



Soccer's Software Solution

# Referee Manual

For Florida Youth Soccer



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AFTER you have read this manual if you have any other questions please contact your Assignor or our Referee Representative:

Sanette Owen-Thomas 904-685-2118  
Sanette@gotsport.com

# Logging into your Account

1. To begin the Referee Program go to [www.Gotsoccer.com](http://www.Gotsoccer.com) and click on LOGIN on the left hand side of the screen. When the welcome screen opens click **REFEREES** under the Officials section.



2. Enter your user name and password here. Your user name and password were emailed to you from FYSA thru Got Soccer. If you do not know your user name and password, you can do a password look up.



3. Update your account, fill in all the information you can

## 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

**State Registered**

**Display Name**

**Address**

**City**

**State**

**Zip Code**

**Country**

**Email Address**

**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**

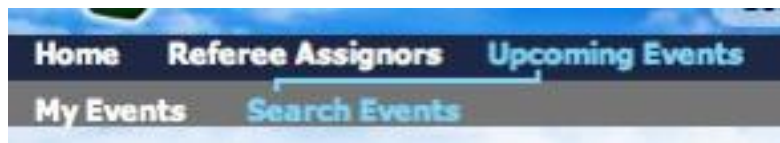
**Confirm Password**

**Additional Info/Notes (optional)**

- *Full Legal Name* - Name for documents and payment
- *Username* - Usernames must be unique in our system. You can change this at a later date but will need one to continue. If you do not fill it in the system will give one to you.
- *Password* - You will need one to create the account but you can edit it at anytime.
- *Grade* - Is the USSF grade that you are licensed in, not your grade in school.
- *Display Name* - is how you want to be seen in the database. Please do not make up nick-names as it can be confusing to the assignor.
- *State Registered* - Please make sure to enter the state that you primarily work in.
- *Email Address* - this is **VERY IMPORTANT**, if you do not enter one you will not be able to receive game confirmations as well as changes in schedules and other important information.

## Registering as Referee for Events

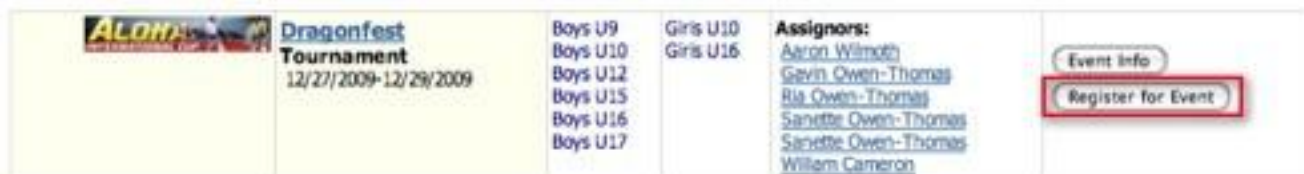
1. Once you have completed the form and hit the submit button you will be brought to the Search Events page that can be reached by going to **UPCOMING EVENTS** in the blue menu bar and then **SEARCH EVENTS** in the grey menu bar.



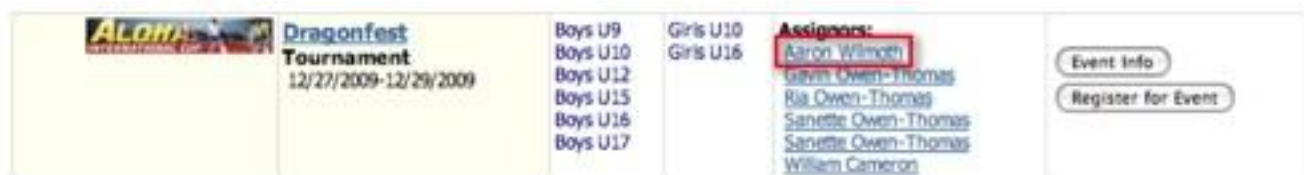
2. The Search Events page is where you will register with events and choose assignors that you want to work with. Enter in the event name or search by state or event type and click **GO**. In this example I am searching for Dragonfest

A screenshot of the 'Search Events' form. The form has a light blue header with the text 'Search Events' and 'Enter as many or as few search criteria as desired and click Go.' Below the header are several input fields: 'Date Range' with a dropdown set to 'June 2009' and 'to Any Date'; 'State' with a dropdown; 'Show up to' with a dropdown set to '10 Results'; 'Event Type' with a dropdown set to 'Any'; and 'Event Name' with a text input containing 'dragonfest'. A 'GO' button is on the right. Red boxes highlight the 'State', 'Event Type', 'Event Name', and 'GO' fields.

3. Once you locate the event you want to work click the **REGISTER WITH EVENT** button.

A screenshot of the event details for 'Dragonfest Tournament' (12/27/2009-12/29/2009). The event is categorized under 'ALOM'. It lists assignors: Aaron Wilmoth, Gavin Owen-Thomas, Ria Owen-Thomas, Sanette Owen-Thomas, Sanette Owen-Thomas, and William Cameron. The event is for Boys U9, U10, U12, U15, U16, and U17, and Girls U10 and U16. A red box highlights the 'Register for Event' button.

4. You can also choose to sign up with a specific assignor from the Search Events section as well. To do this just click on the name of the assignor that you wish to work for (if you sign up with the event instead of with an assignor you will be able to choose a primary from the entire list of assignors in the event at a later time).

A screenshot of the event details for 'Dragonfest Tournament' (12/27/2009-12/29/2009). The event is categorized under 'ALOM'. It lists assignors: Aaron Wilmoth, Gavin Owen-Thomas, Ria Owen-Thomas, Sanette Owen-Thomas, Sanette Owen-Thomas, and William Cameron. The event is for Boys U9, U10, U12, U15, U16, and U17, and Girls U10 and U16. A red box highlights the name 'Aaron Wilmoth' in the assignors list.

5. Once on the Assignor Contact Info page click the **REGISTER WITH ASSIGNOR** button to make them your primary assignor (you can get to your list of assignors by clicking on the **MY ASSIGNORS** button).

**Assignor Contact Information**

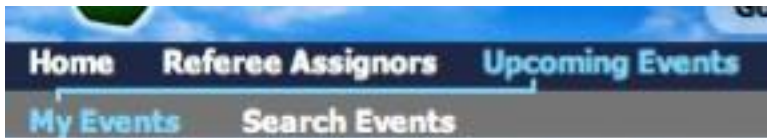
**Name** Aaron Wilmoth  
**City** Daytona Beach  
**State** FL

[Register With Assignor](#)  
[My Assignors](#)

**Fields Handled for Dragonfest**

**Field**  
**Field #0101**  
**Field #0202**  
**Field #0303**  
**Field #1010**  
**Field #1111**

- By registering with Aaron this means only Aaron can assign you to games and that your only contact for the Dragonfest will be with Aaron. If you later choose not to be assigned to Aaron you can always click the **CANCEL ASSIGNOR** button found under the Assignors Section.
- You are now registered for the Dragonfest. To see what events you are working or to cancel your referee duties for an event go to **UPCOMING EVENTS** in the blue menu bar and then **MY EVENTS** in the grey menu bar.



**My Events**

Boys U9 Girls U10  
Boys U10 Girls U15  
Boys U12  
Boys U15  
Boys U16  
Boys U17

**Dragonfest**  
[\[View My Assignments\]](#)  
12/27/2009 - 12/29/2009

Flights: 13  
Max Teams: 107  
Assignor:  
[Aaron Wilmoth](#)  
[Gavin Owen-Thomae](#)  
[Gavin Owen-Thomae](#)  
[Gavin Owen-Thomae](#)  
[Nick Apostolides](#)  
[Ria Owen-Thomae](#)  
[Sanette Owen-Thomae](#)  
[Sanette Owen-Thomae](#)  
[William Cameron](#)  
[William Cameron](#)

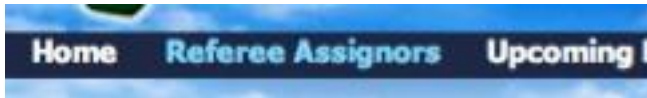


[Cancel Attendance](#)

# Primary Assignor

A Primary Assignor has the ability to control parts of your referee account. This is mainly for referees who do not plan on managing their accounts and will be relying more on the assignor to do the work. A Primary Assignor can set your availability, confirm or reject games and update contact information and your account password. They do not have access to your private information should you choose to enter it into your account. Since your account was created by FYSA with information direct from FSR, FYSA needs to remain your primary assignor.

1. To Assign a Primary Assignor go to **REFEREE ASSIGNORS** in the blue menu bar.



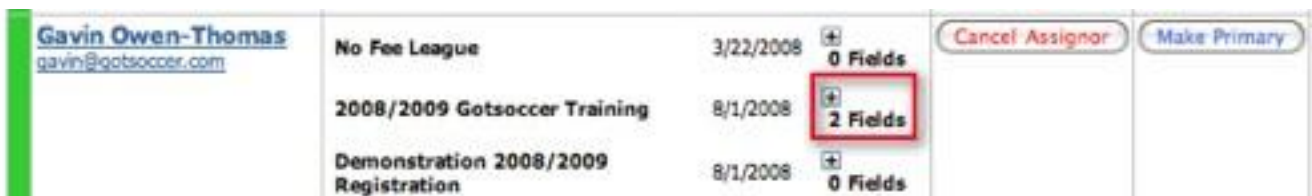
2. A list of all assignors working in all the events you are registered for will appear. Locate FYSA with and click the **MAKE PRIMARY** button.

It is very important that you select FYSA as your primary assignor. If you have selected another assignor, please change it back to FYSA.



Assignor	Upcoming Events		
<a href="#">Aaron Wilmoth</a> <a href="mailto:aaron@gotsport.com">aaron@gotsport.com</a>	Dragonfest 12/27/2009 <span>+</span> 5 Fields	Cancel Assignor	Make Primary
<a href="#">Gavin Owen-Thomas</a> <a href="mailto:gavin@gotsoccer.com">gavin@gotsoccer.com</a>	No Fee League 3/22/2008 <span>+</span> 0 Fields	Cancel Assignor	Make Primary
	2008/2009 Gotsoccer Training 8/1/2008 <span>+</span> 2 Fields		
	Demonstration 2008/2009 8/1/2008 <span>+</span> 0 Fields		

3. If you are working in a league and do not know which Assignor works which locations or fields, click the **+** sign next to the event to see what fields they are working.



<a href="#">Gavin Owen-Thomas</a> <a href="mailto:gavin@gotsoccer.com">gavin@gotsoccer.com</a>	No Fee League 3/22/2008 <span>+</span> 0 Fields	Cancel Assignor	Make Primary
	2008/2009 Gotsoccer Training 8/1/2008 <span>+</span> 2 Fields		
	Demonstration 2008/2009 Registration 8/1/2008 <span>+</span> 0 Fields		

4. Once you have selected FYSA as your primary assignor, the bar next to their name turns blue. To remove the assignor as your primary, click the **CANCEL ASSIGNOR** button. You can also use this button to remove any assignors you do not want to work with.

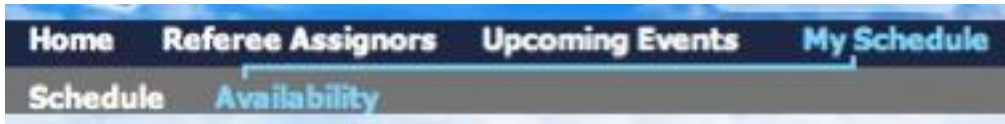
### Associated Assignors

Assignor	Upcoming Events		
<b>Aaron Wilmoth</b> <a href="mailto:aaron@gotsport.com">aaron@gotsport.com</a>	<b>Dragonfest</b>	12/27/2009  <b>5 Fields</b>	<a href="#">Cancel Assignor</a>
<b>Gavin Owen-Thomas</b> <a href="mailto:gavin@gotsoccer.com">gavin@gotsoccer.com</a>	<b>No Fee League</b>	3/22/2008  <b>0 Fields</b>	<a href="#">Cancel Assignor</a> <a href="#">Make Primary</a>
	<b>2008/2009 Gotsoccer Training</b>	8/1/2008  <b>2 Fields</b>	

# Availability

There are two ways to set your availability. The first is to set **blackout dates** and times, the second is to schedule it through the **Calendar**.

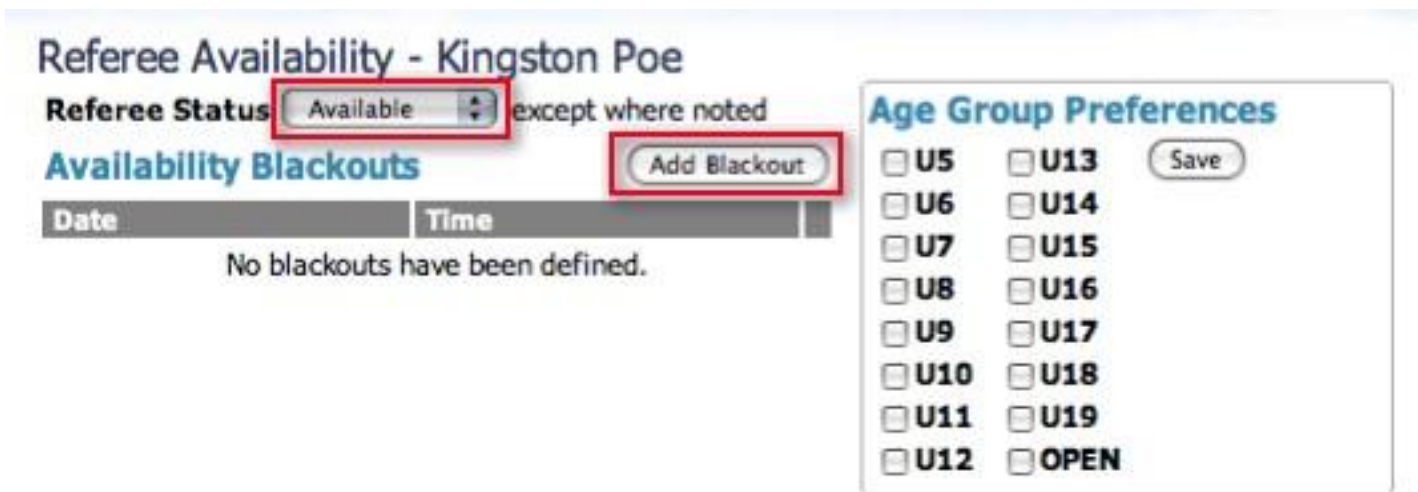
1. To manage your availability via **blackout dates** go to **MY SCHEDULE** in the blue menu bar and then **AVAILABILITY** in the grey menu bar (you can also get to this page through your Calendar by clicking the Manage Availability button at the top of your Calendar screen).



2. You have two availability options:

- Available all the time except when indicated
- Unavailable all the time except when indicated

3. Below, our referee Kingston, is going to make himself **Available** all the time except for the dates and times that he specifies by choosing **AVAILABLE** from the **REFEREE STATUS** drop down menu. Then to set our blackout dates we click the **ADD BLACKOUT** button.



4. Add the times and date that you will not be available and click the **SAVE** button. You can create another blackout date from this screen by clicking the **ADD BLACKOUT** button in the upper right hand corner.

Referee Availability Blackout - Kingston Poe

**Date**

**Start Time**

**End Time**

**Availability Blackouts**

**Date** **Time**

No blackouts have been defined.

**Add Blackout**

**Save** **Cancel**

5. The same steps are taken if you choose to make yourself **UNAVAILABLE** all the time except when indicated by clicking the **ADD AVAILABLE TIME** button.

Referee Availability - Kingston Poe

**Referee Status** **Unavailable** except where noted

**Referee Availability**

**Add Available Time**

**Date** **Time**

No upcoming availability has been defined.

6. You can also choose what age groups you prefer to work. Please keep in mind that these are not set in stone and that if the assignor wants to assign you to a game that is not one of the age brackets that you chose, they can do that. Select the age groups that you would like to ref by checking the appropriate boxes and clicking **SAVE**.

**Age Group Preferences**

**U5**  **U13** **Save**

**U6**  **U14**

**U7**  **U15**

**U8**  **U16**

**U9**  **U17**

**U10**  **U18**

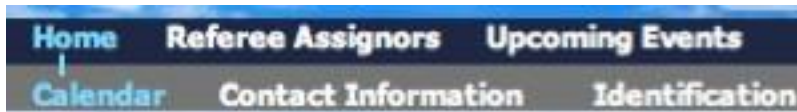
**U11**  **U19**

**U12**  **OPEN**

7. Once you have added these specifications they will show up under the **SCHEDULE** tab as well as on your **CALENDAR** on the **HOME** page.

Another way of indicating your availability/unavailability is through your **Calendar**.

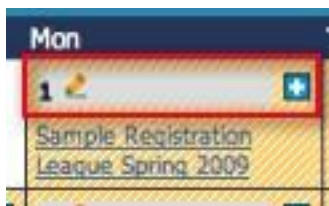
1. To do this click on the **Home** in the Blue menu bar and then **CALENDAR** in the grey menu bar.



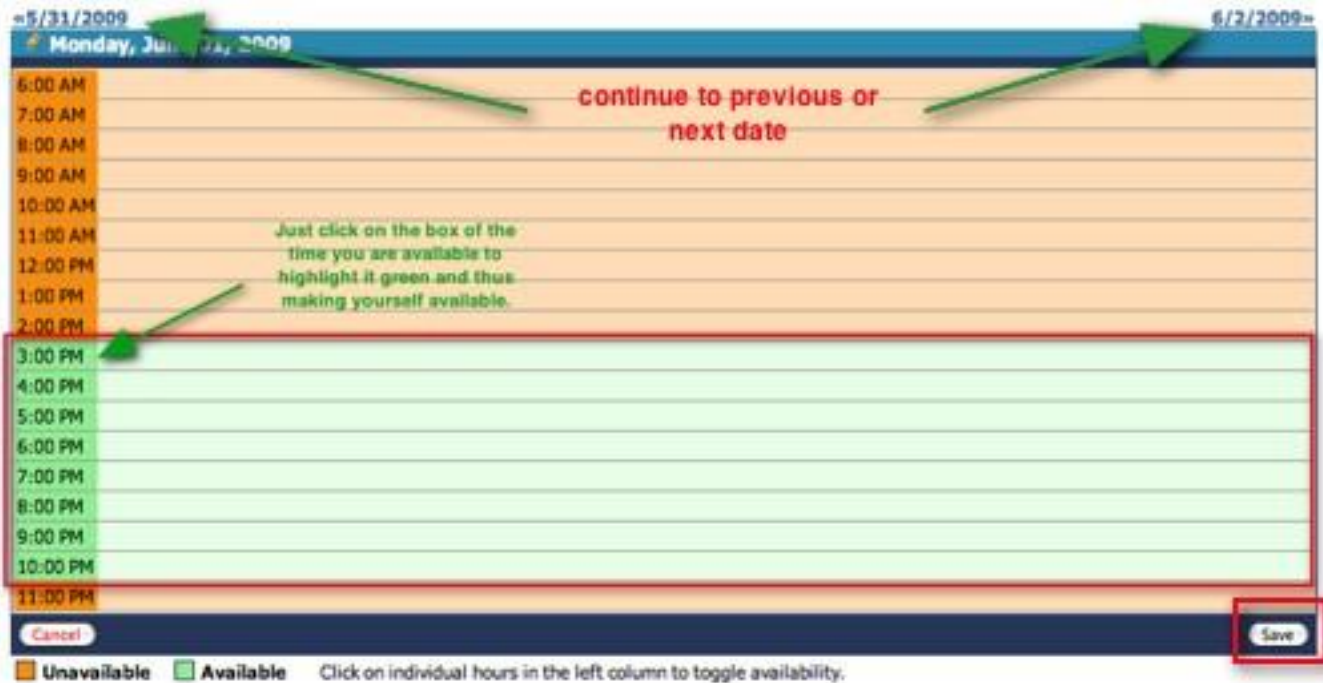
2. The Calendar shows you all your events. Along the top of the Calendar you will see the **REFeree STATUS** drop down menu. If you mark yourself **Unavailable** your Calendar will look like this:



3. At the moment this calendar is telling us that Kingston is unavailable this entire month. Lets make him available for Monday June 1. To do this we will click on the grey box above the date where the pencil image is.



4. This opens up the calendar for the date of June 1, 2009. Kingston has school so he can only work in the evening from 3-10pm. To make himself available for those times we just click on the time that we want to be available turning it green. You must choose each hour separately.



- If you want to set the time for the next day, Tuesday June 2, you do not need to go back to the home page, just click the date (in this case 6/2/2009) located in the upper right hand corner of the calendar. Make sure that you click **SAVE** before moving on.
- Once you are done setting your availability, when you click back to your calendar it will look like this:

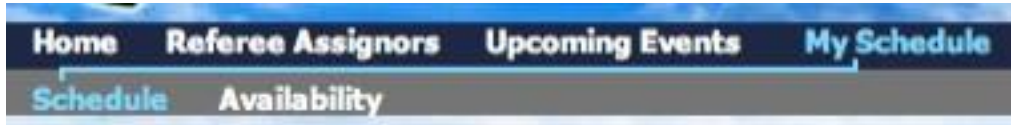


- As you can see, we made Kingston available from 3-10pm Monday June 1 - Friday June 5. So any assignor who wants to assign Kingston to a game that is not during those hours will not be able to.
- These same steps are taken if you set yourself to Available and mark your blackout dates.

# Self Assign Games

Sometimes tournaments or leagues will opt to have the referees assign themselves to the games they want to work. If this is an option for an event that you are working then the games will show up under your Schedule.

1. Go to **MY SCHEDULE** in the blue menu bar which will bring you to the **SCHEDULE** page.



2. If you are working multiple events you can filter down to the specific event that you want to view. Self Assign schedules will not show up on this page under **ALL EVENTS**. So for example, Kingston is working the Dragonfest tournament. This tournament allows self assign games but since the filter is set to **ALL EVENTS** the games are not showing up. Kingston must select the event from the drop down menu.



3. Once on Dragonfest the list of games available for self assign will show up along the right hand side of the screen. To assign yourself to a game click the **OPEN** link next to the game you want to work.

## Games Available for Self-Assign

Sunday 12/27/2009

### Field #01

043	8:00 AM	Boys U17	Asst,Asst(2) Needed	<a href="#">Open</a>
048	2:00 PM	Boys U17	Center,Asst,Asst(2) Needed	<a href="#">Open</a>

### Field #02

045	8:00 AM	Boys U17	Center,Asst,Asst(2) Needed	<a href="#">Open</a>
050	2:00 PM	Boys U17	Center,Asst,Asst(2) Needed	<a href="#">Open</a>

### Field #03

044	8:00 AM	Boys U17	Center,Asst,Asst(2) Needed	<a href="#">Open</a>
049	2:00 PM	Boys U17	Center,Asst(2) Needed	<a href="#">Open</a>
039	3:30 PM	Boys U16	Center,Asst,Asst(2) Needed	<a href="#">Open</a>

4. This opens the **Referee Assignments** window. Select the position you want to work by clicking on it.



5. In this example Kingston wants to be an Assistant Referee. Once he has chosen the position the screen refreshes to look like this:



6. Click **FINISHED** when done
7. If you assign yourself to a game and it does not show up on your schedule page after clicking the **FINISHED** button it is because you are already scheduled to a game which conflicts with the game in question or your availability is set so that you are not available for that game. Please check your settings and try again.

## Confirmations

Whether you are assigning yourself to a game or an assignor does it for you, you still need to confirm whether or not you want to work the game.

1. Under your **SCHEDULE** page you will see a list of the games you are working. This list will populate under **ALL EVENTS** or by selecting the specific event from the drop down menu.

Schedule - Kingston Poe

Event: Dragonfest Date: All Assignments Apply Filters



Referee Availability

No upcoming availability for this official.

Click the confirmation icon on the right of an assignment to cycle through Unconfirmed, Confirmed, and Rejected status.

Schedule For 12/27/2009

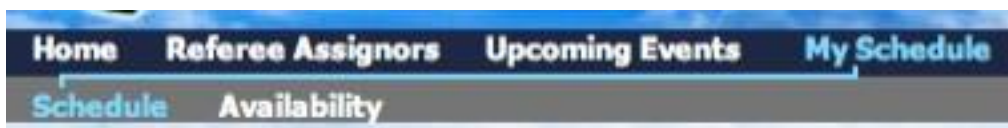
Assignment <a href="#">Report</a>	<b>Dragonfest</b> Field 01	#43	8:00 AM	9:30 AM	Referee	<a href="#">Game Card</a>	? ✓ X
Assignment <a href="#">Report</a>	<b>Dragonfest</b> Field 03	#49	2:00 PM	3:30 PM	Asst. Ref	<a href="#">Game Card</a>	? ✓ X

2. Once you have pulled up your games click the  or the  to accept or reject the game. If you choose to reject the game the system will prompt a message to make sure you want to reject the game. If you select YES the game will be removed from your schedule and a rejection email will be sent to the assignor. If you self assigned a game just reopen the Referee Assignments window and click the **X** next to your name to remove you from the game.

## Game Cards

Game Cards for the events you are working can be downloaded from your account.

1. To get to your Game Cards, go to **MY SCHEDULE** in the blue menu bar, then **SCHEDULE** in the grey menu bar.



2. You will see your list of events. Next to each game you will see the link **GAME CARD**. Click on that link.

Schedule For 12/27/2009

Assignment **Dragonfest** #43 8:00 AM 9:30 AM Referee Game Card ? ✓ X

3. This will download the game card (PDF) for this particular game. If the team has a roster in their team account, the players name, jersey number and DOB will appear.



**Dragonfest**  
 Phone-In Scores: 1-(866)-391-0662  
 Event ID: 32 PIN: 1234

Card Generated: 6/10/2009  
[Reprint Game](#)

---

Game #: **043** Field **01** 12/27/2009 8:00 AM Boys U17 Gold / Bracket 2  
 Referee: Kingston Poe Asst.Ref: Asst.Ref: 4th Offi:

**BALTIMORE BAYS (MD)** Score:

Coach Manager: Anthony Adams, Darlene Reicherbach


ID	#	Name	DOB	Yellow Card	Red Card
78906-046866	1	Kyle Wittman	1/11/1989		
78906-046814	2	Zachary Barnett	7/24/1989		
78906-046849	4	Mike Gill	2/15/1989		
78906-046847	5	Vincent Savarese	1/21/1989		
78906-046850	6	Gregory Sneeringer	6/10/1989		
78906-046844	8	Sean Rothe	3/30/1989		
78906-046862	9	Eddie Tejeda	2/22/1989		
78906-046852	11	Mauricio Simms	1/6/1989		
78906-046857	12	Edward Smith	12/3/1988		
78906-050706	14	Mark Wysocki	7/14/1989		
78906-046841	15	Marco Mangione	12/26/1988		
78907-053539	16	Courtney Hewitt	2/20/1989		
78906-046864	18	Chris Williams	7/26/1989		
78806-046793	19	Taylor Helsei	10/4/1988		
78906-046822	23	Eduardo Flores	5/18/1989		
78906-046874	25	Michael Worden	5/5/1989		

**BW GOTTSCHEE (NYE)** Score:

Coach Manager: David Willems, Peter Sterbenz

ID	#	Name	DOB	Yellow Card	Red Card
N/A	1	Sean Lynch	1/10/1989		
N/A	3	Pablo Garcia	4/6/1988		
N/A	4	Andreas Kalpaxis	5/20/1988		
N/A	6	Peter Sterbenz	1/23/1988		
N/A	7	Ronnie Bouemboue	10/16/1987		
N/A	9	Gary Laronde	2/14/1988		
N/A	10	Jorge Mora	3/10/1988		
N/A	11	Sebastian Villa	2/19/1988		
N/A	12	Oscar Garcia	5/25/1988		
N/A	15	Christopher Nieminski	2/17/1988		
N/A	17	Peter Degens	6/13/1987		
N/A	18	Jose Campos	3/1/1988		
N/A	21	Erich Reichmann	4/15/1988		
N/A	22	Chris Koontz	5/5/1988		
N/A	26	Benjamin Arkan	1/13/1988		

4. Below the game is the phone number, Event 10 and PIN number in case you are required to call in the scores for the game.

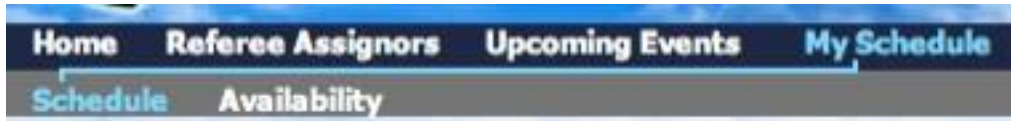


**Dragonfest**  
 Phone-In Scores: 1-(866)-391-0662  
 Event ID: 32 PIN: 1234

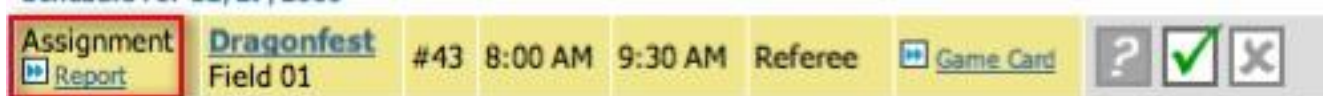
# Game Reports

You can create Game Reports for assignors to see.

1. To create a Game Report go to MY SCHEDULE in the Blue menu bar and then SCHEDULE in the Grey menu bar.



2. On the right side of your events you will see a link called **ASSIGNMENTS REPORT**. Click on that link.



3. It will pull up this screen:

Game Report - Dragonfest  
Game# 43 - 12/27/2009 - 8:00 AM - 9:30 AM - Boys U17 Gold

Final Results

Home	BALTIMORE BAYS (MD)	Score: <input type="text"/>	Cards: + Yellow <input type="text"/> Red <input type="text"/>
Away	BW GOTTSCHEE (NYE)	Score: <input type="text"/>	Cards: + Yellow <input type="text"/> Red <input type="text"/>

[Save Scores](#)

Referee - Kingston Poe (grade: 8)

Game Cancelled

Actual Game Date:  Actual Start Time:

Half-Time Score: - Actual End Time:

Player Injuries:

Game Incidents:

Field Condition:

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:

Referee Conduct:

Player Conduct:

Spectator Conduct:

4. You can enter scores for the game in here, but only do so if your assignor has instructed you to. When you enter scores in here it overrides those in the tournament or league account. Once you enter in the scores for the games, make sure you click the **SAVE SCORES** link before moving on. ***This does NOT save the whole document. JUST THE SCORES for the game!***

Game Report - Dragonfest  
 Game# 43 - 12/27/2009 - 8:00 AM - 9:30 AM - Boys U17 Gold  
 Final Results

Home	BALTIMORE BAYS (MD)	Score: <input type="text"/>	Cards: + Yellow 0	Red 0
Away	BW GOTTSCHEE (NYE)	Score: <input type="text"/>	Cards: + Yellow 0	Red 0

[Save Scores](#)

5. You can also record who got a yellow or red card during the game. To do this click on the + button next to each card.

Home BALTIMORE BAYS (MD) Score:  Cards: + Yellow 0 + Red 0

6. This will open up a window below the team name with several boxes to fill in:

Home BALTIMORE BAYS (MD) Score:  Cards: - Yellow 0 + Red 0

Player	Code	Notes
* (select player)		

+

- Select the **PLAYER** who committed the offense
- Select the offense **CODE**
- Add any **NOTES** you feel are necessary
- Click the **+** sign to add the offense to the game.

7. To view the codes for the offenses use the chart to the right of the Game Report

**Offense Codes**

C1 - Unsporting Behavior (SB)
C2 - Desert by word or action (DT)
C3 - Persistent Infringement (PI)
C4 - Delay restart (DR)
C5 - Fails to respect distance (FRD)
C6 - Enters/re-enters field (E)
C7 - Deliberately leaves field (L)
S1 - Serious Foul Play (SFP)
S2 - Violent conduct (VC)
S3 - Spits at or on other person (S)
S4 - Denies opportunity by hand/ball (DOH)
S5 - Denies opportunity by FK/PK offense (DOP)
S6 - Offensive, insulting or abusive language (IL)
S7 - Second caution in same match (DCT)

8. The rest of the options are up to you to your discretion to fill out. Of course we believe that the more information the better, but again it is up to you.

**Referee - Kingston Poe (grade: 8)**

Game Cancelled

Actual Game Date  Actual Start Time

Half-Time Score - Actual End Time

Player Injuries

Game Incidents

Field Condition

**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

Referee Conduct

Player Conduct

Spectator Conduct

9. When you are done make sure to click the **SAVE** button before moving on.

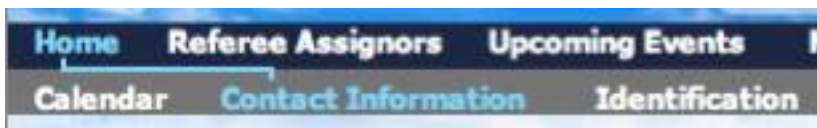
# Additional Account Features

Under **HOME** on the blue menu bar you will see four other tabs, other than **CALENDER**.

- **Contact Information**
- **Identification**
- **Account Access**
- **Background Checks**

## Contact Information

1. Go to **HOME** in the blue menu bar and then **CONTACT INFORMATION** in the grey menu bar.



2. Here you can complete any information you did not fill out when first opening your account. You can also upload a picture if you like.

A screenshot of a web form titled 'Referee Information'. The form is divided into several sections: 'Basic Information' with fields for 'Full Legal Name' (Kingston Poe), 'State Registered' (Vermont), and 'Contact Information' (Display Name: Kingston Poe, DOB: 3/2/1981, Photo: [NO PHOTO]). Below this is an 'Address' section with fields for 'Address' (44 Valade St.), 'City' (Burlington), 'State' (VT), 'Zip Code' (05401), 'Country' (United States), 'Email Address' (Sanette@gotSPORT.com), and 'Phone' (9042005855). To the right is a 'State Registration' section with fields for 'USSF Reg #', 'Date Issued', 'Grade' (8), and 'Driver's License/State ID' (ID Number, State, Expiration). Below that is an 'Assignment Preferences' section with a soccer field diagram and dropdown menus for 'Center' (No Preference) and 'Assistant' (No Preference). At the bottom right is an 'Account Summary' section showing 'User Name: Kingston', 'Date Created: 7/21/2008 3:24:12 PM', and 'Last Updated: 9/2/2008 4:56:34 PM'. There is also a text area for 'Additional Info/Notes (optional)' and 'Save' and 'Cancel' buttons at the bottom.

3. You can also choose your preference as to where on the field you want to be assigned.

### Assignment Preferences

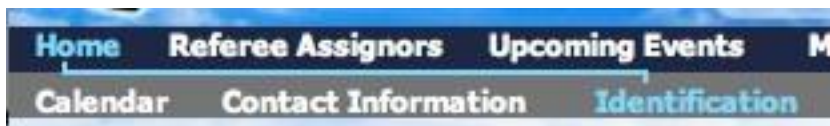


4. When done remember to click the **SAVE** button at the bottom of the screen after making any changes.

## Identification

This is where you can store your personal information if it has been requested by your assignor.

1. Go to **HOME** in the blue menu bar and then **IDENTIFICATION** in the grey menu bar.



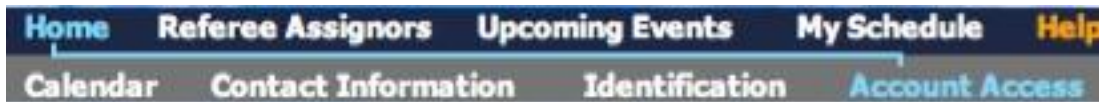
2. You can enter your DOB and your SSN. Your SSN is encrypted and will not be shared with anyone!

A screenshot of a "Personal Identification" form. On the left, there is a text block: "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." Below this is a section titled "Current Records" with "SSN: Not On File" and "DOB: On File", and a "Delete Records" button. The main form area has fields for "Name" (Kingston Poe), "SSN" (with a note "(enter twice to confirm)"), and "DOB" (with labels "Month Day Year"). A "Submit" button is at the bottom right. A security logo for "GoDaddy.com SECURE WEB SITE" is in the top right corner.

## Account Access

Here is where you can update your user name and password that you created when you first opened the account.

1. Go to **HOME** in the blue menu bar and then **ACCOUNT ACCESS** in the grey menu bar.



2. You can update your user name here, make sure to click **SAVE** before moving on to your password. For your password, you will need to know your current password to change it. If you do not have it please contact your primary assignor. You can also have it emailed to you from the login page.



## Background Checks

Certain events will use our **Risk Management Program** in which case you will be required to submit to a VDF (Volunteer Disclosure Form) for a background check before being approved for any event. Once you have submitted a VDF and been approved you will not need to do it again, as long as you register for events using the same name as you have on file. So for example, if Bill Cameron submits a VDF and is approved he cannot sign up for an event as William Cameron or he will be required to submit the form again. Please keep in mind that clubs and tournaments are charged everytime a VDF form is submitted.

To get there go to **HOME** in the blue menu bar and then **BACKGROUND CHECKS** in the grey menu bar.

