IS NEEDED TO UPDATE THE TWO DATABASES.

3. Sign up for class at the MDCVSRP website.
<https://www.youthleaguesusa.com/mdcva/2011/Profile.html>
 - Use the login User ID and Password for the USSoccer.Info that you created in step 1 above.
 - Open your profile and select "Register for a Class".
 - Under the filter "type" select new referee and then select the class that you want to attend. Scroll down to the bottom and select "REGISTER FOR CLASS (ES)".
 - A new screen opens. Under "Select a payment Option" select "Free Class/Clinic" (you have already paid for the class at the USSoccer.info web site)
 - Select "Complete Registration". A "Certification of Registration" screen opens.
 - **PRINT OUT "Certification Registration" PAGE AND BE SURE TO BRING THE PRINTED PAGE TO CLASS.**
4. You must attend the entire class that you signed up for in Step #3.
5. Take and pass the appropriate referee test as part of the referee class.