



## Refereeing with Utah Youth Soccer Association

After you have taken and passed the Utah Referee Certification Course there are 3 steps left!

- ✓ Create an account in Arbiter RefPay
- ✓ Register as a referee through Utah Youth Soccer Association (*Affinity Sports*)
- ✓ Send an email to Holly Gundred to be accepted into the UYSA Referee Pool (utahsdo@gmail.com)
- ✓ Contact a local Certified Referee Assignor and start reffing!

### **STEP 1 - Create an Arbiter RefPay Account**

1. Go to Arbiter Pay's website to create an account.
  - a. Click [here](#) to be directed to the account. Click "Create one"

The screenshot shows the ArbiterSports website interface. A modal window is open in the center, asking "Do you have an ArbiterSports account?". Below the question, it says "If you've used ArbiterSports in the past, please enter the email you used. If you need to create an account, you can click the link below." There is an input field for "enter email" and a "Create one" link. The modal has "Cancel" and "Continue" buttons. In the background, the registration process is visible, with steps: Welcome, Personal Info, Payment, and Review. The "Payment" step is currently active.

2. Once you've created your account, a pop up will appear "Your account has been successfully created. Log in here" Log into your account.
3. Select whether you'd like to enroll into Multi-Factor Authentication.
4. Finalize creating your account. (Tax information will be required)
5. After completing your account set up, select the Payment tab on the top navigation bar.
  - a. Write down your **Arbiter Ref Pay Username** and **Arbiter Refpay account number (10 digits)** that is assigned by Arbiter RefPay. You will be asked to enter them at the appropriate time when you are registering as a referee through the Utah Youth Soccer Association.
  - b. Your account number can be found on the upper left hand side of the page.

The screenshot shows the ArbiterSports account page. The top navigation bar includes "DASHBOARD", "SCHEDULE", "EVALUATIONS", and "PAYMENTS". Below this, there are tabs for "Accounts", "Paysheets", "Invoices", and "1099's". The "Accounts" tab is selected. On the left, there is a list of accounts, with one account highlighted in a purple box: "Account #3868481614" with a balance of "\$0.00". On the right, the details for "Account #3868481614" are shown, including the date range "12/02/2023" to "01/02/2024" and a transaction table.

Transaction ID	Status
95237292	Executed

Utah Youth Soccer is the leader in promoting, developing and governing youth soccer in Utah; providing quality educational and developmental opportunities for all members.



## **STEP 2 - Register as a referee through UYSA (*Sports Connect*)**

1. Click link [here](#)
2. Click BEGIN REGISTRATION
3. On the left hand side of the page, Select registration type(s) make sure that the **Referee Registration** box is selected

The screenshot shows two side-by-side panels. The left panel is titled 'Select registration type(s)' and contains a dropdown menu for 'Select a season:' with 'UYSA Referee Pool' selected. Below it is a section for 'Select registration type(s):' with a checked checkbox for 'Referee Registration'. A note at the bottom states '\* are required fields'. The right panel is titled 'Returning users, please login.' and includes a reminder: 'Remember to select a season & registration type before logging in!'. It has input fields for 'Enter Username\*' and 'Enter Password\*'. Below these are links for 'Forgot Username or Password?', a green 'Login' button, a blue 'Don't have an Account?' link, and a blue 'Create New Account' button.

4. If you or the person you are registering is: a current player, has played in the past, a current coach, coached in the past, a parent attached to a player, or already have a UYSA account. **DO NOT** create a new account. Use your current family account to register. (for kids it will be mom or dads account)
  - Enter your UYSA username and password
  - Click the green **Login** button on the lower right hand side
  - Click the green **Continue** above your family information
  - Click the blue **Register** button to the right of the individual you are registering as a referee
  - Verify and update if necessary the address, phone and email information
5. Scroll down to the **Referee Additional Information**
6. Enter the **Referee Grade, Arbiter RefPay Username,** and the **Arbiter RefPay Account Number (10 digit number)**
  - If you do not enter the Account Username and Account Number correctly your referee payment will not process.
7. Click **Save & Next Page**
8. Continue registration process through the **Congratulations** page.



### **STEP 3 - Email to be accepted into the UYSA Referee Pool**

1. Email Holly Gundred to be accepted into the referee pool.  
**utahsdo@gmail.com**
  - In your email include the name of the referee and confirm that you need to be accepted into the UYSA Referee Pool
2. You will receive an email confirmation WITH your *Sports Connect* (UYSA) username and password.
  - Please allow up to 7 days after you complete your course and send the email to be accepted into the UYSA Referee Pool

### **STEP 4 – Contact a Certified Assignor and start reffing games!**

1. Visit [www.utahsoccerrefs.com](http://www.utahsoccerrefs.com)
2. In the left menu select Assignors - (Referees can contact more than one assignor)



3. Contact a Certified Assignor in your area. Let them know you are a Certified Referee and would like to start being assigned to games
  - Fall League Starts the 4<sup>th</sup> weekend of August – ends in Oct
  - Spring League starts the 3<sup>rd</sup> weekend of March – ends in May

**For any additional assistance, please call the UYSA State office. 801-307-5150**