



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.

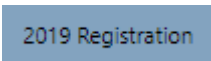
- If you are under 18 years of age, you must provide a parent's email address for the alternate email
- The primary address on the account must be unique from any other email address in our system. If it is not, the account request will be rejected

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 “2019 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 2019 Registration page and pay your fees. You have to check the box for “Referee” to pay the \$40 USSF fee. The \$20 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 all 24 online courses. This takes about 8 hours in all. We recommend doing it over at least four or five sessions, rather than all at once.

Online Material

STEP 9

After completing the last online course, proceed to the Clinics page. Select a clinic you would like to register for and submit the form. The page will update and provide you with full information for the clinic and your seat is reserved.

Clinics

STEP 10

Attend your clinic on the scheduled date. You must attend the clinic in its entirety. Splitting clinics is not permitted.

STEP 11

After the instructor credits you for attendance at the clinic, come back to the site and go to the Testing page. Take and pass the Grade 8 test (you have as many untimed attempts as you need to pass). Upon passing your 2019 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.

Testing

STEP 12 (AGE DEPENDENT)

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>

If you are under 18, you do not need to complete this step... Step 11 is your final step!