

ATTENTION ALL REFEREE'S

All referees need to make sure they are up to date on their certification.

If you plan to referee games in the EMSA League you must register here to add your name to the referee list.

You can add your own blackout dates after you have login. More info below.

Please make sure your email and phone numbers are correct.

Login and fill in as much information as you can. Birthdate, emails and correct phone numbers are a must.

Please login to <https://www.gotsport.com> to update your profile Click on Referee.

If you are NEW click on new to gotsoccer register here and setup a profile, then check your upcoming event and your referee assignor.

If you already have an account you just need to login with your user name and password.

Once you have completed the above and updated your profile,

You will need to add both EMSA and NMCSL to your event list.

(Both events are mandatory)

Follow instructions below:

1. **click on Upcoming Events,**
2. **click on Search Events,**
3. **in the event name box type in EMSA**
4. **and click on GO.**
5. **Click on register as a referee.**
6. **Repeat steps 1 and 2.**
7. **in the event name box type in NMCSL**
8. **and click Go**
9. **Click on register as a referee**
10. **Now your page should look something like this.**[<click here>](#)

There will be a list of Assignors.

Please cancel all the association you do not want to referee for. If you do not cancel them they will assign you to their games.

If you use more than one association, and conflicts with us it will be hard to assign you games.

PLEASE READ ABOUT YOUR ASSIGNMENTS BELOW.

If you have a problem please contact soccer.emsa@gmail.com

If you have any comments or need additional information please contact referees@emsasoccer.org

Helpful HINTS

Please be sure after signing up you login to your profile and add your DOB, SS, all phone numbers, and etc..

Please check that your referee assignor is EMSA-Referee Assignor.

Under “*Referee License Information*”, just enter your grade (i.e. 9,8, or 7)

Your grade is the Referee Class not your school grade.

You must have both events listed below in your “*Upcoming Events*”.

Please set your blackout dates this will help when scheduling and I do not have to ask you each week. If no blackout dates are entered we will assume you are available that week.

GotSoccer assumes that you want to work and are available all the time! You have to let the assignor know when you’re NOT available to referee.

1. Click on “**My Profile**”.

A calendar appears.

2. Select the day’s you aren’t available and click on the red “**X**” in the upper right corner.

You won’t be assigned any games that whole day

You can black out dates for a week or for the whole season!

If you make a mistake – Double click on the “+” sign for that date – now you’re available.

3. Want to get more specific? (for example - you can only work on Saturday Morning).

a. It’s easiest if you first block out the whole day - use steps 1 & 2 above.

b. After you block days, click on the menu “*My Schedule*”

c. Then Select the menu “*Availability*”

d. Find the date you want to change and click the “**Change**” button

e. To unblock the morning, change the start time to 1 PM and click “**Save**”

Remember – you’re saying when you CAN’T work - so now you’ve blacked out 1 PM to 11:59 PM (midnight) and left the morning free. You don’t have to enter the minutes, but you have to enter AM for morning or PM for evening.

Your assignments.

You will receive an email asking you to confirm your schedule on Monday night or Tuesday morning. By Tuesday night or Wednesday morning, please have your games confirmed or rejected. If any changes need to be done on Wednesday night or Thursday morning, those that have to pick up more games will receive another email asking once again to confirm or reject. Schedules should be confirmed and finalized by Thursday night or Friday morning. Please do not reject any games on Thursday night or Friday mornings, instead please call your assignor.

Accepting or Rejecting your assignments.

Login to www.gotsport.com

- Click on "User Login" on the right hand side of the tab bar.
 - Click on "Login" under the "Referees" box Enter your Username and Password in the "Referee Login" box.
 - Click on "Schedule" on the top grey bar For each assignment, perform an action:
 - Click on the Check mark to Confirm an assignment
- or
- click on the "X" to reject an assignment"

Once you have made your choice for each assignment, you are done and there is nothing else to do, until it is time to go to work. Don't forget to get to your fields 30 mins before kickoff time prepare and let your crew know you are there and ready.

Remember Tuesday night you need to have your games confirmed, or it will be given to someone else.

Thank you for your patience.
referees@emsasoccer.org

The Home Team coach (team listed 1st on the schedule) will be responsible for paying all referees.

In case of forfeit by either team: Referee/AR's should still be paid.

If Game is Called, at the field, for inclement weather: Referee/AR's should still be paid.

If Game is Called, Prior to arrival at the fields: Referee/AR's are NOT PAID.

If a game is called after start: Referee/AR's should retain the payment.

If an AR is NOT present at the start of the game, but arrives PRIOR to halftime, pay the AR.

If an AR is NOT present at the start of the game, and a CERTIFIED APPROVED SUBSTITUTE is available, the substitute takes the game and is paid instead of the missing referee.

If an AR is NOT present before halftime and a certified approved substitute is NOT available, PAY FOR THAT AR MUST BE RETURNED TO THE ASSOCIATION.