

# Step by Step – An Individual’s Guide to Printing Their Own Registration Card & History

1. Go to U.S. Soccer Registration Site - <http://ussoccer.force.com/referee/>



If you are returning to this website and you already have a User Name and Password, you can click on the orange login in the top right hand corner and then skip to step 3. If you have forgotten your password, click “Forgot Password” on the login screen.

If you have never been to this website and have not yet created a login, please continue to step 2 for instructions on how to sign in to the site and create a login. Even if you have been a referee before, you need to create a login with a new password the first time you are at this site.

2. Click on Sign Up Now button
  - i. Enter the information requested on the screen and click Next

Get Started

Existing Referee

If you have a valid USSFID number, you can:

1. Check the status of your current registration
2. Print a copy of your registration card and referee history

Enter the first two letters of your last name

Enter your USSF ID with no dashes  Example: 2013532343242987 [Forgot USSF ID?](#)

ii. User Information

- i. Your e-mail address will pre-populate. Please update it if it is not current or your main email as this will be your Username when you return. Each referee must have their own email address. If you share an email address with one or more family member(s), you will only be able to use that email for one account.
- ii. Nickname will pre-populate. It is a required field and there is no need to change as you will not use this in your login.
- iii. Create a password. Password does not have to be the same as you previously had on another site. It must be at least 8 characters and be a combination of letters and numbers. Enter again into the Confirm password box

**Your email address will also be your username for the portal login.**

**NOTE: Each email can only be used once.**

Email

Nickname

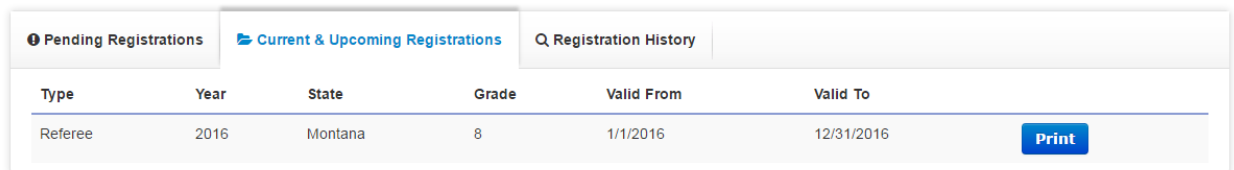
Password

Confirm Password

3. After you click submit, you are brought to your Account Overview page. If you are just logging in, you will automatically go to this page. This is your home page. You can edit your personal information and login information here as well as see your pending, current & upcoming, and past registrations. You may or may not be using the blue Register Now! button depending on your state association's registration process.

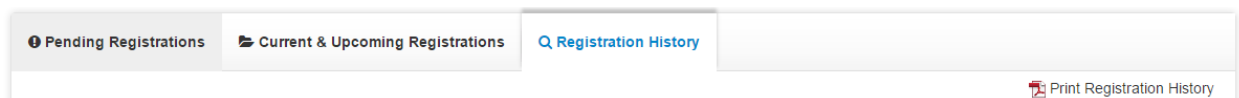
The screenshot shows the 'Account Overview' page for a user named Joe National Official. At the top left is the USA Soccer Federation logo. At the top right are navigation links: Home, Profile, Register, and Logout. The main content area is divided into two sections. On the left is a profile card with a placeholder image and the text 'KDE'. Below the image are links for 'Profile', 'Edit Profile', 'Change Password', and 'Change Email'. On the right is a text box stating 'Referees must register with the U.S. Soccer Federation every year to be eligible to work affiliated competitions in the United States.' Below this text is a blue 'Register Now!' button. At the bottom of the page are three tabs: 'Pending Registrations' (selected), 'Current & Upcoming Registrations', and 'Registration History'. Under the 'Pending Registrations' tab, it says 'No pending registrations at this time.'

- To print out a copy of your registration card, go to the Current & Upcoming Registrations tab at the bottom of your home page. It will show any approved registrations you have for the current or following calendar year. To the right of each will be a blue print button that you can click. It will pop up a screen and then you can print or download it.



Type	Year	State	Grade	Valid From	Valid To	
Referee	2016	Montana	8	1/1/2016	12/31/2016	<a href="#">Print</a>

- To print out your registration history, go to the Registration History tab at the bottom of your home page. It will show your entire registration history in the U.S. Soccer Federation Referee Program. In the top right hand corner of that tab, there will be a pdf link titled Print Registration History. You can click this to download and print a history of your records.



<a href="#">Pending Registrations</a>	<a href="#">Current &amp; Upcoming Registrations</a>	<a href="#">Registration History</a>
		<a href="#">Print Registration History</a>

- Anytime you return to [ussoccer.force.com/referee](http://ussoccer.force.com/referee), you will now go to the orange login button and enter your email and password to get to your account overview page.

If you have any questions, please email [referee@ussoccer.org](mailto:referee@ussoccer.org).