1. Login to the USSoccer.Info website [https://www.ussoccer.info/Login.aspx](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](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.

   - 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 US Soccer.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.