

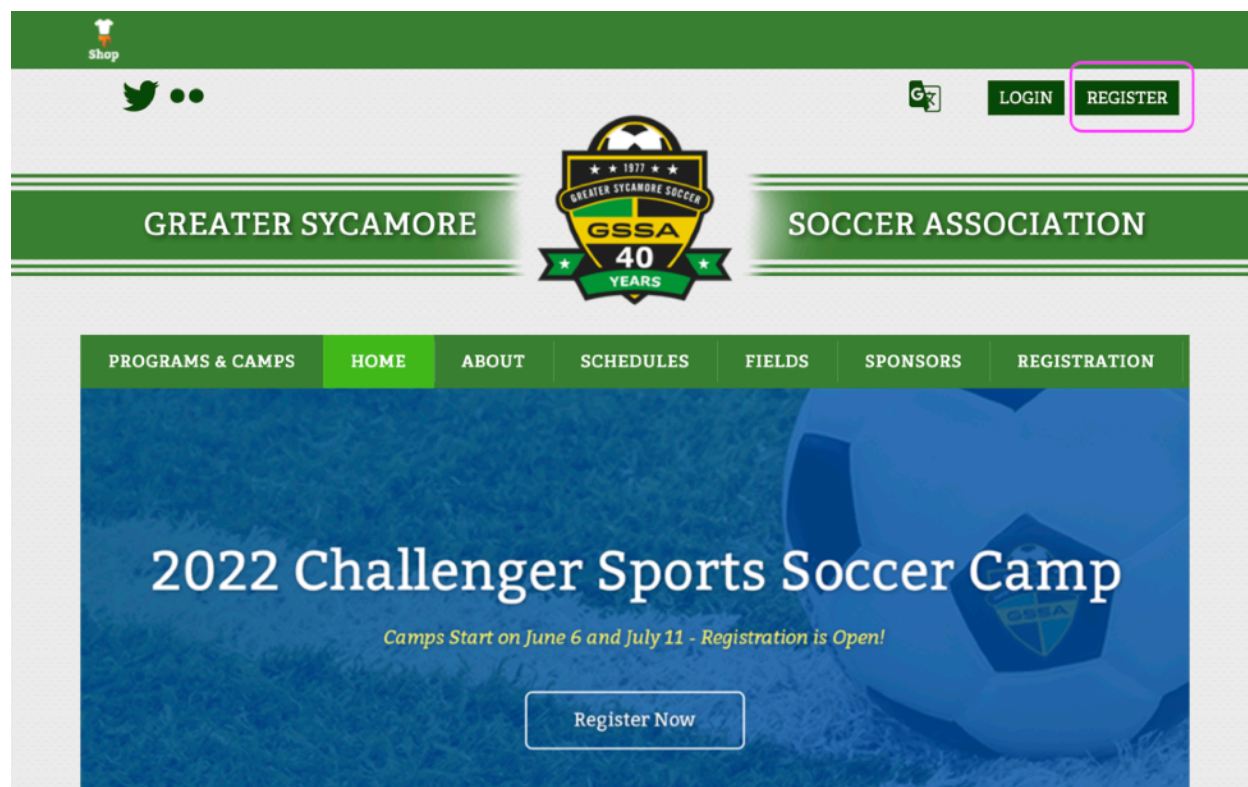
Referee Registration Instructions

New Registrations on the GSSA website

If you have previously registered one or more of your children to play and/or referee soccer, you can skip ahead to the ref registration.

If you are new to GSSA—again, meaning that you have never registered yourself or any family members for *any* GSSA-related activities (playing, coaching refereeing) on the website, follow these steps:

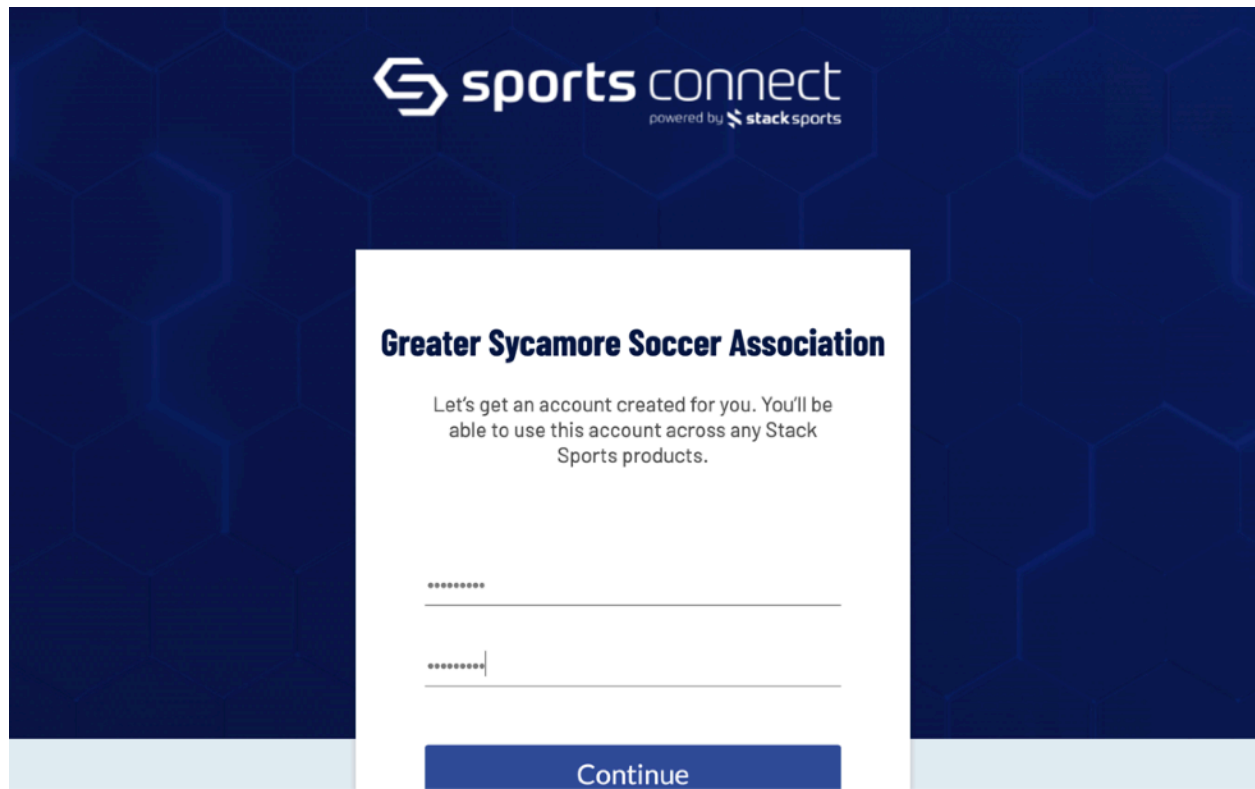
1. Go to www.gssasoccer.com and click the REGISTER button in the upper right



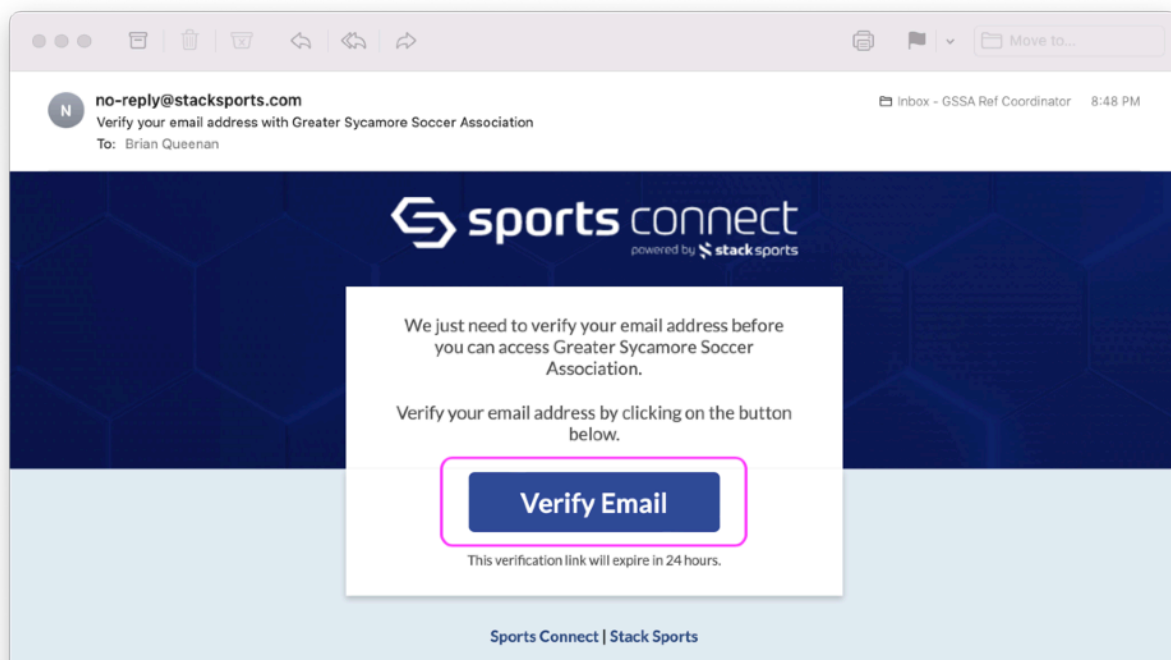
corner of the screen.

2. Enter the email address which you wish to register on the GSSA Sports Connect (or Stack Sports) website and click “Continue”

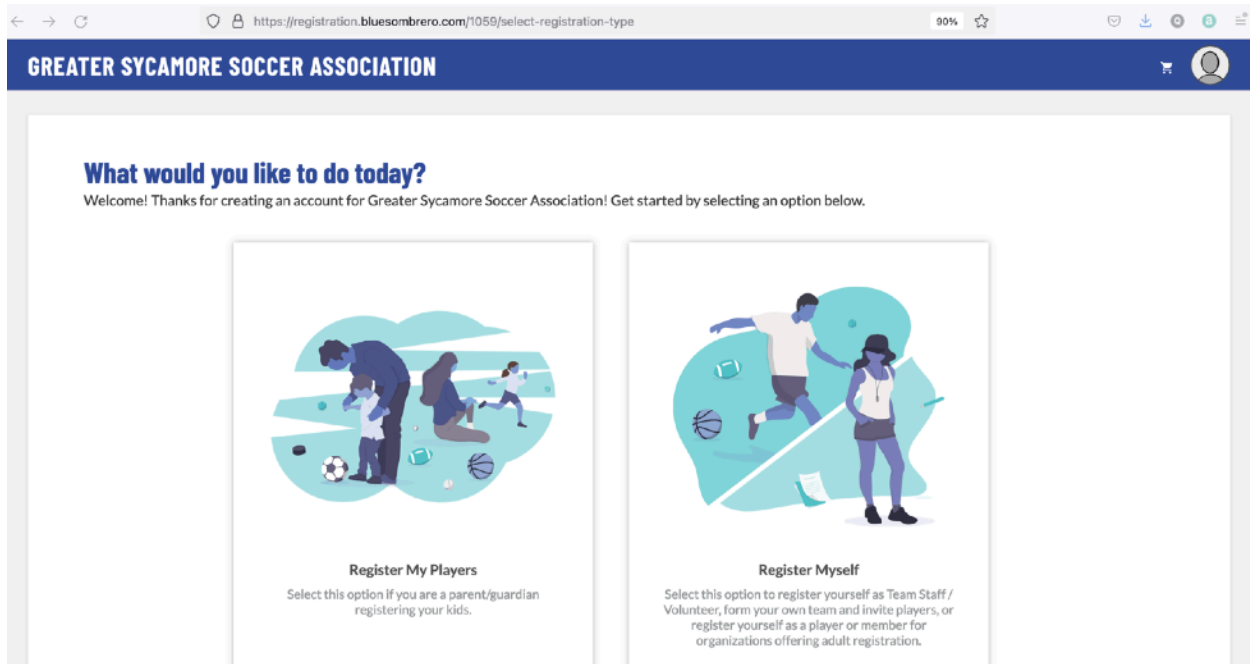
3. Create a Password and again click “Continue”



4. Go to your inbox for the email address which you registered and click the link on the email from Stack Sports to “Verify Email”



- On the “What would you like to do today?”, you would typically select “Register My Players”. Note that for registration purposes the new referee candidate or returning referee who is registering for a new season is treated as a player. There is no separate category or role for a referee when it comes to registration.



- The next page says “Okay, let’s get to know you first.” Here you will enter information about yourself and your contact details. You also have the option to link your registration to another person such as a spouse or guardian for the child. Once you have completed all required fields click “Continue” and

The screenshot shows a web browser window with the URL <https://registration.bluesombrero.com/1059/account-holder-info>. The page header is "GREATER SYCAMORE SOCCER ASSOCIATION". The main heading is "Okay, let's get to know you first." with a subtext: "Before we begin adding your kids to your account, we need to collect a few pieces of information from you, the account holder." The form is divided into two sections:

Account Holder Information

- First Name*: Brian
- Last Name*: Required
- Gender*: [Dropdown menu]
- Relationship to Player: [Dropdown menu]

Contact Information

- Email Address: gssa.ref.coordinator@gmail.com
- Cell Phone*: [Field]
- Secondary Email Address: [Field]
- Telephone: [Field]


you will come to a screen which asks you how many kids you want to register in this session; you can always return and register yourself and additional children later. Again, click “Continue” and you will proceed to completing information about the kids you wish to register.

7. Enter the information for the child you wish to register. In the screen print below, I have created a fictional person named Craig Johnson whose date-of-birth is March 12, 2010, making Craig eligible to take the class in February 2022 and begin to ref for the spring season. Also, keep in mind that if your child will turn 12 by September, they can take this class in February and wait to begin reffing until the fall season since the class is not offered in the summer.

On the Player Information screen you can check the box for “Yes” if your child has the same address as you registered for yourself. Un-check the box if you need to enter a different address—such as that of the other parent. When all

Got it, now let's get Craig's info
It's important that you enter the legal first name & last name, as well as correct birthday so we can make sure to get Craig registered in the right program.

Player Information



Upload Profile Picture

Legal First Name *

Craig

Legal Last Name *

Johnson

Gender *

Male

Date of Birth *

3/12/2010

Address Information


Same as primary account ☒

Street * City *

State * ZIP *

[< Back](#) [Continue >](#)

Remove



Craig

+

>

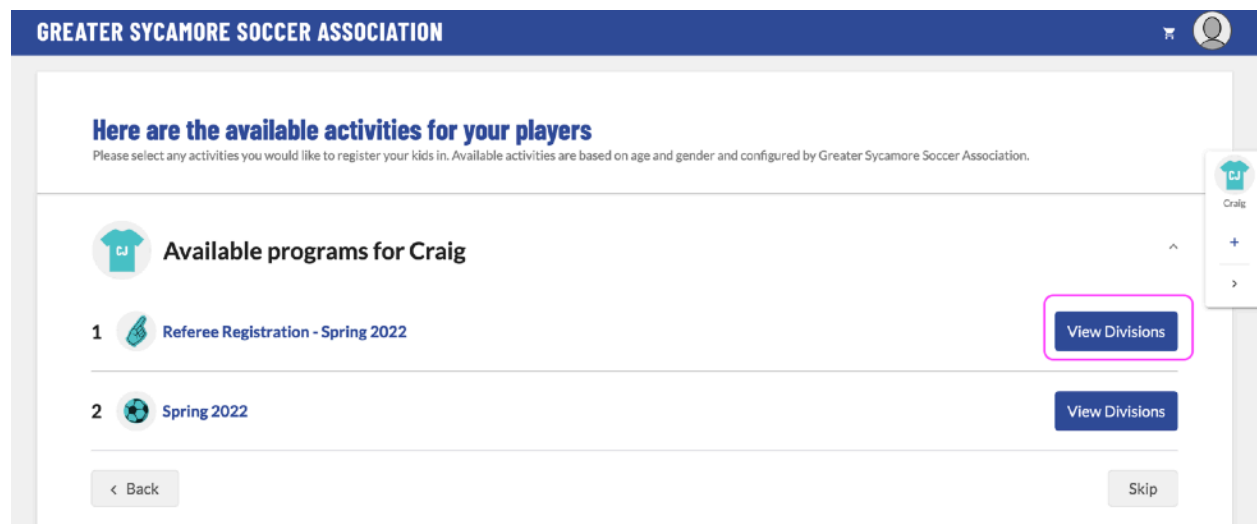
fields are complete, click “Continue” in the lower right corner of the screen.

This completes the registration on the GSSA website and the process of creating a player/referee record for a child. Next, let's move on to the steps for registering as a referee for the upcoming season and/or referee training class.

Registering as a New or Returning Referee For the Upcoming Season

When you have registered as a new user of the GSSA Sports Stack website or successfully signed in to an existing account, you should see a message for each eligible child which may say something like “Lisa has 2 Available Programs.” One of those programs could be the soccer age level for which your child is eligible. The other should be the referee program (if your child is 12 or older as of September 1 later this year).

1. In the Referee Registration - Spring 2022, click the View Divisions button over on the right side of the screen.




2. In the following screen, where it says “Referee registrant” and \$0, click the “Select” button and then click “Continue.”




3. Complete the fields in “Please fill out the program questions below”
 - A. Click “View/Accept” in the Liability Waiver section
 - B. From the dropdown menu for “Preferred level to ref.” If you are a new referee taking the February 2022 class, select “Instructional Only” or “Instructional and Passers” or “Passers only” In the first two seasons, new referees are only eligible to ref Instructional and/or Passers games.
 - C. Enter the full name for the parent or guardian who is electronically signing the liability waiver and registering the child as a referee.

Please fill out the program questions below

The following information is requested by your organization for enrollment. Please ensure that Legal First name and Legal Last name are entered below.

 Craig




Legal First Name *
 Craig

Legal Last Name *
 Johnson

Gender *
 Male

Date of Birth *
 3/12/2010

 Referee Registration - Spring 2022

Liability Waiver *

View / Accept

Preferred level to ref for the upcoming season *

Instructional and Passers

Parent or Guardian Full Name *
 Enter Answer
 Mike Johnson


Please enter the full name of the parent or guardian performing the referee registration and signing the agreement.

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Continue

4. In the next screens you could register other children or yourself if you are a referee too. If you have no further registrations to complete, click “Skip”

GREATER SYCAMORE SOCCER ASSOCIATION
 

Here is your order summary.

Let's review your order and payment options before checking out. For your security, if you are inactive on this page for 20 minutes you'll automatically be logged out and will have to log back in to complete your order.

 Craig

Referee Registration - Spring 2022 - Referee registrant

Show Breakdown

\$0.00

Pay in Full

Total Due:

\$0.00

Total Due Today:

\$0.00

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Continue

5. Order Summary: total due will say \$0.00. Click “Continue” and you’ll proceed to the checkout for the shopping cart.
6. Select the radio dial for “I do not wish to donate at this time” and then “Submit Order” in the lower right corner to complete the registration.

It's time to check out

Credit Card Purchases
You will see a charge on your credit card statement from [clubname]
For your security, if you are inactive on this page for 20 minutes you'll automatically be logged out and will have to log back in to complete your order.

DONATIONS

Would you like to be a Sponsor? Please email your web site address or email address along with a black and white logo company logo, to our administration executive listed under Executive on our web site. If we...[Read More](#)

<input type="radio"/> Single Team	\$150.00
<input type="radio"/> Two Teams	\$300.00
<input type="radio"/> Three Teams	\$450.00
<input type="radio"/> Four Teams	\$600.00
<input type="radio"/> Other	\$ Amount
<input type="radio"/> I do not wish to donate at this time	

Order Summary

Registration	
Programs	\$0.00
Subtotal:	\$0.00
Total:	\$0.00
Due Today:	\$0.00

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[Submit Order](#)

After clicking Submit Order the process is complete. Your child will be added to the roster of registered referees. For prospective referees interested in taking the class in late February, we will use that roster information to create the class roster.

Please see the class announcement email for details on making payment, the class dates, what to bring to class and other information.

Thank you for registering. We are glad to have you on the team for the spring season.

Brian Queenan
GSSA Referee Coordinator