



Signing Up As a Referee for Alpine AYSO Region 295

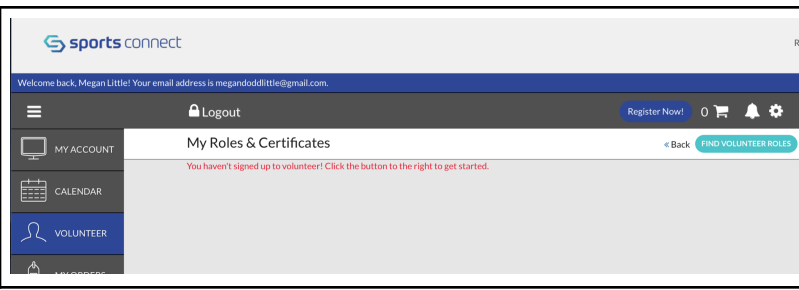
Step 1: Register as a Volunteer

Every volunteer with AYSO must be registered as a volunteer in the Alpine AYSO website. You may already be registered as a Coach or other role, and you have probably used this tool to register your child. In this case, you simply add the volunteer role “Referee” to your profile. (If you’ve already completed this step, go to Step 2.) If you are adding a youth volunteer, you follow the same steps, with a few small changes (add Role “Youth Referee”). **Note that they must have a unique email.**

Estimated time to complete this task: 10 minutes.

Log into the Alpine AYSO website at:
<https://www.alpineayso.org>
Click My Account.

The screenshot shows the 'sports connect' website interface. At the top, a blue banner says 'Welcome back, Megan Little! Your email address is megandoddlittle@gmail.com.' Below this is a dark grey navigation bar with a hamburger menu icon on the left and a 'Logout' button on the right. The main content area is divided into two columns. The left column is a dark grey sidebar with white icons and text for 'MY ACCOUNT', 'CALENDAR', 'VOLUNTEER', 'MY ORDERS', 'MESSAGES', and 'HOME'. The right column has a light grey background. It features a large white box with a circular profile picture placeholder and the text 'Open Orders'. Below this is a 'Participants:' section showing a profile for 'Kai Williams' with a photo, birth date 'D.O.B: August 08, 2006', and email address. A blue button labeled '2019 Fall Core' is below the profile. At the bottom of the right column is a dark grey box labeled 'NOTIFICATION FEED'.

Click Volunteer and Find Volunteer Roles. Select Referee.	
Select the Volunteer program, View Divisions, check the role Referee. Scroll to the bottom and click Continue.	
Complete the information in the volunteer form for all fields that have an Asterisk (they are required). Submit your form. You will receive a confirmation email.	Note: If you are signing up as a youth referee (adding it to your account as the Parent), the youth must have a different email account than the one already used in the system. This is so the youth's certificates and training can be tracked separately.

Step 2: Complete Prerequisite Online Classes in AYSOU

[Click Here to access step by step instructions](#)

Several courses are required of Referees (all Volunteers must complete) before participating in AYSOU programs. For referees, you are required to complete the following online courses:

- AYSO's Safe Haven
- CDC Heads Up Concussion Training
- Sudden Cardiac Arrest Online Course
- Safe Sport Course
- Regional Referee Training and Test

All of these courses are free and available in AYSOU. Click link above for instructions.

Estimated time to complete these training sessions: 2-3 hours.

Step 3: Register for and Attend In-Person Session

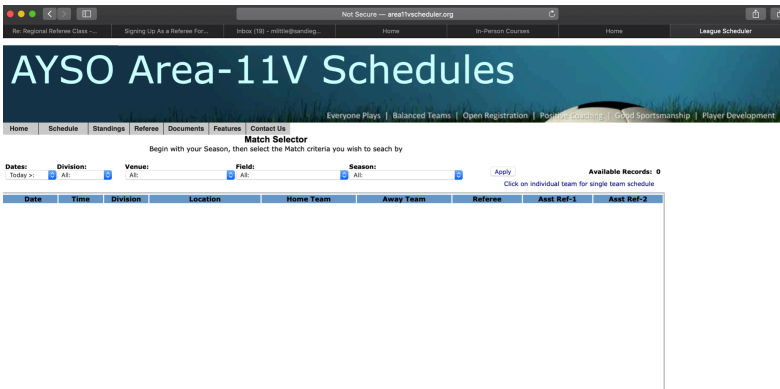
In AYSOU, you can register for an in-person session to complete your training. During this session, a seasoned Referee will give you some tips to ensure success on the field. During this session, you will also receive your equipment. Check with Alpine AYSO (your Regional Referee Administrator, or RRA) for information on upcoming sessions you can attend.

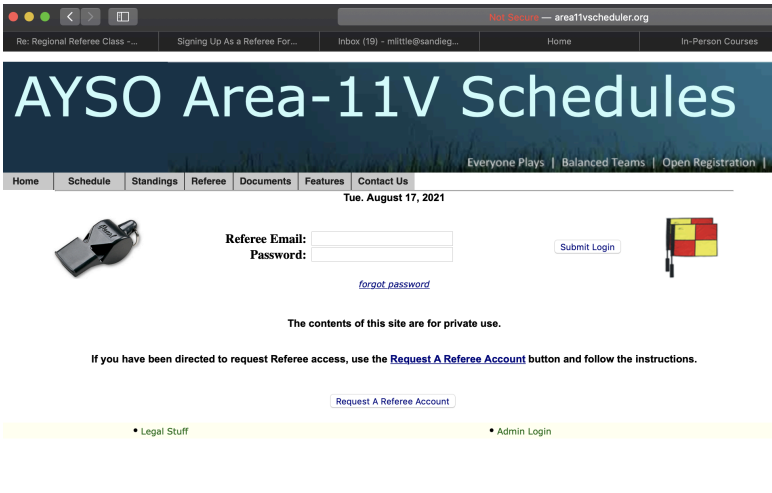
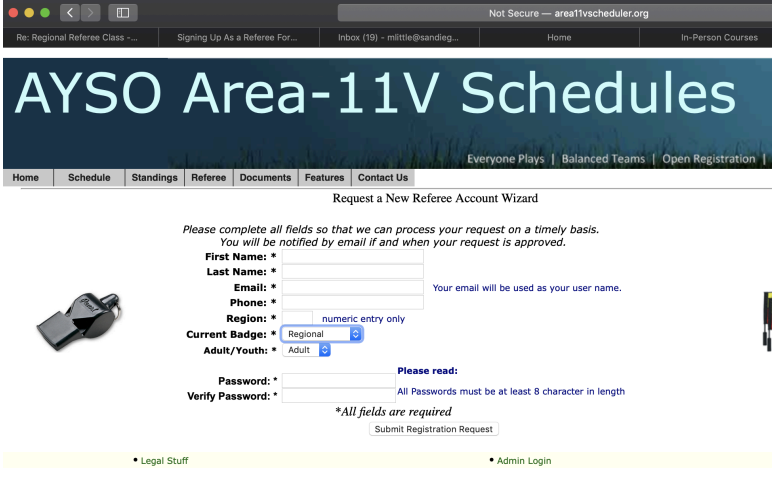
These steps tell you how to locate and enroll in the in-person session that is right for you. This process should take 5 minutes. In-person sessions are typically three hours.

Browse to the homepage of AYSOU, and select Training Library
Select View Courses under Refereeing
Locate either Regional Referee - Online + In-Person Companion Course (2 Part Bundle) OR Regional Referee - Full In-Person Course (depending which you are taking) and click ENROLL
Sort by region or zipcode to find classes closest to you
Locate the course for your Area (contact Alpine AYSO for information) and click Register.
Note that details about the courses will display when you click on the course, including start and end times and location.

Step 4: Request Account in the Area Scheduler

After you have completed all the trainings, you are ready to request an account on the Area scheduler website. This is where you can view a list of all open matches and assign yourself. Bookmark this site, as you will return to it often to view schedules and sign up for matches. Note that your account must be approved by your RRA before it is active.

Browse to the Area 11-V Scheduler at http://area11vscheduler.org From the top menu, select Referee > Referee Login	
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Click Request a Referee Account.	
Fill out the required fields in the Account Request form. Your badge level is Regional. Your Region is 295. Note that your user name will be the email you enter here. Remember your password!	
What's next?	Your account will be in “Pending” status until your Referee Administrator reviews all your certificates and approves your account. Once approved, you are ready to sign up for matches! See the next step.

Step 5: Contact your Referee Administrator for Further Information and Mentoring

After you have completed steps 1-4, you should be ready to sign up for matches in the Area Schedule.

Send an email to your Referee Administrator (check the Alpine AYSO website for contact info), to let them know your Account is ready to be reviewed in the Area scheduler. Your RA will approve your account in the Area Scheduler, answer any of your questions, and assign you a Mentor to help you on the field (if desired).

If you are refereeing to get points for your team, inform your RA which coach you are refereeing for and how to access updated point records.