

GotSoccer.com

Step by Step Guide – Referee Account Set-up & Game Reporting

Step #1: New Account

If you do not have a GotSoccer account start with Step #1. If you have a GotSoccer account and need to report a game for payment go to Step #2 & #3.

- Go to www.gotsoccer.com
- Click User Login (top right corner)
- On the next screen select Referees Login



New Accounts – Select Register



Complete the data fields on the next screen to register in Got Soccer.

[Login](#) [Register](#) [Password Lookup](#) [Cancel](#)

Referee Registration

Complete the form below to create an account.
If you already have an account, go to the [Referee Login](#).

Contact Information

Full Legal Name
Legal First M.I. Last

Gender Male Female

DOB / /
Month Day Year

State Registered

Address

City

State

Zip Code

Country

Email Address

Email Address (2)

Phone

Phone (2)

Mobile Phone

Mobile Text Messaging Address (you@yourcarrier.com)

Fax

Referee License Information

USSF Reg #

Grade


Account Access Information

User Name

Password

Confirm Password

Additional Info/Notes (optional)

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Referees will be paid for games worked by Colorado Youth Soccer using Refpay.com. Already have a Refpay.com account? DO NOT create a new account, simply follow these steps: (Need a Refpay account – visit www.refpay.com to sign up)

Refpay.com Account Information

- You are logged in to GotSoccer
- Click My Account on the blue menu bar
- Click Identification on the grey menu bar
- Enter your Date of Birth (DOB)
- Enter your Refpay USERNAME & 10 digit Account number
- Click Submit

[Home](#) [Referee Assignors](#) [Upcoming Events](#) [My Account](#) [Help](#) [Log Out](#)

[Contact Information](#) [Identification](#) [Account Access](#) [Background Checks](#) [Courses & Registration](#)

Personal Identification

Please enter your Social Security Number and Date of Birth. This form is secure. Your SSN will be encrypted before being filed so it will not be readable unless decrypted by GotSport staff or authorized Assignors.

Current Records

SSN: Not On File
DOB: On File
RefPay: On File


Personal Identification

Name Denise Duran


SSN - -
 - -
(enter twice to confirm)

DOB / /
Month Day Year

RefPay
User Name Account



VERIFY
AUG 26 2011 11:23:00

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Step #1 is complete you have successfully completed the setup process. This was a one time setup that you will not need to perform again.

Step #2 – Registering for an Event

This step must be completed before you are able to report your games for payment. **How?**

- Log in to your GotSoccer account
- *Note: Your home screen will always be the calendar (you can ignore the calendar and submitting availability to work. Assignments come from the club assignors, not through GotSoccer)*
- Select Upcoming Events on the blue menu bar
- Search for events by changing the parameters in the drop down menus to include August and Colorado.

2011/2012 CYS Advanced League is what you are searching for – click Register for Event to make yourself active in that league to report games.

League	Dates	Assignors	Event Type
COLORADO YOUTH SOCCER CYS Fall 2011 Metro Recreation League	6/1/2011-11/5/2011	TBA	Boys U15, Boys U16, Boys U17, Boys U18, Girls U15, Girls U16, Girls U17, Girls U18
COLORADO YOUTH SOCCER 2011/2012 CYS Advanced League	8/27/2011-5/27/2012	Marley Wilson, Tom Frye	Boys U11, Boys U12, Boys U13, Boys U14, Girls U11, Girls U12, Girls U13, Girls U14, Girls U15, Girls U16, Girls U17, Girls U18
Fall 2011 Season League	8/27/2011-11/10/2011	TBA	Boys U7, Boys U8, Girls U7, Girls U8
WSSL WESTERN SLOPE SOCCER LEAGUE 2011 Fall Western Slope Soccer League	8/27/2011-10/31/2011	Tom Frye	Boys U10, Boys U12, Boys U14, Girls U10, Girls U12, Girls U14, Girls U18

Referees who successfully “Register for the Event” can click My Events on the grey menu bar and see the CYS competitive league listed. If you have reached this point successfully you will be able to move to the next step to report games after game day.

Step #3 – Report Games Worked for Payment

After games all referees must remember to report games within 48 hours. Game reports are part of your job, referees who do not report games will not receive payment. YES, center referee and BOTH assistant referees must submit reports for payment.

Submitting a Report

- You must have the game number provided by your assignor (3, 4 & 5 digit numbers)
- Log in to your GotSoccer account
- From your Home Screen (Calendar) Click "Schedule" on the grey menu bar – this step will take you to this screen

gotsoccer.com

GotSport.com > Referees

Home Referee Assignors Upcoming Events My Account Help Log Out

Calendar Schedule Availability

Schedule - Denise Duran

Event All Events Date All Assignments Apply Filters

Self-Selection of Match Position ==> Event Match Select Match Position

Click on the corresponding confirmation icon on the right of an assignment to indicate Unconfirmed, Confirmed, or Rejected status. **MUST be at least 36 hours before mtach time to REJECT.**

No upcoming assignments scheduled.

2011/2012 CYS Advanced League (8/27/2011)	
Total	0 \$0.00
Grand Total Pay	\$0.00

- Select the 2011/2012 CYS Advanced League from the Event drop down menu (don't have this option? Go back to Step #2 and Register for the Event)
- Type the game number provided by your assignor in the Match
- Click Select Match Position – a new pop-up window will open with the game details.

Referee Assignment

Referee Assignment

Assignments Standbys

Event / Division 2011/2012 CYS Advanced League / Girls U11 Challenge Metro / 10263

Field (Time) SUMMIT MIDDLE SCHOOL 1 (12:00 PM - 1:15 PM)

Home Team NORTH AREA RUSH BOULDER - NIKE (CO)

Away Team COLORADO STORM 01 YELLOW (7115) (CO)

Click on any needed assignment position below to assign your self to this game.

Assistant Referee Needed

Center Referee Needed

Assistant Referee Needed

4th Official

Finished

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- In this window, verify the game information matches the game you worked
- Click on the position (Center Referee Needed or Assistant Referee Needed) that you worked for the game.
- Your name will now appear in that position, click Finished button (need to do this for each game you work)
- You will now see your game(s) listed in "Schedule" meaning that you have correctly "assigned" yourself to the game.

- You must now "accept" the game before you can submit the report. Simply confirm the game by clicking on the Check Mark box.

Schedule For 8/27/2011

Assignment	2011/2012 CYS Advanced League	#10263	12:00 PM	to 1:15 PM	Referee	<input type="checkbox"/>
Card	SUMMIT MIDDLE SCHOOL 1					<input checked="" type="checkbox"/>

2011/2012 CYS Advanced League (8/27/2011)			
U11-Referee	8/27/2011 1:SUMMIT MIDDLE	10263	\$22.00
Total		1	\$22.00
Grand Total Pay			\$22.00

Once you have assigned yourself to the games, you will now be able to submit reports. Your games should be listed on the Schedule page. If you do not see a list of your games you may need to select the League, All Assignments and Apply Filters for the games to be listed.

Home Referee Assignors Upcoming Events My Account Help Log Out

Calendar **Schedule** Availability

Schedule - Denise Duran

Event: 2011/2012 CYS Advanced League Date: All Assignments: Apply Filters:

Self-Selection of Match Position ==> Event: 2011/2012 CYS Advanced League Match: Select Match Position:

Once you have Refreshed – your screen will show games to report.

Schedule For 8/27/2011

Assignment	2011/2012 CYS Advanced League	#10263	12:00 PM	to 1:15 PM	Referee	<input checked="" type="checkbox"/>
Report	SUMMIT MIDDLE SCHOOL 1					
Card						

- From your list of games in the schedule click on the **Report Link** to see the game report online. "Card" provides you a PDF game report.
- You will not be able to submit a report until the game has played

The report screen will look like this:

Game Report - 2011 MYSA Select-A U13 - U19
Games# 434 - 4/2/2011 - 12:00 PM - 1:25 PM - Boys U14 Select - Field# 0301-EC-SSE
Final Results

Home: BOZEMAN BLITZZ BLUE 14B-PR (MT) Score: 4 Cards: 0 Yellow 0 Red 0
Away: BUTTE ORANGE 14B-PR (MT) Score: 2 Cards: 1 Yellow 0 Red 0

Save Scores

Supplemental Report

Referee - Scott Johnson (grade: 7)
Asst. Ref - Trent Carr (grade: 8)
Asst. Ref - Mary Jo Rown (grade: 8)

Game Canceled

Actual Game Date: 4/2/2011 Actual Start Time: 12:10 PM
Half-Time Score: 0 - 1 Actual End Time: 1:30 PM

Other Injury Notes: none
Game Incidents: none
Field Condition: grass was excellent but ground was spongy and south goal was in water.

Check all that apply
Home team at field on time Minutes late
Away team at field on time Minutes late
Home team player passes received and checked
Away team player passes received and checked
Approximate Spectators: 50
Referee Conduct: good
Player Conduct: EXCELLENT
Spectator Conduct: good

Delete Cancel Save Supplemental

Offense Codes
C1 - Unsporting Behavior (UB)
C2 - Dissent by word or action (DT)
C3 - Persistent Misbehavior (PM)
C4 - Delay Misbehavior (DM)
C5 - Fails to respect distance (FRD)
C6 - Enters/Re-enters field (E)
C7 - Deliberately leaves field (L)
S2 - Serious Foul Play (SFP)
S3 - Violent conduct (VC)
S4 - Spits at or on other person (S)
S5 - Denies opportunity by hand ball (DGH)
S6 - Denies opportunity by FC/KK offense (DGF)
S7 - Offensive, insulting or abusive language (AL)
S8 - Second caution in same match (DCT)

Here you can enter scores and it will go directly into our system.

Home: MS UNITED (MS) Score: [] Cards: 0 Yellow 0 Red 0
Away: TEXAS SPIRIT B7 RED (TXN) Score: [] Cards: 0 Yellow 0 Red 0

Save Scores

REMEMBER TO CLICK SAVE SCORES AT THE BOTTOM OF THE SCREEN TO SUBMIT YOUR OFFICIAL REPORT

This is the process you will follow to report all of your CYS competitive league games.

- 1) Search for game number in the Schedule link
- 2) Assign yourself to the position you worked for each game
- 3) Select the Card for each game in your schedule to submit the final report.

Note: Option 1, Cross Quad, Recreational games are NOT reported in GotSoccer. Submit the report in GameOfficials.net (After Games) or the method provided by your assignor.

Recreational games are not paid by CYS, referees will be paid by the home club through Refpay.com

If you have questions or problems using the new system please contact your assignor or Allan James for assistance.

Allan James, CYS Controller
ajames@coyouthsoccer.org
303-346-2777 option 6