

Metro DC-VA State Referee Program: Instructor's Guide.

2006-2007



MDCVSRP

www.vadcsoccerref.com

2241-E Tackett's Mill Drive
Woodbridge, VA 22192

Carol Shaeffer

(888) 832-1866

mdcvasrp@erols.com

Youth Leagues USA

www.youthleaguesusa.com

14101 Parke Long Court, Suite U
Chantilly, VA 20151

Ernie Rehrig – MDCVSRP Customer Support Analyst

ernie@youthleaguesusa.com

-or-

customersupport@youthleaguesusa.com

Step 1: Registration

Each year you will be required to register for each position you hold within MDCVSRP (including your instructor position). To do so, please visit the MDCVSRP home page

<http://www.vadcsoccerref.com/>

Then select *Online Registration* from the menu on the left-hand side. This will bring you to the registration page (figure 1).

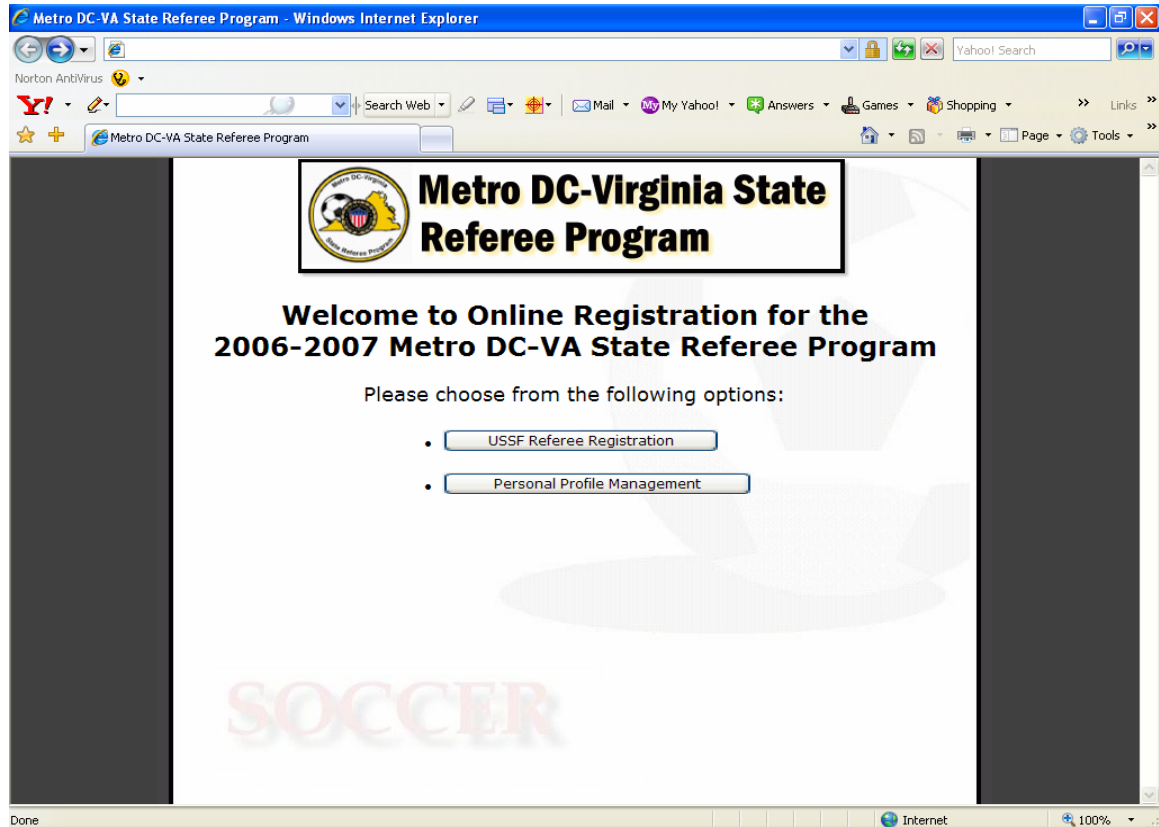


Figure 1

You will have 2 options:

- USSF Referee Registration
- Personal Profile Management

Select *USSF Referee Registration* to register for your referee, instructor, assessor, and/or assignor position(s).

You will be asked to enter in your personal information (Figure 2). This is done to check for your status in the previous database. If no match is found you will be asked to register as a new referee.

Before proceeding to the actual registration page you will be asked to supply a personalized password to access your profile (Figure 3). This is to add positions, classes, or to withdraw from classes you are unable to attend. Once completed you will be able to return to this link at any time and edit your profile.

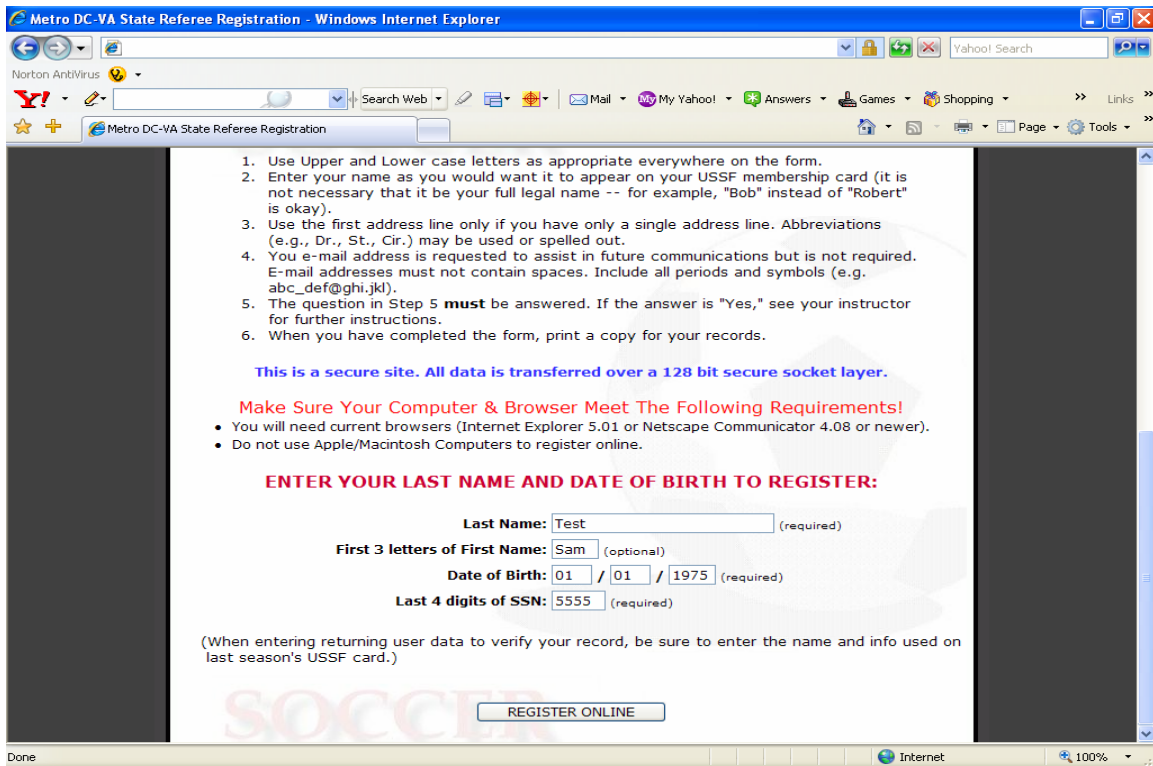


Figure 2

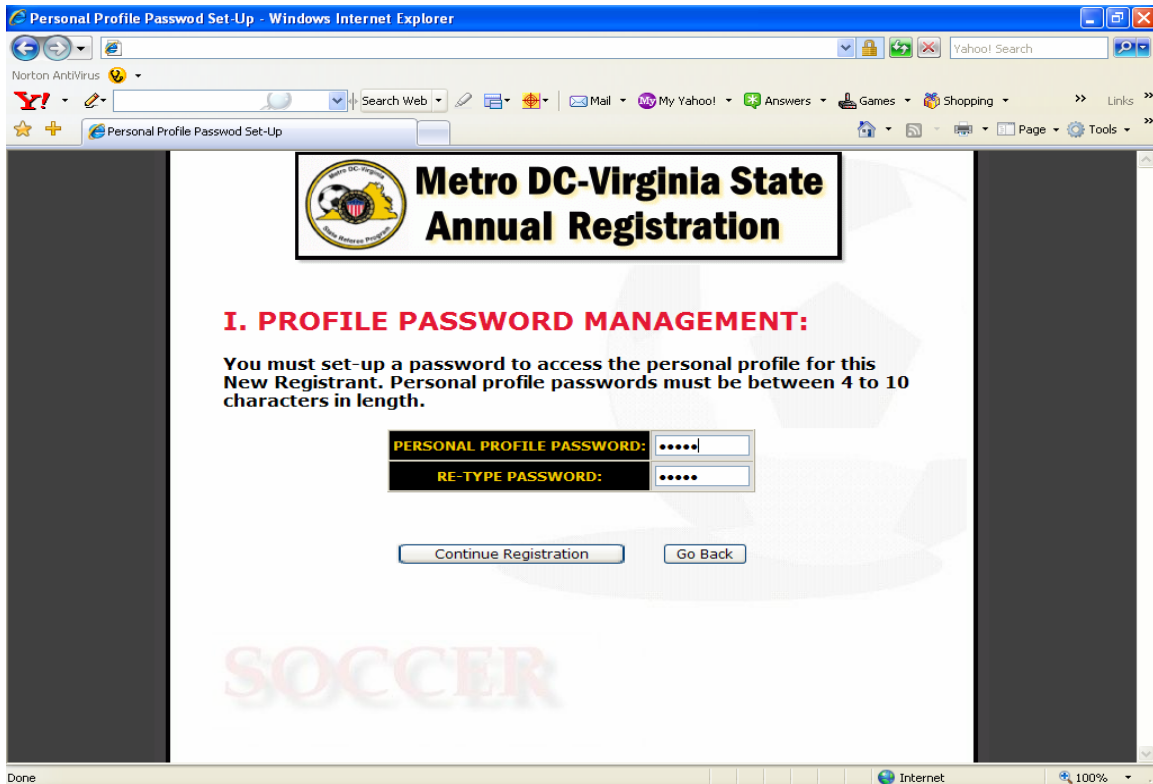


Figure 3

The actual registration page requires you to enter in personal and professional data. If you are returning from last year, much of this data will be pre-populated and you should edit any info that has changed from last year. All fields are required *unless* marked with an asterisk.

It is **HIGHLY** recommended that you choose On-Line payment for your payment method (Visa or Master Card). Please note, *most* position payment fees include the class fee.

Be sure to include a valid email address. After being approved, you will receive an auto-email with the database link and your personalized ID/Password. DO NOT continue to use the previous year's database. Everything from 08/01/06 to 07/31/07 is to be done in the database provided.

After completing your registration, be sure to print out a copy of the certificate of registration for your records (Figure 4).

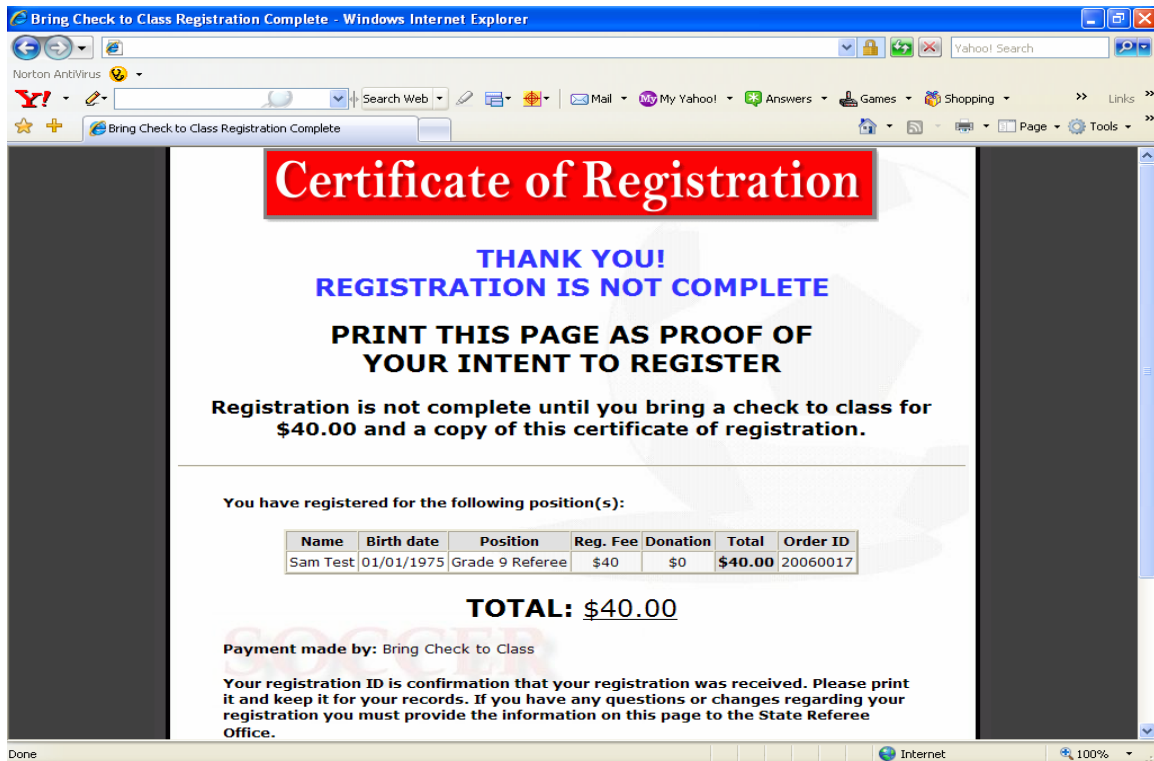


Figure 4

This is an example of an auto-email to an 'Approved' Instructor.

Auto-email text (sample):

You have been approved as an Instructor for the Metro DC-VA State Referee Program.

Here is your case sensitive ID and PW for the MDCVSRP on-line database. Do not share your ID/PW with others.

If you need help or lose your info, please contact the MDCVSRP office.

User-ID: TEST12
Password: TEST34
*Case Sensitive

Here is the case sensitive database link.

<http://www.youthleaguesusa.com/mdcva/2006/Database.htm>

*Case Sensitive - Do Not Post or Share This URL.

Step 2: Profile Management/Class Registration

To edit your profile, or to sign up for a class, or to add another position registration, visit:

<http://www.vadcsoccerref.com/>

Click on the *Online Registration* link from the menu on the left-hand side. You will then choose *Personal Profile Management*.

You will then be prompted to enter in your Last Name, First Name, Date of Birth, and the Password that you created earlier (Figure 5). All of that information is case sensitive.

Metro DC-VA State Referee Program Personal Profile Management - Windows Internet Explorer

Yahoo! Search

Norton AntiVirus

Y! Search Web

Mail My Yahoo! Answers Games Shopping Links

Metro DC-VA State Referee Program Personal Profile ...

Internet 100%

Metro DC-Virginia State Profile Management

Welcome to Online Personal Profile Management for the 2006-2007 Metro DC-VA State Referee Program

This is a secure site. All data is transferred over a 128 bit secure socket layer.

Make Sure Your Computer & Browser Meet The Following Requirements!

- You will need current browsers (Internet Explorer 5.01 or Netscape Communicator 4.08 or newer).
- Do not use Apple/Macintosh Computers to register online.

ENTER YOUR LAST NAME AND DATE OF BIRTH TO MANAGE YOUR PROFILE:

Last Name: (required)

First 3 letters of First Name: (optional)

Date of Birth: / / (required)

Profile Password: (required)

(When entering returning user data to verify your record, be sure to enter the name and info used on last season's USSF card.)

Figure 5

You will now have a few options (Figure 6). You can:

- Sign-up for a class/clinic.
- Add a position.
- Edit your personal information.

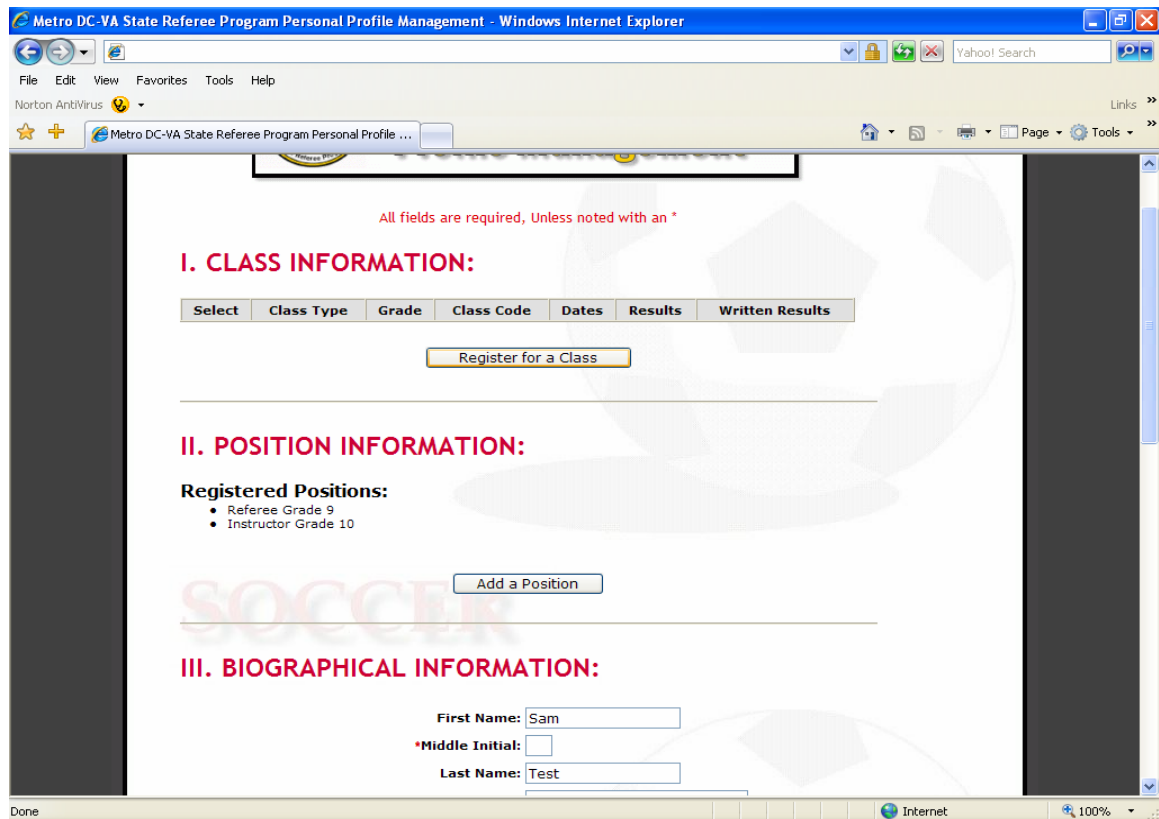


Figure 6

Click on the *Register for a Class* button to view a complete list of all classes available to you. If you hold more than one position you will be asked to search for classes by one of your positions.

Another window will open with the class listing directory. Clicking on the class type hyperlink will open a window with detailed information about the class. Clicking on the contact hyperlink will send an email to the class contact in case you have any questions.

Check the box next to the class/clinic that you wish to attend and then click the *Register for Class(es)* button (Figure 7). Your registration is NOT complete yet. You must still select payment type, which in most cases will be *Free Class/Clinic* and then click the *Complete Registration* button.



Figure 7

To add a position, click on the *Add a Position* button in section II of the profile. If you are a returning referee, assignor, assessor, or instructor you may freely sign up for any of your previous positions. However, if you are trying to register as a new assignor, assessor, or instructor you will be prompted to enter in a case sensitive code, which can only be supplied to you from the MDCVSRP office staff.

After you have added your new position and selected payment method, proceed until the Confirmation of Registration page and print out a copy for your records.

To edit your personal information, edit any of the data in section III and be sure to click the *Save Changes* button at the bottom of the screen.

Step 3: Class/Clinic Management

Upon being approved as an instructor you will be sent an auto-email with your ID/PW and the new 2006-2007 Database URL. It is important that you no longer use the old database URL, so if you have it bookmarked or saved it would be best to delete it.

The new database can be accessed at:
<http://www.youthleaguesusa.com/mdcva/2006/Database.htm>

*Case Sensitive – Do not share this URL with others.

Log in to the database using your case sensitive ID/Password.

Your main screen should say “Welcome” and display your name. If it does not or displays some other name, please contact the MDCVSRP office.

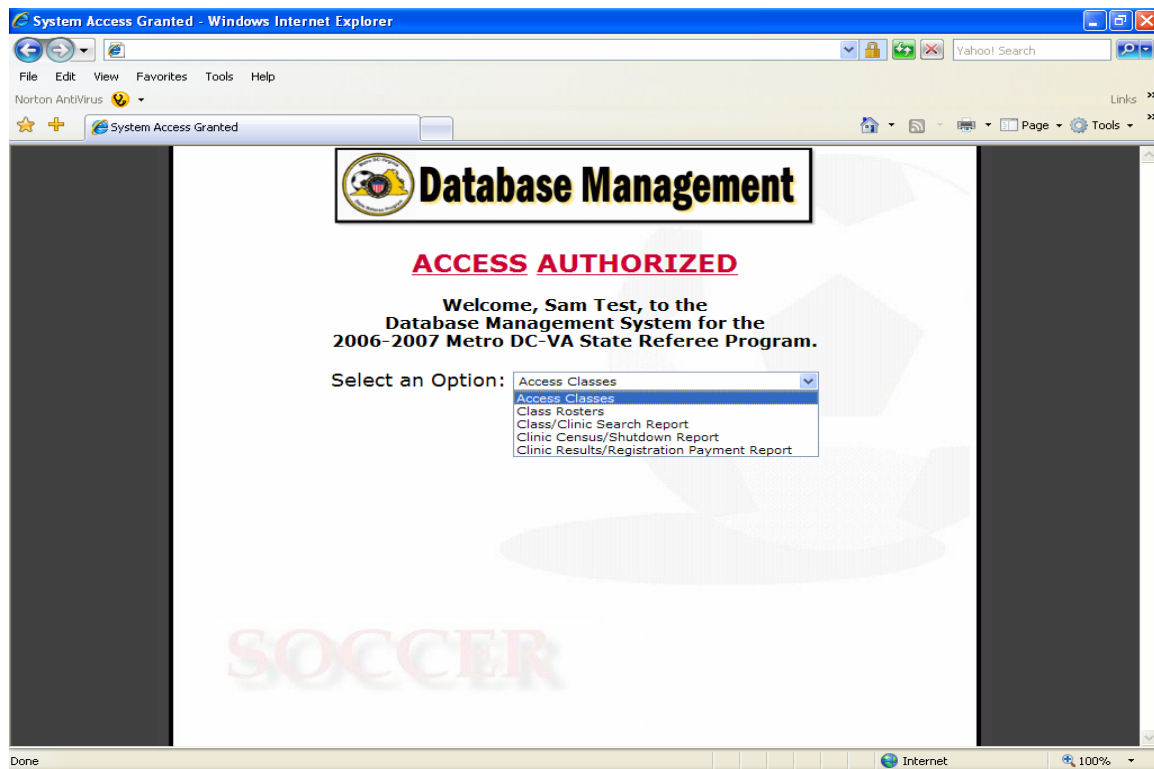


Figure 8

Access Classes:

This menu option allows you to view all classes for which you are listed as an instructor (Figure 9). Select the sort criteria at the top and click the *Sort* button.

You do not have the authority to approve classes/clinics. If you see that your class is not yet approved, contact the Area Director of Instructions.

To view the class click the radio button next to the class/clinic and then click the *View Class/Clinic* button at the bottom of the screen.

This will give you a summarized view of the class/clinic. On this screen you can make certain edits to the class information which is then updated in the class listing directory.

You can also edit the dates of the class. This is important in case you need to allow participants to register after the class has completed. In this scenario, you would extend the end date of the class (Figure 10) and then notify the walk-ins or late registering participants to go into their MDCVSRP profile and register for the class/clinic.

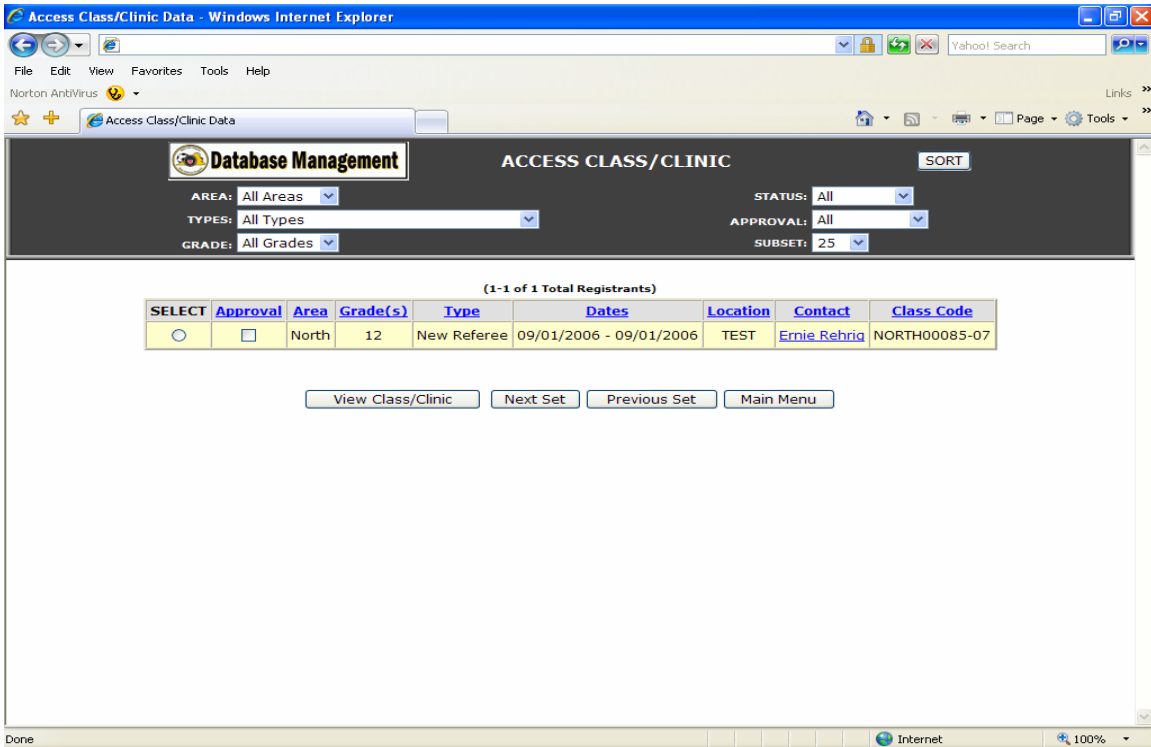


Figure 9

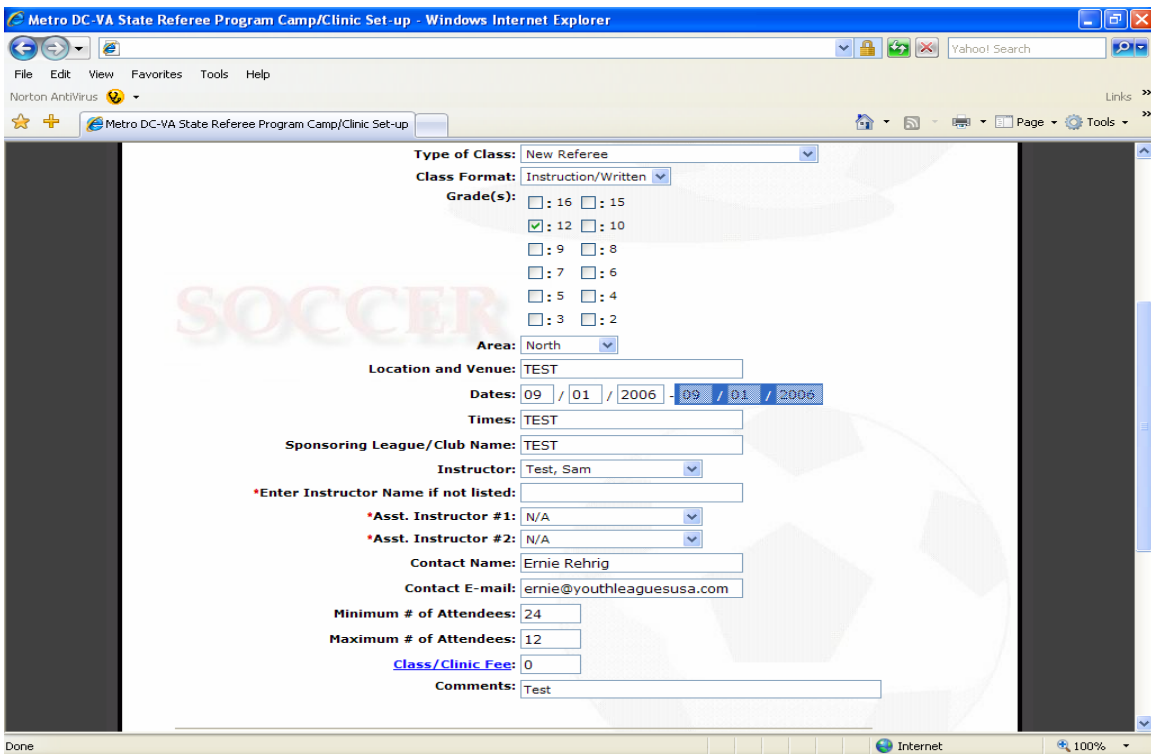


Figure 10

Within the *Access Classes* module you will be able to:

Delete the class/clinic – Be absolutely 100% sure you want to do this before clicking the button as all data will be lost forever.

View Roster – This gives you an up-to-date printable roster page for your class/clinic. When viewing the roster, any names that are shaded in gray indicate that their position payment has not been made.

View Report – This allows you to print/view the class/clinic report.

Summary Report – This allows you to print/view the class/clinic summary report.

Email Class – Sends an email to all of your class attendees. This is a great way to notify attendees of special instructions or reminders. Please note that the new 06-07 system sends an auto-email reminder five days prior to the start of the class.

Return to List – Returns you to the list of all classes for which you are the instructor,

Main Menu – Returns you to the main menu of the database.

Cash Position Registration:

At times you will be required to enter in a registration. This would be applicable in the event you have a walk-in (someone who attends your class but did not sign up on-line for his/her position and/or class/clinic) or if you are now entering data for class/clinic rosters that occurred in early August (prior to the new 06-07 system going live).

First log in to the database and then choose the *Cash Position Registration* menu option. You will now be required to input the data for the person (most of which you should have if you had them complete a paper form at the class).

Enter in their Last Name (Figure 11), First Name, Date of Birth, and last 4 digits of social security number (obviously you would not have that last bit of data, so just enter it as '1234').

The screenshot shows a web browser window titled "Metro DC-VA State Referee Cash Registration - Windows Internet Explorer". The address bar shows the URL "https://www.youthleaguesusa.com/mdcva/2006/RefereeCash.html". The page content includes the Metro DC-Virginia State Referee Program logo, a welcome message, and a registration form. The form fields are: Last Name (required), First 3 letters of First Name (optional), Date of Birth (mm/dd/yyyy, required), and Last 4 digits of SSN (required). A "REGISTER ONLINE" button is located below the form. At the bottom, it says "Applications Powered By: Youth Leagues USA" and "Visit us at www.youthleaguesusa.com".

Figure 11

If they were in the 2005-2006 database you should see their name and select it to carry forward the data. If not, then you will register them as 'New.'

Just like when you registered, a Password for the profile management tool, must be added. It is important that you make one for the registrant. You can input whatever series of letters/numbers seems appropriate and **as long as you add their email address on the next page, they WILL receive an auto-email with the Password you created and a link to the profile management tool.**

On the attendee information page, enter in all of the required fields. Then select the position/grade (Figure 12) and to save yourself a step, enter in your class code (*exactly as it appears on your roster forms). Then submit the information.

Check this box if you do not have an email address.

Country of Birth: USA

Country of Citizenship: USA

County/City: Fairfax County

II. POSITION SELECTION:

Check the box and select a grade for each position desired:

1) Referee Grade: 9 *Class Code:

III. AFFILIATED GAME EXPERIENCE (PRIOR YEAR):

(Enter actual game count)

LEVEL OF GAME	REFEREE	ASSIST. REFEREE	ASSESSOR (CRA)	ASSESSOR (ARA)
*International FIFA Appointments				
*Professional Game	12	0	0	0
*Other International Appointments				
*Top National Games				
*Regional Leagues				
*Top Amateur/Division I Games				
*Other Amateur Games				

Figure 12

The next screen you see will be the summary page. You are NOT finished yet. If everything looks ok in the summary then you will click on the *Complete Registration* button (Figure 13).

If you neglected to add the class, the confirmation page has a button on the bottom left which is labeled: *Open Personal Profile Now*. You click on that button to add additional classes, positions, or edit any personal information.



Figure 13

Class/Clinic Search Report:

This is another tool which allows you to view which classes/clinics are being held in all areas. This report is for informational purposes only.

Clinic Census/Shut Down Report:

This report allows you to quickly view the enrollment in your class/clinic. Instructors do NOT have the ability to edit the shutdown date on this report. You do have the ability to edit the class/clinic 'End Date' when you open up your class record.

Clinic Results/Registration Payment Report:

Upon opening this report, you will only have one option: Class Registration Payment.

It is recommended (especially if you have multiple classes) that you run the report by the class code (Figure 14). After selecting your query/sort options, click the *Sort* button.

After running your query/sort, you can enter in data for the class/clinic participants.

- The first and second columns are the name and class code (if you did a query by class code that column should be the same for all).

- The third column will be the class fee. Unless you are instructing an advanced class or certain upgrade classes, that fee should be zero (most class fees are now assumed as a part of the position payment now).
- Column four should be marked with a check-mark for 'Paid' if the class fee is zero. It will be unchecked if the class fee is above zero and you are in charge of collecting that fee.
- Column five is for the check number. In the event the attendee brings a check to the class for their position payment, insert the check number in that box.
- Column six needs to be check-marked if the person has attended.
- The seventh column is for the class/clinic score. This must be entered.
- Column eight is a simple drop-down box. Pass, Fail, Incomplete, and Pass/Retest are the 4 options. The final option (Pass/Retest) is for those attendees that fail the first time, retest, and pass the second time.
- The ninth column is for general comments. Be sure to include the check amount in this column, so the state office has an easier time marking the attendees paid for their position registration.
- The final column is for the payment date stamp.

The screenshot shows a web browser window titled 'Information Received Report - Windows Internet Explorer'. The page content includes a 'Database Management' header and an 'INFO RECEIVED REPORT' section. The report filters are set to 'Class Registration Payment' for the 'Area' and 'All Types' for the 'Type of Class'. The 'Class Code' is 'NORTH00034-07'. The report shows '(1-23 of 23 Total Registrants)'. The table below contains the following data:

Registrant's Name	Class Code	Class Fee	Paid	Check #	Attend	Score	Results	Comments (100 chars. max)	Date Stamp
Abel, Marc	NORTH00034-07	\$0	<input checked="" type="checkbox"/>	5073	<input checked="" type="checkbox"/>	100	Pass	Grade 8	August 18, 2006
Berran, Keller	NORTH00034-07	\$0	<input checked="" type="checkbox"/>	CC	<input checked="" type="checkbox"/>	100	Pass	Grade 8	August 19, 2006
Cremeans, Nick	NORTH00034-07	\$0	<input checked="" type="checkbox"/>	CC	<input checked="" type="checkbox"/>	100	Pass	Grade 8	August 20, 2006
Ellis, Stephanie	NORTH00034-07	\$0	<input checked="" type="checkbox"/>	CC	<input checked="" type="checkbox"/>	100	Pass	Grade 8	August 17, 2006
Gallaqher, Brian	NORTH00034-07	\$0	<input checked="" type="checkbox"/>	CC	<input checked="" type="checkbox"/>	100	Fail		August 19, 2006

Figure 14

After you have entered in all of the date, DO NOT FORGET to click the *Save Changes* button at the bottom of the screen.

Step 4: Submit your paperwork to the MDCVSRP office

Contact the MDCVSRP office for instructions on handling/submitting paperwork and payments:

2241-E Tackett's Mill Drive
Woodbridge, VA 22192

Carol Shaeffer
(888) 832-1866
mdcvasrp@erols.com