

Setting up your AYSO Referee Program

1. In your Region portal, click on Add Program.
2. Select your sport - Soccer
3. **Step 1 - Under Program Settings**, enter the following:

- Name your Program
- Select National Affiliation: AYSO
- Select your Section
- Select your Area
- Select your Region
- Select the Season
- Select Play Level: Referee
- Enter a program description

4. **Step 2 - Division Settings:**

- Archive the Referee - Girls Division. **Note: This will leave a single division for the Referee registration process.**
- Click on the Pencil Icon to edit the Division Name.
- Remove the ' - Boys Division'; the Division name will now be Referee.
- Adjust your age range to the following:
 - Oldest Birthday: 1/1/1931
 - Youngest Birthday: 12/31/1938

Note: These settings ensure that users do not register as a Player.

5. **Step 3 - Registration Questions** - Related only to Player registrations; simply leave as-is. **Note: If you want to add specific Referee questions, see #7 Team Staff below.**

6. **Step 4 - Discount & Fees** - Related only to Player registrations, simply leave as-is. Click Save to move to the next Step in the creation process.

7. **Step 5 - Team Staff** - AYSO's standard roles will display here.

- Since you are creating a Referee-only program, please delete all roles except 'Referee'.
- Review the questions and click on the edit link to add add any custom questions you wish to ask your Referee volunteers.

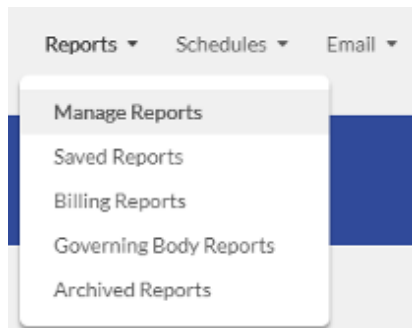
The screenshot shows a navigation bar with five steps: 1. Program Settings, 2. Division Settings, 3. Registration Questions, 4. Discount & Fees, and 5. Team Staff (highlighted). Below the navigation is the 'Team Staff' header with a sub-header 'Questions can apply to just this program or to all programs.' The main content area is titled 'AYSO Referee - AYSO Referee Sign Up Process Test'. It contains several form fields: 'Position Name' (AYSO Referee), 'AYSO Role Category' (Referee), 'Description' (with a checkbox for 'Apply Descriptions to All Programs'), and 'Display Name'. There is also a radio button for 'Include on verification screen?' set to 'No'. Below this is a section for 'Contact Information' with fields for 'Legal First Name' (Required) and 'Legal Last Name' (Required), both with 'Required' status indicators.

8. Enter any confirmation notes for the Referee Program and click Save.

When referees register for this program, a profile will be created in your Region Portal that is automatically submitted to the Association Platform. Once completed, the Referee will receive an invitation to complete a background check (if eligible).

Viewing Referee Registrations in your Region Portal

1. To view your Referee registrations, choose Reports >> Manage Reports from the top toolbar.

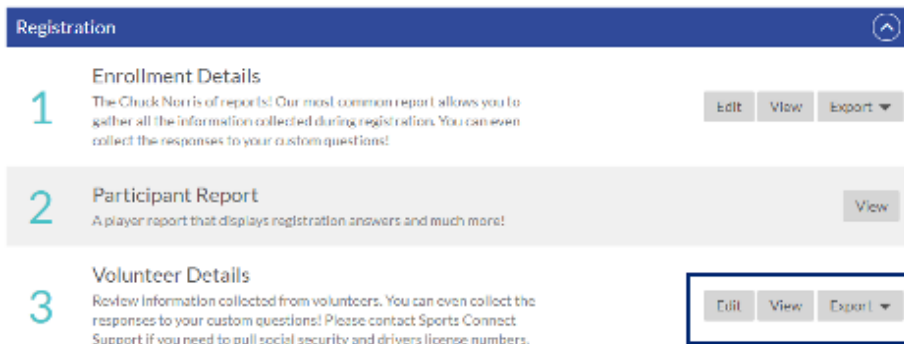


2. Choose your Referee Program.

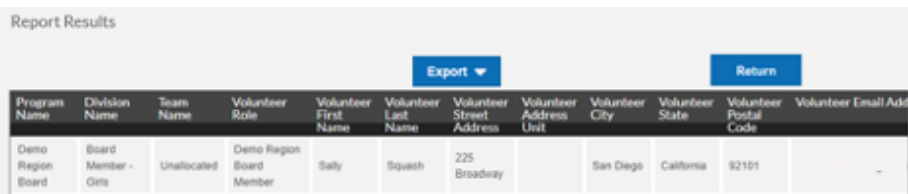


3. Choose the Volunteer Details Report.

4. To view the standard report, choose View. To customize and add additional fields, choose Edit. To download the default report, select Export as Excel, CSV, or Google Drive.



5. When choosing View, your report displays:



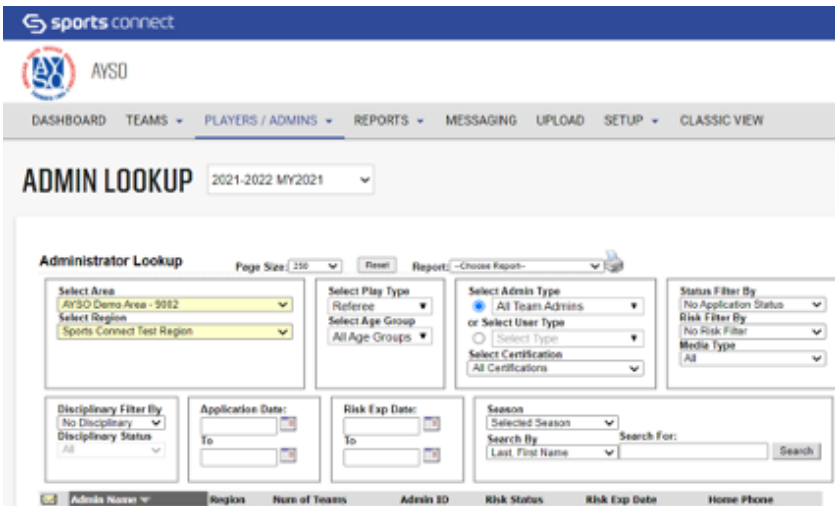
Program Name	Division Name	Team Name	Volunteer Role	Volunteer First Name	Volunteer Last Name	Volunteer Street Address	Volunteer Address Unit	Volunteer City	Volunteer State	Volunteer Postal Code	Volunteer Email Address
Demo Region Board	Board Member - Girls	Unallocated	Demo Region Board Member	Sally	Squash	225 Broadway		San Diego	California	92101	-

Viewing Referees Registrations in AYSO (Sports Connect - Association)

1. After entering AYSO (use the **Go To AYSO** link for quick access), hover over Players/Admins in the navigation bar
2. Click on Admin Lookup
3. Update the "Select Play Type" to show only Referee and click Search

Note: Referee is not considered a Team Admin, thus the Admin Type filter is not applicable for the Referee role. If Referee registrations are set up under a different play type than Referee, those specific registrations cannot be filtered out on the Association platform.

4. Use other filters in Admin Lookup to narrow down your search results.



00007418August 20, 2021, 02:23 PM

[HOME \(/HELPCENTER/S/\)](#)

[GETTING STARTED \(/HELPCENTER/S/TOPIC/A4U1T000000VYKC? B=0011T00002RAROCQAN\)](#)

[HELP GUIDES \(/HELPCENTER/S/TOPIC/A4U1T000000VYR7? B=0011T00002RAROCQAN\)](#)

[COMMUNITY \(/HELPCENTER/S/TOPIC/A4U1T000000VYTB? B=0011T00002RAROCQAN\)](#)

Copyright © 2020. All rights reserved.

[Sign in \(/helpcenter/login?startUrl=/helpcenter/s/\)](#)

[SUBMIT A REQUEST](#)

[\(/HELPCENTER/S/CONTACTSUPPORT\)](#)

[Terms of Use \(https://stacksports.com/legal-terms\)|Privacy Policy](#)

[\(https://stacksports.com/legal-privacy\)|License Agreement \(https://stacksports.com/stack-sports-system-license-](#)

[agreement-united-states\)|Children's Privacy Policy \(https://stacksports.com/legal-COPPA\)|Sports Connect](#)

[\(https://sportsconnect.com/\)](#)