

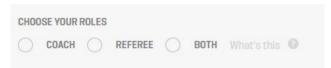
## 2024-2025 New Referee Instructions

Must be a minimum of 13 years old to certify when you start the process... NO EXCEPTIONS

Add the email address "notifications @learning.ussoccer.com" to your email address book to reduce the chance of correspondence from the USSLC being diverted to your spam folder.

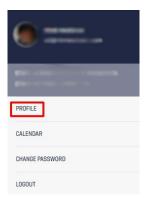
Navigate to <a href="https://learning.ussoccer.com/sign-up/personal-details">https://learning.ussoccer.com/sign-up/personal-details</a> to create an account...

- If < 18 years old, you MUST add a parent's our guardian's email; they have to validate their email address as well or your account will be locked after 24 hours!
- Make sure you choose either "Referee" or "Both" for your role(s)



 Double-check your mailing address to make sure your assignors will get sent to the right address!!!

Log into the site, then hover over your name in the right corner and select "Profile."



Scroll down on the left side of the screen to the box labeled "Relationships":



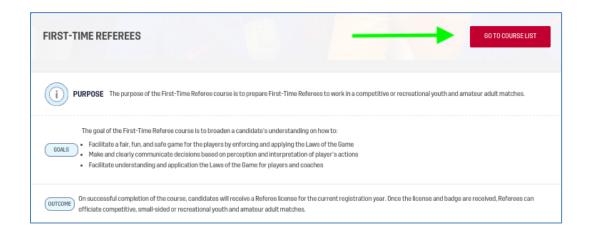
You should see "Minnesota State Referee Committee" listed as one of your relationships. If you do not see it, please click on "Manage My Relationships," search for Minnesota State Referee Committee, and add it to your Relationships. This will allow the SRA to track your account if you need help. If you do not have Minnesota State Referee Committee listed in your Relationships, the SRA will be unable to view your profile and will be unable to provide any assistance at all.

Once the Relationships have been confirmed, hover over Courses on the top bar, then select "Available

### Courses":



Feel free to read the information on the First-Time Referees Page. When you are ready to look for a class and register to begin online work, click on "Go to Course List."



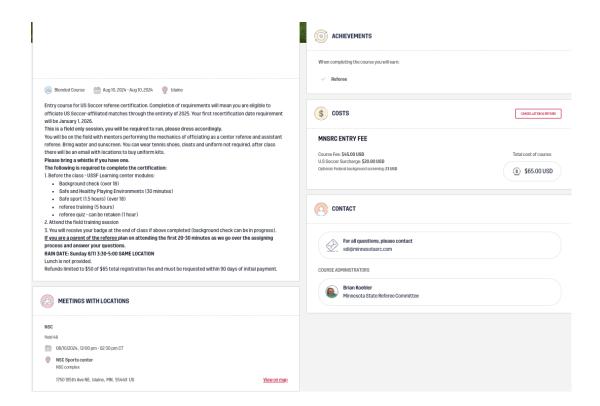
Please make sure the Host field shows "Minnesota State Referee Committee." If it doesn't use the drop-down menu to select it. This will ensure that you are only looking at courses sponsored by us.

On this page there will usually be several classroom sessions posted (we try to post classes at least three months in advance) along with a course labeled "2025 MNSRC Entry Level Referee Course". The course below is at NSC 8/10/2024



Once you are ready to select a class, click on the "Course Details" for that class:

This page will provide you with all details for that class. For example, here is the August 10 2024 at NSC in Blaine class:



The address, fees, and pertinent course information are all provided on this page. If this all looks good and you are ready to register, click on the red Proceed to Registration button at the top of the page:

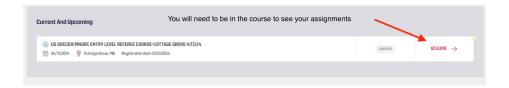
# PROCEED TO REGISTRATION

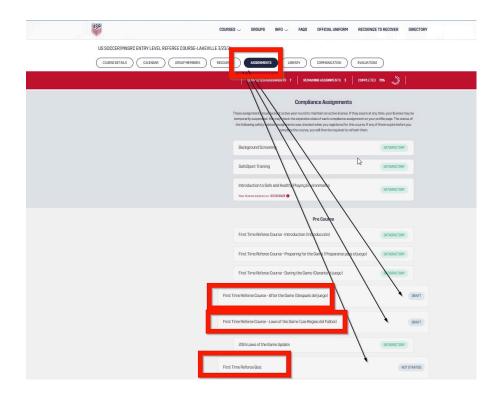
Here you will have to enter emergency contact information and check the boxes for all the disclaimers and releases, including the refund policy. Once you have done so, you can click "Proceed to Payment" and pay your fees:

### PROCEED TO PAYMENT

Once you are registered, the following online work is required to be completed. You should complete these before the course.

You can see the online modules you have left to complete for your course:





If you do not attend the field session, you will need to request a transfer. You will NOT lose any credit for any online work you have completed. Use the link: https://www.minnesotasrc.com/class-change

We also recommend you look at the supplemental material provided on the MNSRC website (<a href="www.minnesotasrc.com">www.minnesotasrc.com</a>) under MNSRC Education. Specifically, the topics provided in Basic Education and Match Environment Management give far greater detail than the Online Grassroots Course on essential topics for officials. This is optional, however, not required.

#### Mandatory on-field training:

- Outside or dome fields depending on time of year
- There will be time at beginning and end of session to ask questions you have about the online modules, quiz, and how to get assignments
- There might be multiple sessions in a day you are only required to attend one of them
- You will be running so dress appropriately
- If you are unable to attend the course, you must fill out the form <a href="https://www.minnesotasrc.com/class-change">https://www.minnesotasrc.com/class-change</a>
- Badges are handed out to attendees
  - Note: you will not be able to officiate games until you complete the online modules and pass the quiz, even if you are handed a badge.

The Minnesota SRC is limited to transferring, refunds, and questions about the on field courses. We **cannot** help troubleshooting the USSF website issues – ex: issues with background checks, user account, SafeSport. They have an online FAQ and support process. If you have issues with the course, please contact SDI@MinnesotaSRC.com.