



MINNESOTA STATE REFEREE COMMITTEE

WWW.MINNESOTASRC.COM

Step-by-Step Instructions for New USSF Referees in Minnesota

STEP 1

Add the email addresses no-reply@minnesotasrc.com and news@minnesotasrc.com to the address book of the email program or website that you use.

STEP 2

Click on the yellow “New Referee Info” button on the MNSRC home page, www.minnesotasrc.com.



STEP 3

About halfway down the page, click on the Create Account link.

Step 1: Register with www.minnesotasrc.com

New referees must start the registration process by first creating an account on this website. If you haven't done so, please navigate to the **Create Account** page and set up your account.

STEP 4

Fill out the new account information to completion. Any items with an asterisk are required.

- If you are under 18 years of age, you must provide a parent's email address for the alternate email
- The primary address on the account must be unique from any other email address in our system. If it is not, the account request will be rejected

STEP 5

You should receive a confirmation email within 10 minutes at the primary email address. In that confirmation email is a link you should click on or paste into your browser to confirm the account. At that point you can log in with the user name and password you generated.

STEP 6

After logging in, click on “2021 Registration.” This will take you to the Video Summary page. Watch the registration instructions video and make sure you click the Finish button at the end to receive credit.



STEP 7

Return to the 2021 Registration page and pay your fees. You have to check the box for “Referee” to pay the \$40 USSF fee. The \$40 Minnesota State Admin fee will be automatically charged. Answer the Conviction question, then accept the Terms and Conditions (AFTER READING THEM to understand refund policies!), then submit the form. The page will then take you to the credit card submission page. After submitting your credit card information, the site will display a receipt and email one to the primary account.

STEP 8

Proceed to the Online Materials page. You must now complete US Soccer’s Grassroots Training Course and 10 MNSRC Online Topics. The MNSRC topics are done in order, but you can do them before or after the Grassroots Course. This takes about 8 hours in all.

Online Material

To access the US Grassroots Soccer Course

- 1) Go to <https://learning.ussoccer.com/referee/>. Click on “Sign Up” in the upper right corner.



Once you have created an account, log into that account using the “Log In” button.

- 2) While logged in, enter the following URL into your browser and hit enter:
<https://learning.ussoccer.com/referee/courses/available/7/details/439>
Please note that you MUST BE LOGGED IN when you go to this address in order to be able to register for the course!
- 3) Register for the course. The course title will say "Minnesota- Online Course (Hidden). This is the correct course. The left-hand column will likely highlight "Grassroots- Recertifying Referees." That's OK, you're still on the right page. You want to register for this course.
- 4) Click on the “My Courses” tab, then under “Entry Level Grassroots Referee Course Module” click on “Go to Classroom”



GO TO CLASSROOM >

- 5) Finally, click on the “Assignments” tab and click “Continue Grassroots Referee Licensing Course” to watch the course. This course takes about 4 hours to complete and does not need to be

completed in one sitting.



6) **If you live in another state (non-Minnesota residents only!!!)...**

MNSRC will be unable to confirm that you completed the US Soccer Grassroots course if your home address lists a non-Minnesota state. You will need to download your certificate of completion from the Learning Center, then go to the Upload, Grassroots Course option on the Referee menu on our website.



On this page you should upload the certificate using the instructions provided. The certificate will be reviewed, and, if accurate, you will be given credit for the course within 24 hours of upload.

PLEASE NOTE, this upload step is for NON-MINNESOTA RESIDENTS ONLY! If you have a Minnesota address, you DO NOT NEED TO UPLOAD YOUR CERTIFICATE!!!

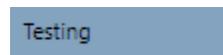
STEP 9

After completing all of the online course work, the Online Materials page will open up six more courses that you will need to complete. For the 2020 and 2021 registration years, these courses are the substitute for the classroom requirement. Due to COVID-19 and the effect on the SRC budget, we will not be re-instituting required classroom sessions until the 2022 registration year (after July 1, 2021).

Complete all six courses, including the 2020-2021 Law Changes, to complete the “classroom” requirement.

STEP 10

Upon completion of all online courses, go to the Testing page. Take and pass the Grassroots test (you have as many untimed attempts as you need to pass). Upon passing your 2021 APPROVAL STATUS in the dark blue column will change to PENDING (unless you still need to perform the background check, see Step 12). The SRA will approve you when she runs the next list.

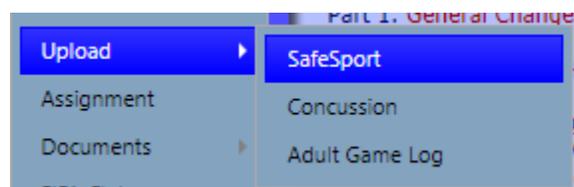


STEP 11 (AGE DEPENDENT, 18+ YEARS ONLY)

If you are 18 years old or older, you have to submit to a background check in order to be approved. Instructions for the check can be found here: <https://www.mnyouthsoccer.org/background-checks2>

After you submit your background check through MYSA’s Affinity website, you will also need to complete SafeSport training and upload the certificate to the MNSRC website. Full instructions for that process can be downloaded here:

<https://www.minnesotasrc.com/assets/documents/SafeSportInstructions.pdf>



If you are under 18, you do not need to complete these steps... Step 10 is your final step!