

The District IV Website

For any U10 & Below Referee to self assign or receive matches, you need to have access to the District IV Website. This is where you will be able to see upcoming matches and either assign yourself to a match or contact your youth assignor to assign you to a match.

So – first you must Log on to the District IV Website.

I. Logging onto the Site

- **RETURNING REFEREES TO THE SITE**

If you have ever logged on in the past, please go to <http://www.d4soccer.org/logon.php> and enter your sitename (Userid or Common Name) and password.

If the system does not recognize you or you have forgotten your password, then go to <http://www.d4soccer.org/logon.php> and at the bottom of the screen under Forgotten Password, click on Reset Password and follow the instructions provided. This will reset your password and provide you the new password so that you can then log on.

If the system still does not recognize you but you had access in the past, then please contact the webmaster via e-mail (webmaster@d4soccer.org) and explain your problem. The webmaster should be able to get your problem corrected fairly quickly.

- **NEW REFEREES TO THE SITE**

If you have never logged on to the District IV Website in the past, then you need to register. You do this by going to <http://www.d4soccer.org/register.php> and completing the Registration Form.

Fill in the needed information, including your address, date of birth is a must, in the "notes" section write in that you are a U10 & Below soccer referee, and at the bottom click the box next to "referee". When complete – click "Apply".

If you do not fill out the form properly and/or leave some mandatory data blank, you will receive an error message back in **Red** at the top of the screen. Make the appropriate corrections and click on Apply again.

When your form has been accepted, you will receive a message on the screen stating that your Registration Form has been accepted and it gives you a Confirmation #. REMEMBER THIS # as you will need it to check on the status of your Registration request on the District IV website. The processing of these registration requests usually takes less than 1 day, but as the season approaches, it could take as long as 2 or 3 days. My suggestion, wait until the next day and then check on your Registration Status.

To Check on Your Registration Status, go to <http://www.d4soccer.org/registrationstatus.php> and enter your First and Last name in the appropriate name blocks and then enter the Confirmation # the system provided you in the Key block. Click on Display. The system will either tell one of two things:

1. Your Registration is pending review and is not yet ready – In this case, try again in a few hours.
2. Your Registration has been approved and it will display your SiteName. It will also tell you that you should have received your Password via E-Mail from the SiteManger approving your Registration. Now, simply go to <http://www.d4soccer.org/logon.php> and enter your sitename and password and click on Logon. You should now gain access.

II. Member Agreement

- If you haven't been on the site in a while, or this is your first time, you must read and agree to the Member Agreement. This agreement outlines all the rules of operation of the site and explains all the privacy issues that must be observed while using this site.
- Once you have agreed to the Member Agreement, you will have access to the site.

III. Risk Management

- All referees, no matter what age, are to submit for WSYSA Risk Management Clearance. To apply for either an initial or renewal of an existing Risk Management clearance, we recommend that you do so via your Club/Association Bonzi website if they have one. If not, then please follow the instructions provided by WSYSA at this link - https://www.secure-sam.com/sda.bonzidev.com/sda/registration/register_volunteer.php. Using the On-Line method, you should receive an RMA # very quickly. You will receive a Number but the system may take several days to actually clear you. Once cleared, you will receive a Post Card in the Mail with your Risk Management # and Expiration Date listed.
- The District IV website is designed to track the RM status of all of its members. It does this by verifying the RMA status of every individual that Logs On to the District IV website with WSYSA. Access to certain portions/functions on the District IV website is limited to those members with a Valid RM Clearance.
- Should you experience any difficulty with your RM status on the District IV website and therefore difficulty with access to the District IV website or any portion thereof, please notify the District IV Webmaster (webmaster@d4soccer.org). The webmaster will work with you and WSYSA to resolve the issue at hand.
- REMEMBER – without a Valid RM Clearance, you will not receive proper access to the District IV website to enable you to Self Assign to officiate matches.

IV. Paperwork

- To participate in a District IV Program, there may be a requirement for a specific form, document, etc. that you must provide to the District IV (we call it Paperwork). Generally, you can provide the necessary documents to the District via the U.S. Mail OR you can provide it electronically via Member: Paperwork.
- There are specific Paperwork Requirements for U10 & Below Referees that must be completed before the member will acquire their full access to the Referee segment of the site. To view these specific requirements, Log On to the site and then click on **Referee: FAQ – Paperwork**.
- If you are experiencing any difficulty in completing the necessary paperwork, first contact your club's U10 & Below Assignor. If this individual is not able to help, then contact the District IV Webmaster (webmaster@d4soccer.org).

V. You Should Now Be A Self Assigning Referee, Ready to Use the Site

- Click the "Referee" segment on the left hand side of the screen.
- Each time you log on (and remember to do it regularly) you will see upcoming games that you may have (assignors may assign you games that you have to accept or decline). Or you will see game match reports that you haven't filled out. There may be new information there for you to read as well.
- You will see all the options on left of screen. If you have questions about any of them, click FAQ, you should find the answers there.
- **Match Inquiry** is where you find games to Self Assign or be assigned to. Fill in the criteria box with appropriate information, "Authority"= all, type= mod, click "search" find a game, click the (+) sign and If you are approved then it is your game to do.
- **Turn back:** If you realized that you can not do the game, you can turn it back, however, if it is less then 72 hours before the start of the match, you MUST also call the club assignor. When you turn back a game your name remains there until either the assignor takes it off OR another referee goes in and clicks the + sign next to your name which

means that they will do it. So, if you are looking for a game and there is a name with a + sign, you can click on the + sign and take it.

- **Match Report** is something you must fill out after each game, ALL boxes must be filled in or it will not be accepted. If you give a blue card put it in the "caution" box, then write in the notes that you gave a blue card and give details about it. When done filling out, click "submit". If everything is complete it will tell you that your report has been filed.
- If you give a blue card, also call your club assignor!!

Still confused?? Contact your local club assignor.