



**ONTARIO
SOCCER**
EST. 1901

Referee Courses

How to Register

March 2017

REFCENTRE

Below are step by step instructions outlining the registration process for those who wish to enlist in a course to become an accredited match official.

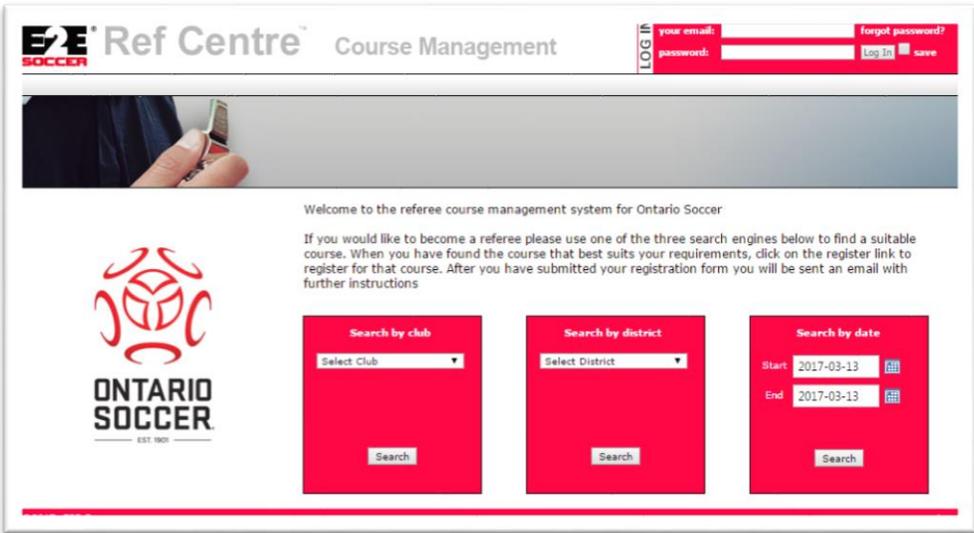
Visit the Website

www.refcentre.com/ontario

Search for a Course

You have the option to search by Club, District or Date.

- Club – a list of soccer clubs within the province of Ontario will be listed. This is a good search option to use if you know that your local club is hosting a course and you wish to register for it.
- District – The 21 districts within the province of Ontario will be listed on the drop down menu. This is a good search option to use if you know that you would like to attend a course within a certain geographic location. For example, if you live in Mississauga, then you may select the “Peel Halton” district from the drop down menu to populate a list of all courses being held in this district.
- Date – This search option allows you to search for a course held in between two specific dates. This is a good search option if you know that you are only available for certain times during the course season or, if you would like to list every single course being held in the province. If you would like to list every course being held in the province simply set the “Start Date” as February 1st and the “End Date” as June 1st. After setting these dates click “search” and a list of all courses will be populated on your screen.



View Courses

After clicking “Search” you will be brought to the following page (see below). The page itself will look a bit different as it will be populated with courses. At the time that this document was created there were no courses being held, thus, there are no courses listed.



Play. Inspire. Unite.



Additional Search Options

The below illustrations outline the ability to select a date range or filter All Courses, Entry Level courses only or Small Sided courses only.

The screenshot shows the 'ESE Ref Centre Course Management' interface. At the top right, there is a login section with fields for 'your email:' and 'password:', and buttons for 'forgot password?', 'LOG IN', and 'save'. Below this, there is a search area with 'Start' and 'End' date pickers, both set to '2017-03-13'. A dropdown menu is open, showing options: 'All courses', 'All courses', 'Entry Level only', and 'Small Sided only'. Below the search area, there are three tables: 'Pending courses', 'Cancelled courses', and 'Cancelled courses'. Each table has columns for '#', 'Host', 'Type', 'Start date', 'End date', 'Sessions', 'City', 'Session', 'Cost', 'Status', and 'Places available'. The 'Pending courses' table has a note: 'Pending courses still require approval before you can register for them. Please come back in a few days to see if the course has been approved.'

Once you've chosen your preferred filter options, a list of three course types may become available. The following outlines the various types:

- **Available Courses** – These are courses that have been approved by Ontario Soccer which you may register for.
- **Pending Courses** – These are courses that will likely be approved in the near future however Ontario Soccer is still waiting for payment from the host. Once approved these course will be moved to "Available Courses" and you will be able to register for them. Check back regularly to see if these courses have been approved.
- **Cancelled Courses** – These are courses that have been cancelled by either the hosts or Ontario Soccer.



Column Header Reference

Start: 2017-03-13 End: 2017-03-13 All courses
 All courses
 Entry Level only

#	Host	Type	Start date	End date	Sessions	City	Session	Cost	Status	Places available
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If a course is full please return later in case of a cancellation from another student

Item	Description
#	This is the course number. By hovering your mouse over this blue number you will be able to view more details about the course including the host contact information.
Host	This is the group, club, district etc. that will be holding the course.
Start Date	The day in which the course will begin
End Date	The day in which the course will end. Each course is unique and the number of days over which the course is spread is usually based on facility availability.
Sessions	The number of sessions that will be held on the course days (in class and on field).
Cost	The course registration fee. Fees may alter on a club by club basis.
Session	The amount of sessions the course is comprised of.
City	The city in which the course will take place.
Status	Provides the course standing. (I.e. Approved, Pending or Cancelled)
Places Avail.	States the number of spots left in the course. There are only 25 spots per course so it is suggested that you register as soon as possible. Please note that no more than 25 students will be permitted to register for a course without exception . If a course is full you can contact the host and asked to be placed on a waiting list.



HOW TO REGISTER FOR A COURSE

1. Once you have chosen a specific course that you wish to register for simply click the blue “Register” button to the right of the course.
2. Courses are available in two different formats, “Private” and “Open”. Private courses are sometimes set up by hosts to ensure that referees within their clubs or districts are the ones who register. If a club requires a certain number of new referees to help officiate their games in the upcoming season, then they want to ensure that the registrants are local. If the course was made up of students from other regions in Ontario, then the host may not be able to use these referees for their games during the season.

If a course is Private, a box will prompt requesting a registration code after selecting the Register button. In order to obtain the registration code, simply contact the course host. You can obtain the course host contact information by hovering your cursor over the blue course number to the left of the course.

The screenshot shows a web interface for course registration. At the top, there are three dropdown menus: "Scarborough", "All courses", and "Future courses only". Below them is a link: "Click on course number to view full details on a course". A table lists three courses:

#	Host	Type	Start date	End date	Sessions	City	Session	Cost	Status	Places available	
1474	Scarborough	Entry Level	Apr 17, 2017	Apr 23, 2017	3	Scarborough	Private	110.00	Full	0	
1567	Scarborough	Small Sided	Apr 29, 2017	Apr 29, 2017	1	Scarborough	Private	80.00	Approved	18	Register
1566	Scarborough	Entry Level	May 02, 2017	May 06, 2017							Register

Below the table, there is a note: "If a course is full please return later in case of a cancellation from another". A modal dialog is open over the course #1567, with the text: "Scarborough course # 1567 is a private course, you have to enter the code to register". It contains a "Code" input field and "Cancel" and "Submit" buttons.

If the course is “Open” you will be redirected to a page that allows you to continue with the registration process. On this page you will find all the course information summarized. If you have any further questions specifically about the course the “Host Contact” is the best individual to direct your question to.

3. This page will also explain “How to Pay” for the course. Please note that all transactions are done directly with the host. All payment concerns should be directed to the “Host Contact”.
4. In order to register for a course you will need to provide the information listed to help generate your RefCentre account. Ensure to document your username and password – you will require access to this account going forward. Please note that the yellow fields are mandatory. If at some point you wish to change any of this information you can log in to your RefCentre account and revise the fields in your profile.

IMPORTANT: Do not register for a course if you cannot attend it in its entirety. In order to graduate, students must attend the entire 16 hours (Entry Level) 8 Hours (Small Sided). Students cannot graduate unless they have attended the entire course. No exceptions will be made. Even if you miss only 1 hour of the course you will not be able to graduate. You may not attend another course to make up for time missed. All 16/8 hours must be completed without exception.



COMMON SUBJECTS

1. You have registered for a small sided course in the past and are now registering for an Entry Level Course or vice versa.

RefCentre does NOT allow you to merge these two accounts. If you take both a Small Sided and an Entry Level course you will have two RefCentre accounts with DIFFERENT passwords as well as two OSA Registration Numbers. When registering for these courses please write down your two separate passwords. Your two accounts may use the SAME email address however, RefCentre will NOT allow you to use the same password for both accounts. Moving forward, if you wish to sign into one of your accounts you will need to use the specific password/email combination that you created.

2. Siblings signing up for the same course

Siblings often sign up to take the same course and use the same email to register. While there is no issue in using the same email for both RefCentre accounts please note that DIFFERENT passwords must be created. Please write down the separate passwords created for your records. Moving forward, to sign into the specific accounts you will need to use the specific password/email combination that you created.

3. Cannot attend the entire duration of the course.

Do NOT register for a course if you cannot attend it in its entirety. In order to graduate students must attend the entire 16 hours (Entry Level) 8 Hours (Small Sided). Students CANNOT graduate unless they have attended the ENTIRE COURSE. No EXCEPTIONS WILL BE MADE. Even if you miss only 1 hour of the course you will NOT be able to graduate. You may NOT attend another course to make up for time missed. All 16/8 hours must be completed without exceptions.

4. I was ill/I had an unexpected even occur that did not allow me to attend the full duration of my course.

Students CANNOT graduate unless they have attended the ENTIRE DURATION of a COURSE. No EXCEPTIONS WILL BE MADE. Even if you miss only 1 hour of the course you will NOT be able to graduate. You may NOT attend another course to make up for time missed. All 16/8 hours must be completed without exceptions.

5. I have a financial issue.

All financial issues/concerns should be directed to the **Course Host**. You can find their contact information within your RefCentre account.

6. The course I want to register for is full.

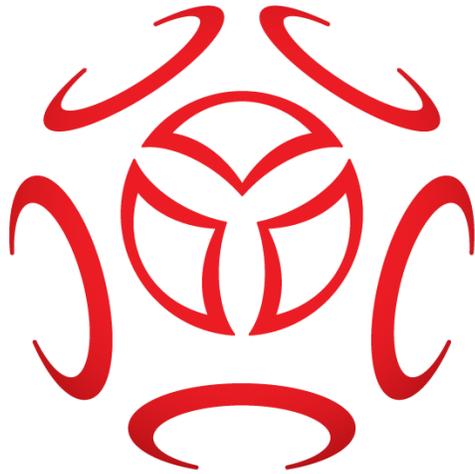
There are only 25 spots in each course. Once a course has reached its registration capacity it is FULL and no other students may register. Students will not be added to the class list. Do not attend the course hoping to be added to the class list at a later time as no exceptions will be made to this rule.



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