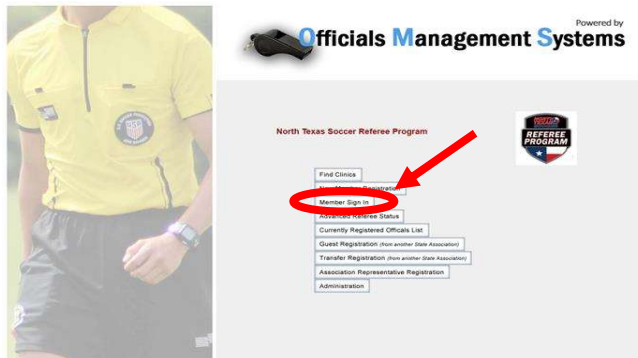


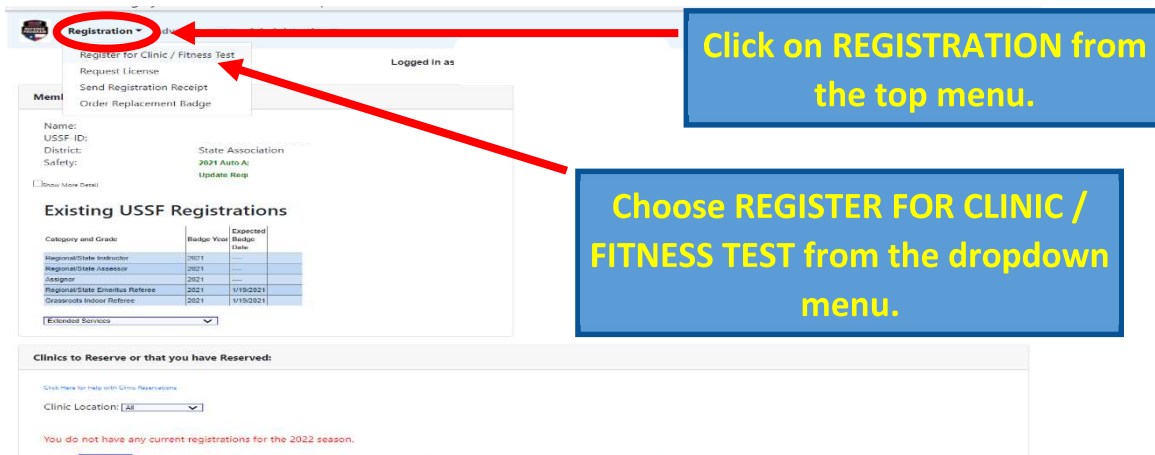


RECERTIFICATION HELP DOCUMENT

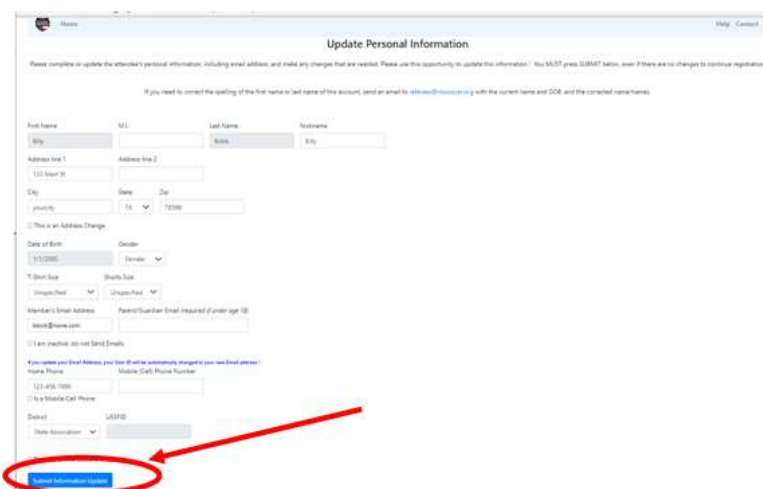
Step 1: Log on to <https://ntxreferees.omgtsys.com> and click on MEMBER SIGN-IN



Step 2: Click REGISTRATION from the top menu then choose REGISTER FOR CLINIC/FITNESS TEST from the dropdown menu.



Step 3: Review your profile and contact information and make necessary changes, then click SUBMIT INFORMATION UPDATE button at the bottom.





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Step 4: Answer the legal question appropriately, choose the licenses that you want to renew, and make sure RECERTIFICATION is marked for each license that will be renewed.

Step 1 of 3: Create 2022 Registration to Request Assessment, Clinic or Fitness Test for

Please answer Legal Questions:

Have you ever been CONVICTED of ANY of the following:

- a felony?
- a crime of violence?
- any crime against an individual?
- fraud?

☐ Yes ☐ No

Answer the legal question appropriately.

Select Soccer Official Type(s) for your Request:

- ☒ Referee
- ☒ Instructor
- ☒ Assessor
- ☒ Assignor
- ☒ Referee-Indoor
- ☐ Referee-Futsal
- ☐ Referee Coach

Choose the license types you want to renew.

Referee

Registration Type:

- ☒ Recertification
- ☐ Downgrade
- ☐ Fitness Test
- ☐ Supplemental Training

[Help with Selections](#)

Level:

- ☒ Regional/State Emeritus Referee

Make sure RECERTIFICATION is marked.

Step 5: Click on the RESERVE CLINIC button for each license recertification (referee, instructor, assessor, and/or indoor) and click the blue CONTINUE TO NEXT STEP button. You will be taken to a payment screen to review your order. The next screen will ask you to enter your payment information.

Step 2 of 3: Reserve the Clinic

Clinic Location:

Referee Registration Type: 2022 Regional/State Emeritus Referee Recertification [Check Status](#)

Available Clinics:

Clinic	Online Only	Reserve Clinic
Referee - Greenleaf Recertification SA-01-1221-Greenleaf	<input checked="" type="checkbox"/>	<input type="button" value="Reserve Clinic"/>
Referee - Emerald Regional & National Recertification SA-08-1221-Emerald	<input type="checkbox"/>	<input type="button" value="Reserve Clinic"/>

[Continue to Next Step](#)

Step 3 of 3: Checkout to pay the Associated Fees

Completing your Request and Paying Fees:

Your Requests and Associated Fees:

Item	Amount	Action
2022 Regional/State Emeritus Referee Recertification Fee	\$45.00	Remove Item
Referee - Emerald Regional & National Recertification SA-08-1221-Emerald Clinic Fee	\$45.00	Remove Item

Total Fees: \$90.00

You must pay BOTH the Registration fees and Clinic fee to reserve a seat at this clinic. You will only be charged for items in Green. Put your mouse on systems in Red to view why they are not available for payment.

Note: You must complete checkout for any Green item (even if it is in Red) to complete the order.

[Click here to help with fees](#)

[Click here to Complete Requests and Pay Fees](#)



RECERTIFICATION HELP DOCUMENT

Step 6: After payment, return to your home page and click the ONLINE LESSONS button for each license type to complete all online modules.

The screenshot shows the USSF Referee Portal interface. At the top, there's a navigation bar with 'Registration', 'Advancement', and 'Administration' dropdown menus, and links for 'Help', 'Contact', and 'Member Profile'. Below this, a 'Logged in as' status is shown. The main content area is divided into sections. The 'Member Information' section displays fields for Name, USSF-ID, District, and Safety, along with a 'Show More Detail' link. Below this is the 'Existing USSF Registrations' section. The 'Clinics to Reserve or that you have Reserved' section contains a warning message: 'WARNING: Online Lessons are not yet Complete. Please click on the Online Lessons Button to see which lessons are incomplete.' Below the warning, there's a 'Clinic Location' dropdown menu. The 'Referee Registration Type' section shows '2022 Grassroots Referee' and 'New Registration' with a 'Check Status' link. The 'Available Clinics' section lists a clinic with a phone number and a date. A red arrow points to the 'Online Lessons' button, which is circled in red.

SAFETY CERTIFICATIONS REMEMBER:

- All officials must complete **INTRO TO SAFETY** in the US Soccer Learning Center annually.
- Officials age 18 and older must complete **SAFESPORT** in the US Soccer Learning Center annually.