



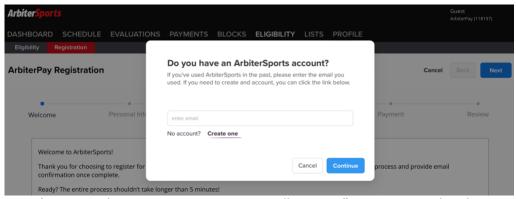
# Refereeing with Utah Youth Soccer Association

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

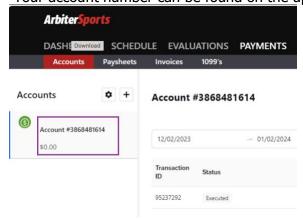
- ✓ Create an account in Arbiter RefPay
- ✓ Register as a referee through Utah Youth Soccer Association (*Affinity Sports*)
- ✓ Send an email to Holly Gundred to be accepted into the UYSA Referee Pool (utahsdo@gmail.com)
- ✓ Contact a local Certified Referee Assignor and start reffing!

#### 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"



- 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 <u>Arbiter Ref Pay Username</u> and <u>Arbiter Refpay</u> <u>account number (10 digits)</u> 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.

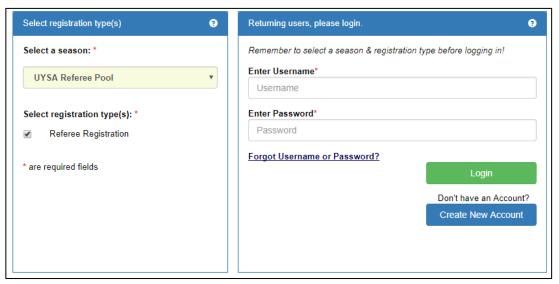






### STEP 2 - Register as a referee through UYSA (Sports Connect)

- 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



- 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

- 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

### <u>STEP 4 – Contact a Certified Assignor and start reffing games!</u>

- 1. Visit 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