How to Register for a Referee Course
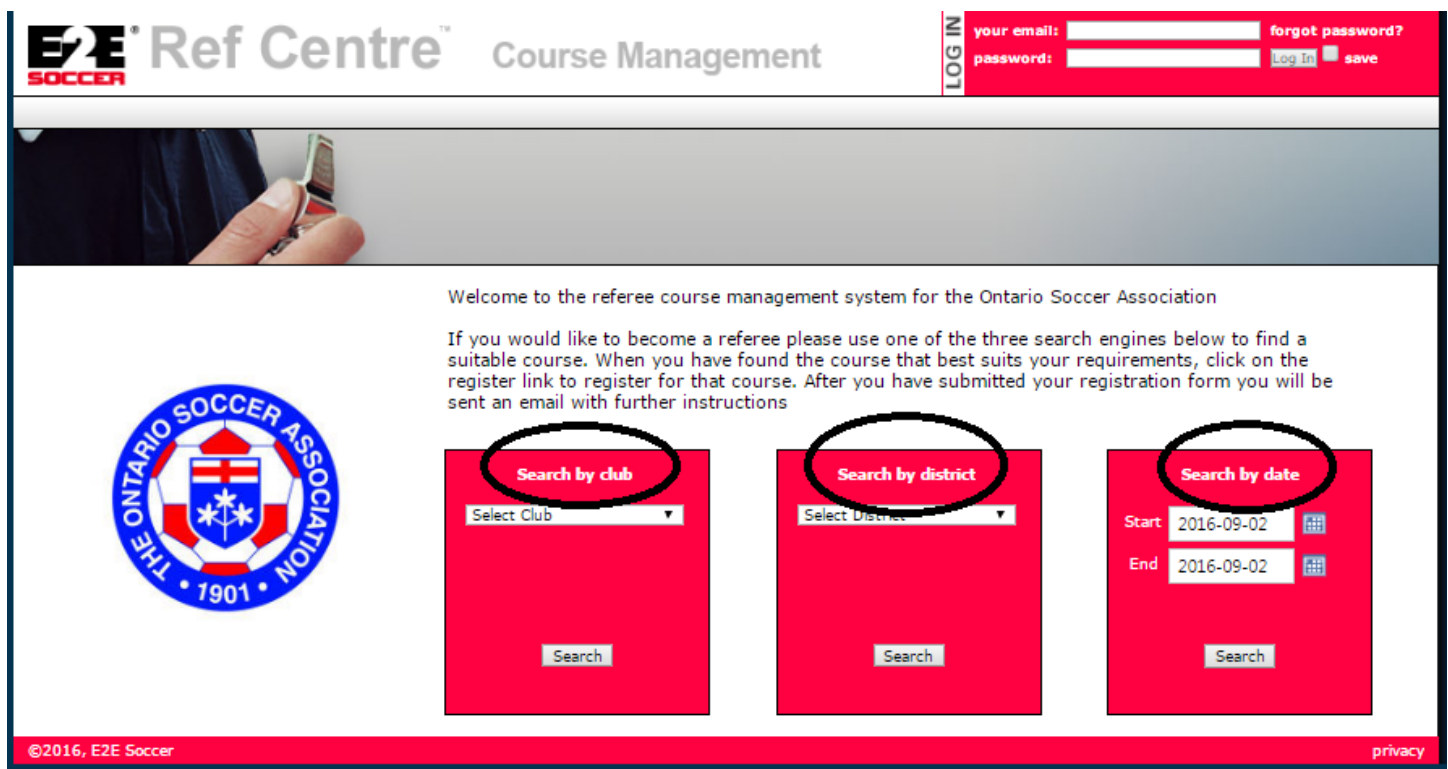
1. Visit the website www.refcentre.com/ontario
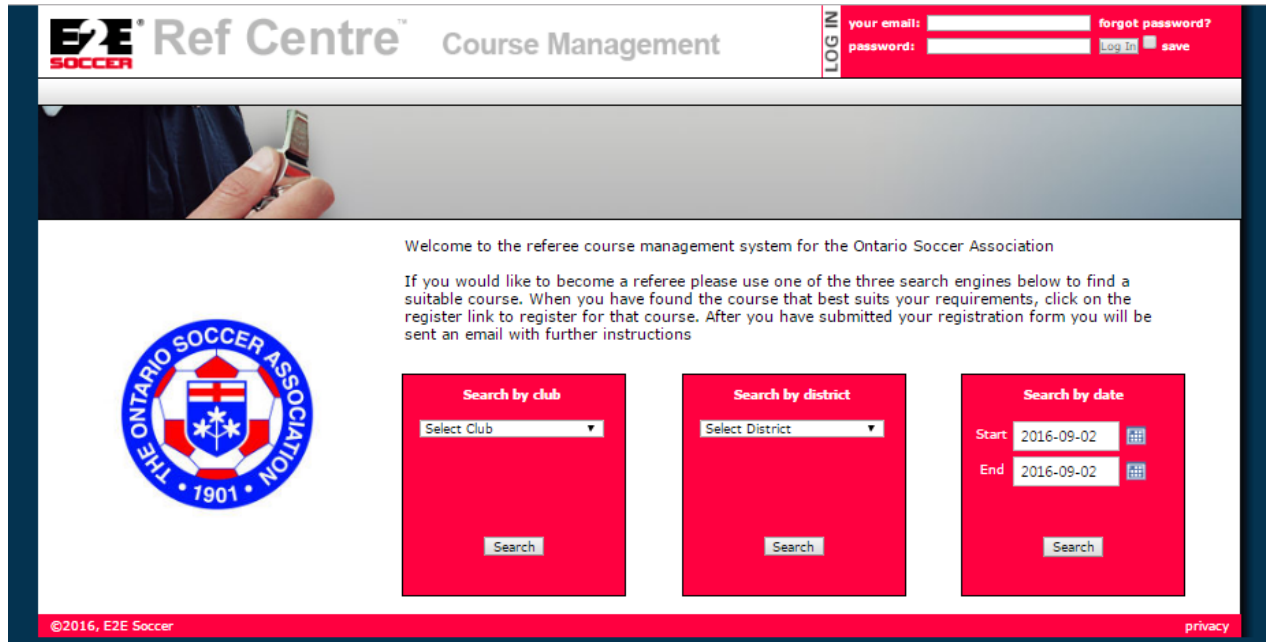
2. Search for a course

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

Searching by:

A. 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.

B. 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.

C. 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.

3. 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.

While on this screen you can:

A. Select the date range that you would like to view.

B. Filter the list of courses to show "All courses", only "Entry Level Courses" or only "Small Sided Courses".

There will be three lists of courses.

A. Available Courses – These are courses that have been approved by The OSA which you may register for.
B. Pending Courses – These are courses that will likely be approved in the near future however The OSA 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.
C. Cancelled Courses – These are courses that have been cancelled by either the hosts or The OSA.

Explanation of the column header.

A. **#** - 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.

B. **Host** – This is the group, club, district etc. that will be holding the course.

C. **Start Date** – The day on which the course will begin.

D. **End Date** – The day on which the course will end.

　　*Please note that Entry Level courses are 16 hours in length spread over 2 or 3 days. Each course is unique and the number of days over which the course is spread is usually based on facility availability.

E. **Sessions** – The number of sessions that will be held on the course days (in class and on field).

F. **City** – The city in which the course will take place.

G. **Session** – How many sessions will make up the course.

H. **Cost** – The course registration fee.

　　*Entry Level courses are more expensive than small sided courses because these courses offer 16 hours of instruction as opposed to 8 for a small sided course. Hosts set the registration cost for their own courses and some clubs choose to subsidize the cost of their courses while other do not.

I. **Status** – Will inform you if the course is "Approved", "Pending", or "Cancelled"

J **Places Available** – 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 to avoid disappointment. Please note that no more than 25 students will be permitted to register for a course <u>without exception</u>. If a course is full you can contact the host (NOT The OSA) and asked to be placed on a waiting list.

4. Registering for a Course

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.

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.

Sometimes courses are "Private" and after clicking the "Register" button a box will appear on your screen asking for a registration code. 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.

In order to obtain the registration code simply contact the course host (NOT The OSA). You can obtain the course host contact information by hovering your cursor over the blue course number to the left of the course.

If the course is "Open" and not "Private" then this box will not appear on your screen and you will be brought 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.

This page will also explain "How to Pay" for the course. Please note that all transactions are done directly with the host and NOT The OSA. All payment concerns should be directed to the "Host Contact".

REGISTER COURSE

Host	OFC
Course type	Futsal Entry Level
Session 1	Saturday Sep 17, 2016 9:0 to 17:0
Session 2	Sunday Sep 18, 2016 9:0 to 17:0
Field Session	Sunday Sep 18, 2016 13:0 to 17:0
Max. # of students	25
Location	John McCrae Secondary School
City	Nepean
Host contact	
Host email	
Host phone #	
Cost	$100.00
How to pay	2 ways to pay: A) In advance: By dropping off a cheque at our office: 9 Antares Drive Nepean, Ontario K2E 7V5 Canada or B) Last minute: At the door just before the course starts
Special notes	

Next

After clicking next you will be brought to a personal information screen.

In order to register for a course you will need to provide some personal information as seen below. This information will be used to create your RefCentre account that will be used for all your refereeing needs moving forward. PLEASE ensure that you write down your password in case you forget it. You will need this password to sign in to your RefCentre account moving 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.

First name:	
Family name:	
Gender:	▼
Date of birth	Day ▼ Month ▼ Year ▼
Address 1:	
Address 2:	
City:	
Province:	
Postal Code:	
Phone (Day):	Ext.
Phone (Evening):	Ext.
Phone (Cell):	
Primary Email:	
Re-enter Primary Email:	
Alternate Email:	
Re-enter Alternate Email:	
Password:	
Retype password:	

Common Issues.

A. 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.

B. Siblings signing up for the same course

Sibling 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.

C. 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.

D. 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.
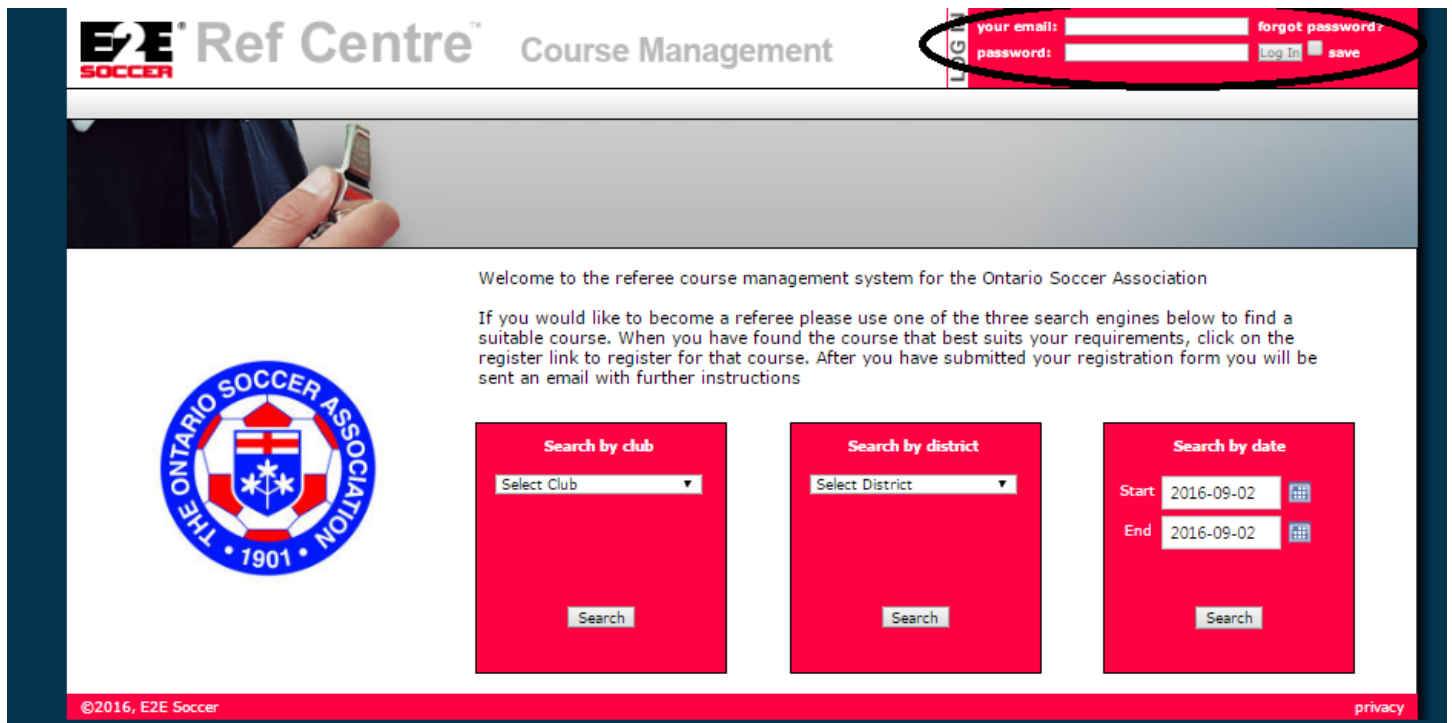
E. I have a financial issue.

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

F. 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.

Logging into your RefCentre Account

Simply visit www.refcentre.com/ontario and login using the email/password combination that you created when registering for a course.