

REFEREE REGISTRATION AND CERTIFICATION PROCESS FOR RETURNING REFEREES

1. Login to the USSoccer.Info website <https://www.ussoccer.info/Login.aspx>
 - **NOTE: If you have lost your login ID or passwords use the “Forgot Password?”, “Referee Trouble logging in?” or “Forgot USSFID?” at <https://www.ussoccer.info/Login.aspx> . You may also call Carol at the Metro DC-Virginia State Referee Program office at 703-491-1717 for help. DO NOT LOG IN AS A NEW USER.**
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 the appropriate grade.
 - At the “State Of Registration *” verify that “DC/Virginia” is selected. If you need to change state affiliation you may do it now by checking the “Do you wish to change the Registered State?” block.
 - DO NOT SELECT “UPGRADE” UNLESS YOU ARE READY TO GO THROUGH THE ENTIRE UPGRADE PROCESS. Selecting this here will only slow down the approval process.
 - 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 same login User ID and Password for the USSoccer.Info to login here.
 - Open your profile and select “Register for a Class”.
 - Under the filter “type” select the appropriate class 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 CLASS CONFIRMATION 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.

NOTE:

Referee Grades 7 through 1 and referees wishing to upgrade have additional steps required to complete their registration process. A completed “Senior Referee Certification Checklist” must be submitted to the State Office when all requirements for grade maintenance or upgrade have been met.