



# *SOUTHERN CONNECTICUT SOCCER OFFICIALS ASSOCIATION*



## **SCSOA Recertification Information**

The SCSOA Recertification Process will be completed online. Recertification is Windows/PC based and Internet Explorer and Firefox are the preferred browsers; you may experience error messages or malfunctions with other browsers. Firefox is the advised browser for MAC users (be aware there still may be some instances where MAC users may experience compatibility problems when using eReferee applications).

1. Go to the website <http://www.scsOA.net> and select the link for [eReferee Login](#)


**Welcome to the**  
**Southern Connecticut Soccer Officials Association website**  
**SCSOA.net**  
**the complete resource for High School Soccer Referees**  
**in Southern Connecticut**

**2013 SCSOA Meeting Dates**  
click here for printable [SCSOA Meeting Dates](#)

**Mon. August 26 6:30 pm Waveny House - New Members**  
**Tues. September 3 7:00 pm Lapham Center - Interpreter's Meeting**  
**Wed. September 18 7:00 pm Lapham Center**  
**Thurs. October 3 7:00 pm Waveny House**  
**Mon. October 14 7:00 pm Waveny House**  
**Tues. November 5 7:00 pm Waveny House - Annual Meeting**  
**Mon. November 11 6:30 pm Waveny House Banquet**


**Alternate Interpreter's Meetings:**  
Alternate Interpreters Meetings:  
**Coastal Valley Board - Wed. August 28**  
**Western Connecticut Board - Thurs. August 29**  
**New Haven Board - Thurs. September 5**  
**Eastern Connecticut Board - Thurs. September 5**  
**Central Connecticut Board - Thurs. September 5**

2. To login enter your Last Name, select your First Name from the dropdown box (you may have to double-click the dropdown arrow to display and select your first name), enter your Birth Date then select the Login button (on your initial login do not use your middle initial). (**Although you have unlimited time to complete your Recertification process, be aware there is a session limit, after 30 minutes the system will log you out and will not save any information you have entered. In particular, if you can not complete and submit the Recertification Test for grading within a 20 minute timeframe be sure to scroll to the bottom of the Recertification Test page and select "Save this Version". You may use "Save this Version" as many times as you need. If you logoff after saving you will be able to logon and return to the Recertification Test and continue answering questions).**)



**About SCSOA**  
**Assigning Info**  
**Directory**  
**Info Center**  
**Soccer Links**  
**Rules**  
**SCSOA eReferee**

Contact SCSOA:  
[info@scsoa.net](mailto:info@scsoa.net)



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## SCSOA eReferee System

### SCSOA Referee Log-In

Login to your SCSOA eReferee account to view your account activity, update your Personal Information, etc.

The SCSOA eReferee Online Management System is oriented for use with a **Windows/PC** based computer and **Internet Explorer** and **Firefox** are the preferred browsers, you may experience error messages or malfunctions with other browsers and access devices.

If MAC users choose to manage their Referee requirements with their MAC, Firefox is the advised browser (be aware there still may be some instances where MAC users may experience compatibility problems when using eReferee applications and no support is available). Training material/study information is in most cases available in the PDF file format that is accessible on a MAC.

To Login - Enter your:

Last Name:


First Name / MI:

Date of Birth:    (format MM-DD-YY)

Login

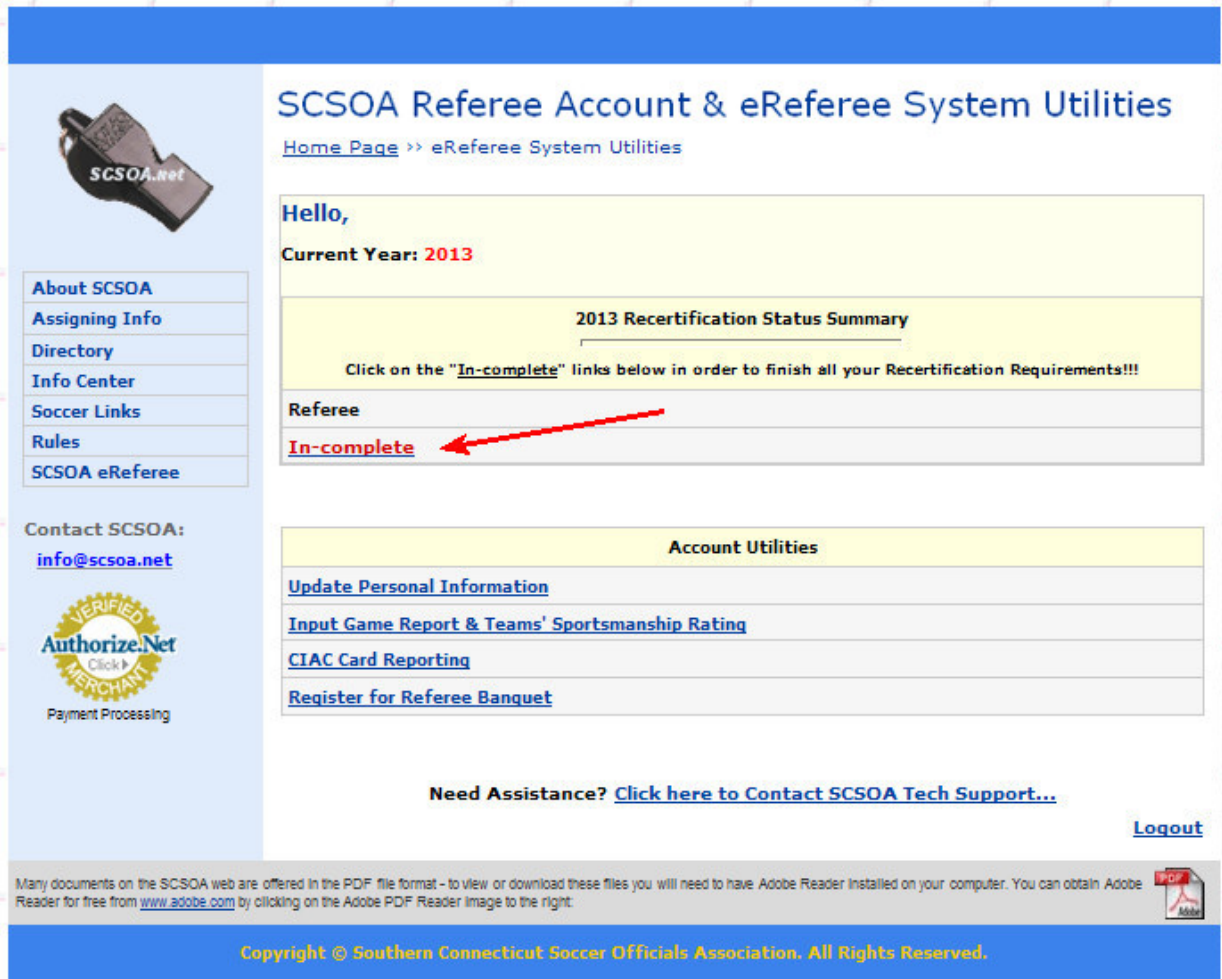
If you need assistance with your online activity or are having login problems e-mail [tech@scsoa.net](mailto:tech@scsoa.net) to contact Technical Support.

Many documents on the SCSOA web are offered in the PDF file format - to view or download these files you will need to have Adobe Reader installed on your computer. You can obtain Adobe Reader for free from [www.adobe.com](http://www.adobe.com) by clicking on the Adobe PDF Reader image to the right:



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3. Logging in will bring you to you Referee Account page. On the Referee Account page Click on the **"In-complete"** link under the Recertification Status Summary and proceed to the Detail Recertification page.



**SCSOA Referee Account & eReferee System Utilities**

[Home Page](#) >> eReferee System Utilities

**Hello,**

**Current Year: 2013**

**2013 Recertification Status Summary**

Click on the **"In-complete"** links below in order to finish all your Recertification Requirements!!!

Referee
<b>In-complete</b>


**Account Utilities**

- [Update Personal Information](#)
- [Input Game Report & Teams' Sportsmanship Rating](#)
- [CIAC Card Reporting](#)
- [Register for Referee Banquet](#)

**Need Assistance?** [Click here to Contact SCSOA Tech Support...](#)

[Logout](#)

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4. On your Detail Recertification page select the **"In-Process"** link opposite a task, complete the task and the process will advance you to the next task where you again select the **"In-Process"** link – continue in this manner until all requirements have been completed.



- About SCSOA
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Contact SCSOA:  
[info@scsoa.net](mailto:info@scsoa.net)



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## 2013 Detail Recertification

[Home Page](#) >> [eReferee System Utilities](#) >> 2013 Detail Recertification

The eReferee Online System is oriented for use with a **Windows/PC** based computer and **Internet Explorer** and **Firefox** are the preferred browsers, you may experience error messages or malfunctions with other browsers and access devices.

If MAC users choose to manage their Referee requirements with their MAC, Firefox is the advised browser (be aware there still may be some instances where MAC users may experience compatibility problems when using eReferee applications). Training material/study information is in most cases available in the PDF file format that is accessible on a MAC.

Click on the **"In process"** links in the matrix below in order to finish the Recertification Requirements for your profile!!!

SCSOA Referee Re-Certification Process	
Profile Information	<a href="#">In-process</a>
Felony Conviction	Completed
Yearly Fees	Not Started
Online Interpreters Clinic	Not Started
Online Interpreters Clinic Test	Not Started
Online NHFS Written Test	Not Started

Need Assistance? Contact [SCSOA](#)

[Logout](#)

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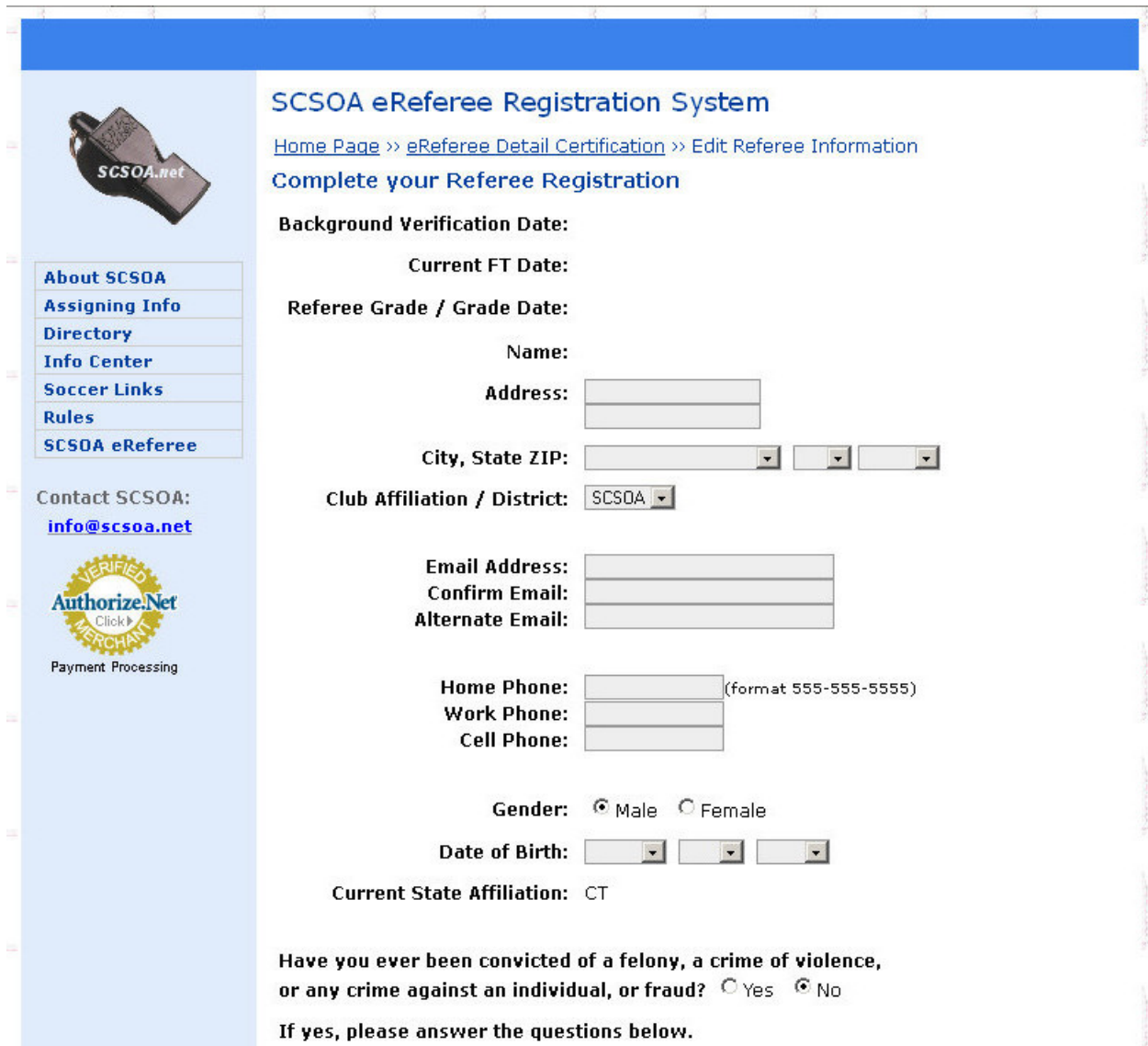


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5.



Review and update your Referee Profile Information (please check all information and update anything that is missing or incorrect and confirm your e-mail addresses. Make sure you add [info@scsoa.net](mailto:info@scsoa.net) to your e-mail safe sender list, so that SCSOA e-mails are not blocked or sent to spam.



The screenshot shows the SCSOA eReferee Registration System interface. On the left is a navigation menu with links: About SCSOA, Assigning Info, Directory, Info Center, Soccer Links, Rules, and SCSOA eReferee. Below the menu is contact information for SCSOA and an Authorize.Net payment processing logo. The main content area is titled 'SCSOA eReferee Registration System' and includes a breadcrumb trail: Home Page >> eReferee Detail Certification >> Edit Referee Information. The primary heading is 'Complete your Referee Registration'. The form contains several sections: 'Background Verification Date:' and 'Current FT Date:' (both empty); 'Referee Grade / Grade Date:' (empty); 'Name:' (text input); 'Address:' (text input); 'City, State ZIP:' (three dropdown menus); 'Club Affiliation / District:' (dropdown menu with 'SCSOA' selected); 'Email Address:', 'Confirm Email:', and 'Alternate Email:' (three text inputs); 'Home Phone:', 'Work Phone:', and 'Cell Phone:' (three text inputs with a '(format 555-555-5555)' note); 'Gender:' (radio buttons for Male and Female, with Male selected); 'Date of Birth:' (three dropdown menus); 'Current State Affiliation:' (text input with 'CT' entered); and a question 'Have you ever been convicted of a felony, a crime of violence, or any crime against an individual, or fraud?' with radio buttons for Yes and No (No is selected). A final instruction states 'If yes, please answer the questions below.'

**SCSOA eReferee Registration System**

[Home Page](#) >> [eReferee Detail Certification](#) >> [Edit Referee Information](#)

**Complete your Referee Registration**

**Background Verification Date:**

**Current FT Date:**

**Referee Grade / Grade Date:**

**Name:**

**Address:**

**City, State ZIP:**

**Club Affiliation / District:** SCSOA

**Email Address:**

**Confirm Email:**

**Alternate Email:**

**Home Phone:** (format 555-555-5555)

**Work Phone:**

**Cell Phone:**

**Gender:** ☒ Male ☐ Female

**Date of Birth:**

**Current State Affiliation:** CT

**Have you ever been convicted of a felony, a crime of violence, or any crime against an individual, or fraud?** ☐ Yes ☒ No

**If yes, please answer the questions below.**

6. Background Check – Referees will have to complete the Background Check if they want to officiate any SCSOA assigned competition. If your Background check is current you will not have to complete this part of the process this year.
7. If you need a Background Check contact the SCSOA President via e-mail at [info@scsoa.net](mailto:info@scsoa.net). The Background Check is not an automatic process – once you have submitted your Background Check you will have to wait for the results to be input in the SCSOA eReferee system before you can resume your Recertification.

8. Select the next **"In-Process"** link to complete payment for Yearly Fee/SCSOA Dues. This will bring you to the SCSOA eReferee Event Registration page. In the first dropdown box labeled (1) select the "Yearly Fees". In the next dropdown box select the next "Yearly Fee" selection labeled (2), this will populate the "Payment Information – Amount Due" box, select the check box labeled (3) and select the "Submit" button to initiate the next step of the payment process.



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Contact SCSOA:  
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## SCSOA eReferee Event Registration

[Home Page](#) >> [eReferee System Utilities](#) >> eReferee Event Registration

Complete the Referee Event Registration Form below. After you press submit, you will receive a confirmation of your registration and additional info.

Candidate's Name (First, Middle Initial, Last Name):

Street Address:

City, State, Zip:

Your Email Address:

Phone Number:

Work Number:

Gender:

### SCSOA Referee Events/Online Courses/Clinics/Payments You Would Like to Register for:

If you are registering for a SCSOA event that requires payment, please be aware that the SCSOA eReferee Event Registration system is setup to only accept payments by Credit Card. For Cash or Check payments, members must make arrangements with the SCSOA Treasurer for the payment to be made by mail or in-person at a scheduled meeting.

Yearly Fees  1

Yearly Fees: 09/16/2013 at - online \$125.00 2

Payment Information - Amount Due \$

This event can be paid with a credit card only.

Hit the **Submit** below to register and advance to the payment process.

☐ 3 I/we (above indicated) hereby acknowledge that I/we have reviewed this form and caused it to be electronically executed with the intent to be bound to the terms contained herein. 4

Please click **ONLY ONCE** on the Submit button above.  
Sometimes, it takes a few seconds for the form to be processed. Thank you.

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9. After you click the “Submit” button the process will take you to the page where you decide how to pay your Yearly Fee/Dues, select the appropriate link for your preferred method of payment. Selecting the link “Pay SCSOA Fee Now” will take you to the secure SCSOA credit card merchant account payment form at Authorize.net. Selecting the link “Return” will bring you back to your Detail page and you will have to make a cash or check payment arrangement with the SCSOA Treasurer.

**SCSOA eReferee Event Registration**

[Home Page](#) >> [eReferee System Utilities](#) >> [eReferee Event Registration](#)

Select the button "**Pay SCSOA Fee Now**" to proceed with your credit card payment

**Pay SCSOA Fee Now** **Return**

Select this button for  
**Credit Card payment**

Select this button for  
**Cash or Check payment**

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10. After payment has been initiated you should return to your “Detail” page, select the “In-Process” link to proceed with the “On-Line Interpreters Clinic” – Read the one of the available documents on the new Rules changes and then take the “On-Line Interpreters Clinic Test” (requires a 100% score to pass to the next section, you will have unlimited time and opportunities to pass).

11. Next you will proceed to the 100 question "On-Line NFHS Written Test" – **this is an open book test with unlimited time to complete the test** – remember the "session limit" use "**Save this Version**" as many times as you need before submitting for grading. All Referees will have unlimited opportunities to pass their Recertification Test with a grade of 80% or better. Once the test has been graded the active page will look like this:



**About SCSOA**  
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**Info Center**  
**Soccer Links**  
**Rules**  
**SCSOA eReferee**

Contact SCSOA:  
[info@scsoa.net](mailto:info@scsoa.net)



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## Online USSF Recertification Test

[Home Page](#) >> [eReferee System Utilities](#) >> [Online Recertification Testing](#)

### Referee Code of Ethics - NFHS Recertification Test

You are reminded, as a Referee, that your conduct must at all times be Ethical. Participating in the online Recertification testing process incurs a responsibility to display the same ethical conduct you would when participating as an official in a sanctioned match. You may use all the materials at your disposal to prepare for and answer the questions in the Recertification Tests. You should not "copy and paste" and post Recertification Test questions to public forums to determine correct answers or to determine the correct source for a question or concern nor should you record the questions and answers and pass them to another individual. Both actions are a Violation of the Referee Code of Ethics.

If you have a concern or issue forward your question(s) to the SCSOA by e-mail, contact them at:

e-mail: [SCSOA Information](#)

Be aware there is a session limit - after 30 minutes the system will log you out and will not save any information you have entered. If you can not complete and submit the Recertification Test for grading within a 30 minute timeframe be sure to scroll to the bottom of the Recertification Test page and select "Save this Version". You may use "Save this Version" as many times as you need. If you logoff after saving you will be able to logon and return to the Recertification Test and continue answering questions.

**Your Test Grade: 97%**  
**Congratulations. You have passed this test!!!!**

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- 12.If requirements have been met and all testing has been passed, the Detail Recertification page will confirm your successful Recertification.



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## 2013 Detail Recertification

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Click on the "In process" links in the matrix below in order to finish the Recertification Requirements for your profile!!!

SCSOA Referee Re-Certification Process	
Profile Information	Completed
Felony Conviction	Completed
Yearly Fees	Completed
Online Interpretors Clinic	Completed
Online Interpretors Clinic Test	Completed
Online NHFS Written Test	<a href="#">Passed - 97</a>

**Need Assistance?** Contact [SCSOA](#)

[Logout](#)

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13. At this point in the Recertification process your Referee Account page should look something like this. Select the link beneath the text [View Your Test Results](#); only the answers that were wrong will be displayed along with the correct answer.

**SCSOA Referee Account & eReferee System Utilities**

[Home Page](#) >> eReferee System Utilities

Hello,

Current Year: **2013**

**2013 Recertification Status Summary**

Click on the "**In-complete**" links below in order to finish all your Recertification Requirements!!!

Referee  
**Completed**

**2013 Referee Recertification Test Results**

Your Test Grade is: 97%      Congratulations!!!

[View Your Test Results:](#)      You have passed your SCSOA 2013 Referee Recertification Test.

[Test Results](#)      Be sure to check your Recertification Status Summary or Detail Recertification Page to be sure all your Recertification process requirements are complete!!!

**Account Utilities**

[Update Personal Information](#)

[Input Game Report & Teams' Sportsmanship Rating](#)

[CIAC Card Reporting](#)

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With successful completion of all aspects of the SCSOA On-Line Recertification Process you will be placed in the Referee pool approved for game assignments.

If you have any questions please e-mail [info@scsoa.net](mailto:info@scsoa.net)