2019 Referee Recertification Instructions (All Grades)

There have been numerous changes in the registration process. You need to read these instructions completely to ensure that you meet the requirements for 2019 Registration. EXCEPTIONS: Life members – email sdi@wnyreferee.org and advise which clinic you wish to attend. You will be manually added to the course, after which you will be able to take the written tests.

UPGRADE CANDIDATES: If you did not pass your required assessments in 2018, complete the normal registration for your current grade. If you passed your assessments in 2018, follow the instructions provided by the SRA.

- **DOWNLOAD THE WESTERN NEW YORK STATE REFEREES APP** to receive updates and other information. It’s found in both the Apple and Android stores at no charge. (It may not work on iPads). Search for WNYSRA.
- Do not call anyone for assistance with registration. Send your inquiries by email to your DRA. If a phone call is necessary, the call will be scheduled at the convenience of both parties.
- The illustrations here show Grade 8/9 registration. The process is the same for all grades. You should only see recertification courses that are relevant to your grade.
- **Grade 9** officials must attend a basic recert clinic and pass the **Grade 8** written test.
- **Grade 8** officials must attend a basic recert clinic or, with permission of their DRA, an advanced clinic instead of the basic. **If a Grade 8 referee wants to attend an advanced clinic, he/she must:**
  a. Contact the DRA for permission. If approved, the DRA will provide necessary override code to register for the advanced clinic.
  b. Pass the **Grade 7** Written Test.
- Grade 5, 6, 7, 13 and 15 officials must attend an advanced recert clinic to maintain their grade. If you wish to downgrade to Grade 8 and attend a basic clinic, contact the SRA for assistance.
  - Grade 5 and 6 officials must complete the **Grade 6** test. (If you are an assessor, you will need to take the Grade 6 test for that registration. You can complete it here if you wish, and it will apply to that registration.)
  - Grade 7, 13 and 15 officials may complete EITHER the **Grade 7** or **Grade 6** test.
    o You can take both tests if you wish, but the “grade appropriate test is required to complete your registration.
- Officials are welcome to attend both clinic levels. You will only be able to register for the clinic required for your grade recertification. Just “show up” at the other clinic – no registration needed.
- When you log into Game Officials, do not type a “www” or “http” in the address bar. Simply type wnyreferees.gameofficials.net.
- **IMPORTANT:** **NEW** – The written test should be completed BEFORE the recert clinic. This allows you to identify questions you might want to ask, and allows the instructors to identify areas where many referees may need clarification. **If you do not complete the test before the clinic, IT MUST BE COMPLETED BY THE END OF THE CLINIC DAY.** If it is not completed, you will need to register for the makeup test which will result in an additional charge.
- Instructions for changing classes and for returning to complete the test are included at the end of this document.
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IF YOU HAVE FORGOTTEN YOUR USERNAME OR PASSWORD, USE THE LINKS ON THE SIGN IN PAGE TO RECOVER THEM.

Problems we are aware of with Game Officials

If you have followed the instructions and are getting an error message or otherwise are unable to complete the process, follow these instructions:

1. If you are involved in higher level matches or assessments and use US Soccer’s Game Officials account, make sure that you are in the Western New York account – at wnyreferees.gameofficials.net. The home pages look alike, but the content is completely different.

2. Try a different computer or browser. There are inconsistent problems with phones, iPads and similar devices. Sometimes they work, sometimes they don’t. There are also inconsistent problems with browsers – unfortunately, there isn’t one browser that “always” works or “never” works. If you have access to a different computer or browser, try that – it may work and save you a lot of time. Or it may not work.

3. NEW: Ignore the “Total Paid” field when you complete your registration. The system seems to be putting random numbers in that field. If you are concerned that you were overcharged, your best source of information is your credit card statement/account. If your statement indicates that you were charged more than required, send an email in accordance with the next step so that we can take corrective action.

4. Send an email to sdi@wnyreferee.org explaining the problem. “It doesn’t work” or “It won’t let me ....” don’t explain the problem. We need to know what you are trying to do and what happens when you try to do it. For example, “I’m trying to register for a recertification clinic and I get a message that there are no clinics of that type.” If you are getting an error message, try to include the exact words in the error message.

5. Don’t call. Emails are responded to within a day – generally within hours. If the matter can’t be handled through email, we will schedule a phone call at the convenience of both parties. Telephone calls and voice mails for help with Game Officials will not receive a response.
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FOLLOW THESE INSTRUCTIONS FOR REFEREE RECERTIFICATION

1. Log in to Game Officials as an “Official” at wnyreferees.gameofficials.net.
2. In the menu on the left side, click on “Courses.”

3. Click on “Referee Courses.”

4. Click on “2018 Grade (XXX) Referee Registration.” If your correct grade is not showing, send an email to sdi@wnyreferee.org. Your current grade should show here.
5. You will see a listing of courses. The courses are sorted by date. Find the course you wish to attend and click on the green course number in the far left column. (The number of students registered for the course shows in the column on the far right. If the class is full, you won’t be able to register and will need to select a different class.)

NEW: If you arrive at the clinic 10 minutes or more after the scheduled starting time, you will NOT receive credit for the course. If you leave before the end of the class, you will not receive credit for the course. In these instances, you will need to attend an alternate clinic. If it is the last clinic of the year, you won’t be able to register for 2019.

6. In the window that opens, click on “Register For This Course.”
7. On the page that opens, make sure that the data is correct. There must be an entry if the field name is in red. If not already entered, select your district from the drop-down menu above the yellow line. In the field highlighted in yellow, you must check yes or no. (If your answer is “yes” you need to contact the state referee administrator.) Near the bottom of the page you must agree to the two statements included and enter the date in the appropriate field. Once you have completed this, click on “SAVE (Add Registration)” at the bottom of the page.

8. Using the drop-down menu, select the type of card you want to use. MasterCard, Visa and Discover are accepted. Card information will be requested. Fill in all fields with red labels, then click on “Continue.”
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2019 Registration fees:
Grade 6: $75 USSF Registration, $90 Assessment Fee, $10 state maintenance fee = $175
Grade 7: $45 USSF Registration, $75 Assessment Fee, $10 state maintenance fee = $130
Grade 8: $40 USSF Registration, $10 state maintenance fee = $50
Grade 9: $40 USSF Registration = $40
Grades 13, 15: $75 USSF Registration, $10 state maintenance fee = $85

9. You’ll be asked to confirm your charge. Click on the confirmation button, and you will be
taken to the screen shown below. Click on “Load Session Tracker.”

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Location</th>
<th>Grades / Cost / Age</th>
<th>Status</th>
<th>Registered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, Nov 8 9:30am - 5:30pm (Must attend ALL sessions)</td>
<td>SPORTSUBLUX</td>
<td>Official: 00, 00</td>
<td>Click For Cost</td>
<td>1 of 25</td>
</tr>
</tbody>
</table>

This course has one or more online Sessions.

Click the button below to launch the Session Tracker.

Ignore this number

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10. The window below shows what will be displayed for Grade 6, 7 and Emeritus Referees. Grades 8 and 9 will see a similar window with different requirements. All registrations will start with the “Registration Acknowledgment” session. This appears as a “test” and you must accept all the statements. A score of 100% is required to move on in the registration process. After you complete the acknowledgment, the written testing sessions will be unlocked. Complete the written testing required for your grade:
   a. Grades 8 and 9 referees taking basic course must pass the Grade 8 test.
   b. Grade 8 referees taking advanced course must pass the Grade 7 test.
   c. Grade 7 and Emeritus referees may pass EITHER the Grade 7 or Grade 6 test.
   d. Grade 6 referees must pass the Grade 6 test.

11. Follow the on screen instructions to complete the written test required for your grade. A score of 80% or higher is required. If you don’t score at least 80%, you will have to re-take the test. Once you have completed the written test, you need not do anything further in Game Officials. Clinic attendance will be marked by an instructor. Fitness testing and assessments, if required, will be entered by an administrator.

12. REVIEWING YOUR TEST RESULTS. If you would like to review the test to see what you missed, follow these instructions:
   a. Log in as an “Official” and click on “Confirmed Reg” in the menu on the left.
   b. Click on the Course Number for the recertification course for which you have registered.
   c. Click on “Load Session Tracker.”
   d. Click on the test that you want to review.
   e. At the bottom of the dialog box, you will see columns labeled Attempt, Status and Score. To the right of each attempt the word “Review” appears in green letters. Click on that.
   f. A window will open showing a summary of your test. At the top of the page, in the black bar, you will see “Missed” and the number of questions you missed. Click on the drop-down menu and you will be able to review the questions you missed.
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CHANGING TO A DIFFERENT CLASS AFTER YOU’VE REGISTERED, AND RETURNING TO FINISH A WRITTEN TEST.

If you registered for a course and wish to change to a different session, send an email to sdi@wnyreferee.org indicating the date and location of the course you registered for, and the date and location of the course you want to moved to. (Game Officials has deleted the option for you to change classes on your own.)

When you log into game officials as an “Official” you will see this screen:

There are two ways to get to where you need to go.

- In the area circled in blue, you will see a list of any courses you have registered for during the registration year. Click on the green course number to open the course; OR
- Click on “Confirmed Reg” in the menu surrounded by the red box. This will open a listing of the courses you have registered for in the registration year. Click on the blue course number in the left column to open the course.

Once you open the course, you will see this window:

If you are returning to complete your written test, click on the “Load Session Tracker” button that is circled in red. In the window that opens, click on the session that you need to complete – generally Session #1, the written test. This will open the test window and you will be able to continue.