



## 2023 South Dakota NEW Referee (Outdoor) Class Registration Instructions- ONLINE

### FOR NEW OUTDOOR REFEREES ONLY

1. You must set up a learning center account. Follow this link to instructions....  
<https://usys-assets.ae-admin.com/assets/923/15/refs-LearningCenterSignUp.pdf>
2. IF YOU ARE 18 YEARS OF AGE OR OLDER, you must submit a background check every two years. You can register for the class, but you cannot complete certification until the background checks clears. (For those 18 and older, the background check will cost you \$30 to submit, but your referee registration fee will be discounted \$30 to offset this cost). Details on this will be included in the course registration.
3. Once your account is set up, follow this link to a video which explains the class registration process (scroll to the bottom of the page).  
<https://ussoccerfederation.force.com/lcsupport/s/article/How-to-find-and-sign-up-for-a-course-in-the-Learning-Center>
4. As is explained in the video, once logged into your profile page, click on or hover over "Courses" on the top tool bar.
5. On the "courses" page, you should see tabs for "my courses", and "available courses". Click on the "available courses" tab.
6. On the next page, make sure you click "Licenses" at the top of the page (left corner), then select "Grassroots- First Time Referee". On the Grassroots First-Time Referees page, select "Go to course list" on the right side (red box).
7. This should take you to page listing "Upcoming Grassroots First-Time Referees" classes. Make sure you select "South Dakota" on the drop-down box under "Host". On the course list, please find **"2023 Grassroots New Referee (Outdoor) Certification – Online (South Dakota) – For New Referees Only-** (either age 18 and older, or age 17 and younger as applicable) – **January 2023"** (PLEASE make sure you select the correct course)....and then click on "course details" on the right side of the page.

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8. It should take you to that course page. On the top of the page (in red) should be a box that states: "proceed to registration". Click that box.
9. A box should pop up that gives registration information, it should show a price package of \$60 (unless 18 years of age and older when a background check is needed, you will have already paid \$30 for the background check, so the course price will be an additional \$30), it will ask you for an emergency contact if you do not already have one entered, and it will ask you to check some disclosure boxes. Once filled in, you can then click "proceed to payment".
10. On the next page (payment), payment will have to be entered via credit/debit card (there is no mailing a check or cash option as this payment goes directly to US Soccer). Once you click on make payment, it will process, and give you a notice that payment was processed (if it all went OK). Once payment is confirmed, you can close the payment box...and you are registered for the course.
11. It should then land you back on the course Assignments page. On the course homepage, under the course description, there are several tabs shown. To take the course, you want to click on "assignments". Click on the open arrow on the right side of the page beside each assignment, and then complete all the material for each assignment (it will show you the percentage completed as you progress).
12. A couple tips. You can start and stop the course at any time. It is a good practice to save your progress before exiting the course. Also, when taking the final test, it will bring up the answers you missed again at the end of the quiz...you just need to keep answering until you get the questions correct (there is no pass/fail on the quiz).
13. Once all of these assignments show "Satisfactory", you are good to go, and you have completed the online portion of the course.
14. Once everything is completed, and your registration is approved by the Instructor (which may take a couple of days), you will receive an email from US Soccer with your course/referee registration certificate. A Referee badge will be mailed to you.

Thank you, and we look forward to seeing all of you out there on the pitch.

#### South Dakota State Referee Committee

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