



# Refereeing with Utah Youth Soccer Association



After you have taken and passed the Utah Referee Certification Course there are 3 steps left!

- ✓ Create an account in Arbiter RefPay
- ✓ Register as a referee through Utah Youth Soccer Association (*Affinity Sports*)
- ✓ Send an email to be accepted into the UYSA Referee Pool (uysarr@gmail.com)
- ✓ Contact a local Certified Referee Assignor and start reffing!

## **STEP 1 - Create an Arbiter RefPay Account**

1. Go to [www.refpay.com](http://www.refpay.com)
2. Click on the "Sign Up Today" option in the upper right hand corner on the Arbiter RefPay page



3. Select "Sports Official" as the "Type of User" account

4. Then Click **NEXT**
5. Follow the step-by-step instructions to complete account set up
  - Make sure you write down your **Arbiter Ref Pay Username** and **Arbiter Refpay account number (10 digits)** that is assigned by Arbiter RefPay. You will be asked to enter them at the appropriate time when you are registering as a referee through the Utah Youth Soccer Association.



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## **STEP 2 - Register as a referee through UYSA (*Affinity Sports*)**

1. Click link [here](#)
2. Click BEGIN REGISTRATION
3. On the left hand side of the page, Select registration type(s) make sure that the **Referee Registration** box is selected

The screenshot shows a web form with two main sections. The left section is titled 'Select registration type(s)' and contains a dropdown menu for 'Select a season:' with 'UYSA Referee Pool' selected. Below it is a checkbox for 'Referee Registration' which is checked. A note at the bottom of this section states '\* are required fields'. The right section is titled 'Returning users, please login.' and includes a reminder to 'Remember to select a season & registration type before logging in!'. It has input fields for 'Enter Username\*' and 'Enter Password\*'. Below these fields is a link for 'Forgot Username or Password?'. At the bottom right of this section are three buttons: a green 'Login' button, a blue 'Don't have an Account?' link, and a blue 'Create New Account' button.

4. If you or the person you are registering is: a current player, has played in the past, a current coach, coached in the past, a parent attached to a player, or already have a UYSA account. **DO NOT** create a new account. Use your current family account to register. (for kids it will be mom or dads account)
  - Enter your UYSA username and password
  - Click the green **Login** button on the lower right hand side
  - Click the green **Continue** above your family information
  - Click the blue **Register** button to the right of the individual you are registering as a referee
  - Verify and update if necessary the address, phone and email information
5. Scroll down to the **Referee Additional Information**
6. Enter the **Referee Grade, Arbiter RefPay Username,** and the **Arbiter RefPay Account Number (10 digit number)**
  - If you do not enter the Account Username and Account Number correctly your referee payment will not process.
7. Click **Save & Next Page**
8. Continue registration process through the **Congratulations** page.



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## **STEP 3 - Email UYSA to be accepted into the UYSA Referee Pool**

1. Email [uysarr@gmail.com](mailto:uysarr@gmail.com)
  - In your email include the name of the referee and confirm that you need to be accepted into the UYSA Referee Pool
2. You will receive an email confirmation WITH your *Affinity Sports* (UYSA) username and password.
  - Please allow up to 7 days after you complete your course and send the email to be accepted into the UYSA Referee Pool

## **STEP 4 – Contact a Certified Assignor and start reffing games!**

1. Visit [www.utahsoccerrefs.com](http://www.utahsoccerrefs.com)
2. In the left menu select Assignors - (Referees can contact more than one assignor)



3. Contact a Certified Assignor in your area. Let them know you are a Certified Referee and would like to start being assigned to games

- Fall League Starts the 4<sup>th</sup> weekend of August – ends in Oct
- Spring League starts the 3<sup>rd</sup> weekend of March – ends in May

**For any additional assistance, please call the UYSA State office.**

**801-307-5150**