

Creating your account in Officials Management System (OMS), completing online training, and selecting an in-person class

**Please read this first!**

We have a new option for getting uniforms and equipment for the 2024 season. We want to make sure that you understand the option so that there are no “surprises” when you get to that step.

Referees need uniforms and equipment. Official Sports International (OSI) is the provider of referee uniforms for U.S. Soccer. OSI sells starter kits that include a uniform and most necessary equipment at a discounted rate.

For 2024, we have entered into an agreement with OSI to allow you to order a starter kit as part of the registration in Officials Management System – at a further discounted rate. The referee association is not receiving any money from these purchases. It’s presented to offer savings and simplify the process for our new referees.

New referees often delayed ordering uniforms – and were unable to accept games because their uniforms hadn’t arrived. Normally, OSI orders are received within a couple of days. But during the busy season orders can be delayed, or items may be on back order. By taking advantage of this offer, you won’t need to look for a uniform later. We will submit orders and payment to OSI on your behalf. The kit will be shipped directly to you. You will still have the option of returning items to OSI for a refund if that becomes necessary.

The cost of the kit at the OSI website (including the upgrade for flags because the “basic” flags break too easily) is \$55.95 plus shipping, which ranges from \$6.00-\$8.00. If you order the kit during the registration process, the cost is \$53, including shipping. This includes a yellow jersey (the primary color designated by U.S. Soccer), shorts, socks, wallet with cards, flags and a lanyard. We give all new referees a whistle at the in-person clinic, and a Velcro patch will be included with your badge. If you choose this option, you only need to have black shoes and a watch to be ready for your first game.

It is helpful for referees to have a second color jersey – there are five alternate colors, and we find green to be the most popular. If you want to order a second (green) jersey, the cost of the package will be \$69.50. This is a cost of \$16.50 for the second jersey – the OSI website price for the jersey is \$25.95.

Prior to going to the “checkout page” for your registration, you will be directed to a page allowing you three options: Order the kit with yellow jersey for \$53; Order the kit with yellow and green jerseys for \$69.50; Order no kit and, obviously, no additional charge will be added.

You are under no obligation to order anything. This program is designed only to give you an easier (and cheaper) uniform purchase option.

If you have any questions about the uniform program, or if you encounter problems during the registration process, email Tom Ross ([sdi@wnyreferee.org](mailto:sdi@wnyreferee.org)) or Michael Tata ([sra@wnyreferee.org](mailto:sra@wnyreferee.org)) for assistance.

OK, now you're ready to create your account in Officials Management System (OMS).

1. Direct your web browser (don't try to do this on a phone – it probably won't work) to <https://wnyreferee.omgtsys.com/>. (Bookmark this page – you'll be returning here later.)
2. Click the button that says, "New Member Registration."
3. Enter your personal information and create your password. Please remember these "common mistakes" and avoid them!
  - Use the "legal" name of the person being registered. (And can't emphasize this enough, make sure it exactly matches what you used at the Learning Center.)
  - Each registrant must have his/her own primary email address. (Same as Learning Center!)
  - Referees under the age of 18 will be required to add a parent's mail address in addition to the primary email address. Those over the age of 18 have the option of including a second email address. Be aware that group emails go to all addresses – if a parent's email address is used as the second address for three children, you're going to get three copies of emails.
  - Make sure the date of birth is entered correctly. (A typo here will prevent the systems from syncing.)
  - BEWARE OF AUTO-FILL! If your browser has the handy option of filling in the address, make sure that it didn't change the name of the new referee to Mom or Dad's name!
4. Answer the legal question.
5. Make sure that the boxes for "Referee" as the Soccer Official Type, "New Registration" for Type, and "Referee" for Level are checked then click Submit Request.
6. You will see a box like the one below. You will see a list of courses above the "Online Only" course – but you won't be able to select any of them. At this step, you will select the "Online Only" class by clicking on Reserve Clinic. (You will choose a date for the in-person class after you finish the online session.)

The screenshot shows a list of courses in a table. The courses are categorized as 'Referee - Entry In-Person 2024' and 'Referee - Entry Online Lessons'. The 'Online Only' course is highlighted in yellow. A blue box with a black arrow points to the 'Select Clinic' button. A red box with white text reads: 'READ CAREFULLY: YOU MUST REGISTER FOR AND COMPLETE THE "ONLINE ONLY" COURSE FIRST. ONCE THAT IS COMPLETED, YOU WILL BE ABLE TO SELECT AN IN-PERSON CLINIC!'. A green box with white text reads: 'COMPLETE THIS COURSE FIRST!'. A blue box with white text reads: 'You MUST complete this before you can choose an in-person course!!!!'.

Referee - Entry In-Person 2024	25 High School Dr.,Penfield
SA-42-0224-ENT24	Sat 2/10/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	4415 Millersport Hwy.,East Amherst
SA-63-0224-ENT24	Sat 2/10/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	129 Laverack,Lancaster
SA-70-0224-ENT24	Sat 2/17/2024 10 AM - 4 PM
Referee - Entry In-Person 2024	4415 Millersport Hwy.,East Amherst
SA-64-0224-ENT24	Sat 2/24/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	25 High School Dr.,Penfield
SA-43-0224-ENT24	Sat 2/24/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	100 Buckley Rd.,Liverpool
SA-68-0224-ENT24	Sun 2/25/2024 10:30 AM - 4:30 PM
Referee - Entry In-Person 2024	79 Vermont St.,Holland
SA-58-0224-ENT24	Sat 3/2/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	100 Grange Place,Cortland
SA-25-0224-ENT24	Sun 3/3/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	22 Main St,Randolph
SA-56-0324-ENT24	Sat 3/9/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	585 Rand Dr.,Watertown
SA-69-0324-ENT24	Sun 3/17/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	4415 Millersport Hwy.,East Amherst
SA-65-0324-ENT24	Sat 3/23/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	25 High School Dr.,Penfield
SA-44-0324-ENT24	Sat 3/23/2024 9 AM - 3 PM
Referee - Entry In-Person 2024	865 Publishers Pkwy.,Webster
SA-29-0423-ENT24	Sat 4/13/2024 2 PM - 8 PM
Referee - Entry Online Lessons	Online Only --
SA-09-0524-REFOL	Online Only

- In the window that appears, click on “Continue to Next Step.”
- This will take you to the uniform order page discussed earlier. **IMPORTANT:** This page defaults to the “two-jersey option.” If you want to choose the single jersey option, select “Show Less Expensive Kit” (circled below). If you don’t want to order a kit, choose “Do Not Order” (arrow). Choose the sizes – jerseys are gender-specific. Unfortunately, shorts are not. The “large” sock is (as the name implies) longer. Medium sock would probably be best for a younger official. If you are ordering a kit, choose “Submit Order” after choosing your sizes.

### Order Referee Kit (optional)

Show Less Expensive Kit

Size Chart

Type	Sizing	XXS	XS	SM	MED	LG	XL	XXL
Men's	Chest Size	na	32-34	36-38	40-42	44-46	48-50	52-54
Women's	Chest Size	32-34	32-34	34-36	36-38	38-40	40-42	42-44
Short	Waist Size	na	26-28	30-32	34-36	38-40	42-44	46-48

Referee Shirt Size:  Referee Shorts Size:  Referee Socks Size:

Price: \$69.50

The supply chain and shipping issues may cause a slight delay in processing OSI orders.

Shipping times for some kit items may be delayed.

After ordering you will be notified by Official Sports via email if this is the case.

Thank you for your referee kit order and patience at this time !

Contact Official Sports for Order Status Questions.

800-782-2614 M-F 8am - 5pm EST

[osi@officialsports.com](mailto:osi@officialsports.com)

Submit Order

Do Not Order



**NOTE:** We will submit orders on an “as needed” basis – your order may not be sent to Official Sports immediately.

- After you complete the uniform page, you’ll be taken to the Checkout Page. Everyone will see a \$40 fee for the Referee License and a \$45 fee for the Clinic Fee. If you ordered a uniform kit, that will be included. Click the blue box that says, “Click here to complete ....”

2024 Referee License Fee	\$40.00	Remove Item
Referee - Entry Online Lessons SA-09-0524-REPDL Clinic Fee	\$45.00	Remove Item
Men's Referee Starter Kit	\$69.50	Remove Item

Total Fees: \$154.50

**You must pay BOTH the Registration fees and Clinic Fee**  
**You will only be charged for items in Green. Put your**

**Note: You must complete checkout for any Green Item (even if FREE) to**

[Click Here for help with Fees](#)

[Click here to Complete Requests and Pay Fees](#)

10. You'll need to pay by credit card (the "check/money order" option will not work). Choose "Click Here to Pay" and enter your credit card information in the popup window. You will see a receipt page (a receipt will also be emailed to you).
11. When you click "Continue" you will be taken back to the login page. You can either log in to start your online lessons or return to do so later.

## COMPLETING THE ONLINE LESSONS IN OFFICIALS MANAGEMENT SYSTEM

When you log back into Officials Management System, you'll find a box like this on your home page.

**Clinics to Reserve or that you have Reserved:**

[Click Here for help with Clinic Reservations](#)

WARNING: Online Lessons are not yet Completed

Clinic Location:

Referee Registration Type :  
 2024 Referee New Registration [Check Status](#)

Available Clinics

Clinic
<a href="#">Referee - Entry Online Lessons</a> SA-09-0524-REFOL <div style="display: inline-block; border: 1px solid black; padding: 2px; margin-left: 10px;">             Transfer/Cancel           </div> <div style="display: inline-block; border: 1px solid black; padding: 2px; margin-left: 10px; border-radius: 10px;"> <b>Online Lessons</b> </div>

1. Click on "Online Lessons" and you'll see a list of lessons:

# Lesson	Expected Lesson Duration (hr:min:sec)	max Points	your Points	Results	Action
1 2024 Intro to Safety (Learning Center)	00:40:00	-	-		<a href="#">Start Lesson</a>
2 2024 SafeSport (Learning Center)	01:30:00	-	-	completed	
3 Entry Referee Welcome	00:10:00	-	-		
4 Before the Whistle	00:15:00	-	-		
5 Starting, Stopping, Restarting Play	00:20:00	-	-		
6 Free Kicks and Fouls	00:20:00	-	-		
7 Law 11 - Offside	00:20:00	-	-		

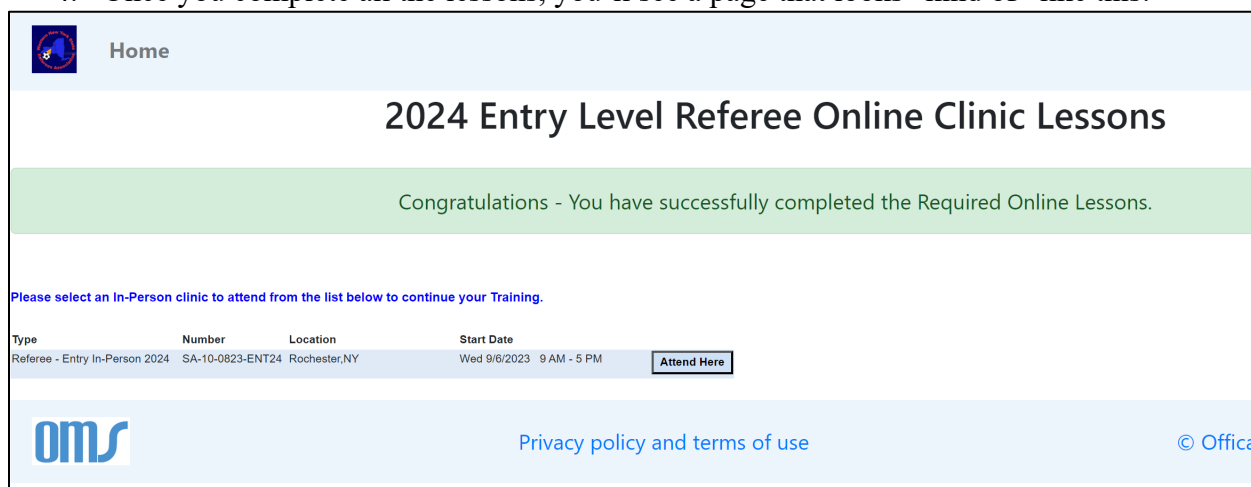
If you completed the online training and safety training at the Learning Center (if under 18, SafeSport would always show as completed), Lessons 1 and 2 should show as "completed." (Even though that isn't what shows in this example.)

Please remember that you must complete an individual lesson once you start – if you leave the website or if your screen is inactive for more than 30 minutes, you will lose your progress and

must start over. You can, for example, do lessons 3 and 4, leave the site, and return to start lesson 5. But don't start lesson 3 and quit before it's finished!

Lesson 3 is a brief introduction to the Western New York State Referee Association. Lessons 4-7 are short "knowledge check" lessons that review some of the Laws of the Game that you probably learned as a player or coach but add some often unknown details that you need to know as a referee. Each of these should take 15-30 minutes (depending how fast you read). You must complete these lessons in order.

2. When you are ready, click "Start Lesson" next to the appropriate lesson. A new window (or tab depending on your browser) will open – click the arrow on that window to start the lesson. Once you complete a lesson, you will see a window that says you've successfully completed that lesson. You can close that browser window and return to your home page in OMS.
3. Continue these steps until you complete all the lessons.
4. Once you complete all the lessons, you'll see a page that looks "kind of" like this:



The screenshot shows a web page with a light blue header containing a globe icon and the word "Home". Below the header is a large green banner with the text "2024 Entry Level Referee Online Clinic Lessons". Underneath the banner is a green bar with the message "Congratulations - You have successfully completed the Required Online Lessons." Below this is a blue bar with the text "Please select an In-Person clinic to attend from the list below to continue your Training." Below the blue bar is a table with the following columns: Type, Number, Location, and Start Date. The table contains one row with the following data: Type: Referee - Entry In-Person 2024, Number: SA-10-0823-ENT24, Location: Rochester, NY, Start Date: Wed 9/6/2023 9 AM - 5 PM. To the right of the table is a button labeled "Attend Here". Below the table is a light blue footer containing the OMS logo, the text "Privacy policy and terms of use", and the copyright notice "© Offica".

Type	Number	Location	Start Date
Referee - Entry In-Person 2024	SA-10-0823-ENT24	Rochester, NY	Wed 9/6/2023 9 AM - 5 PM

This is where you will select your IN-PERSON session. As we've said, in-person sessions likely won't show up on the schedule until November or December, and classes probably will be held between January and April. Once the classes are scheduled, you'll see several options for classes.

This page will show (in a ridiculously small font that I keep asking them to change!) the city, date and time of the classes. If you want to check the specific location of a class, [CLICK HERE](#) to view a complete listing of classes. (if that link doesn't work, copy and pastes this in your browser: <https://www.dropbox.com/scl/fi/slgsf4ih9xq45dhtnyezj/2024-Entry-Course-Schedule.xlsx?rikey=3n43cpyx5f37m9t0mqpfq8e5m&dl=0>)

ONCE YOU REGISTER FOR A CLASS, YOU ARE ON THE ROSTER. THE INSTRUCTORS WILL SEND OUT SPECIFIC INFORMATION TO THOSE ON THE ROSTER, BUT THAT PROBABLY WON'T HAPPEN UNTIL A DAY OR TWO BEFORE THE CLASS. That's because people can register until 2 days before, and we want to make sure the information goes to everyone. You should bring a pen and paper to take notes. Dress casually. (If you've ordered a uniform, there's no need to wear it.)

Once you choose the class you want to attend, click “Attend Here” next to that class. You will see a receipt confirming your registration. Click the “Continue” button and you will return to your home page in OMS. A box like this will show up on your home page any time you log into OMS – until that class is completed:

The screenshot shows a light blue background with the following text and elements:

- Referee Registration Type :
- 2024 Referee New Registration [Check Status](#)
- Available Clinics
- Clinic
- Referee - Entry In-Person 2024
- SA-10-0823-ENT24
- Transfer/Cancel
- Online Lessons

This means you are on the roster for the in-person class that you selected. The instructor will contact you before the class with more details, but that probably won’t happen until a day or two before the class.

The “Online Lessons” box is green, indicating that you have successfully completed all the lessons. If you want to return and view any of the lessons again, you can do so by clicking that button and choosing “Take/Retake Lesson” next to the lesson you want to view.

If at any time you want to either transfer to a different in-person session, or cancel your registration, click the “Transfer/Cancel” button. **IF YOU JUST WANT TO TRANSFER TO A DIFFERENT CLASS, DO NOT CANCEL YOUR REGISTRATION.** You will see a list of available classes and you only need to click the button next to the class you want to move into.

As stated at the beginning, this process is more complicated than we would like. Unfortunately, most of the process is required by U.S. Soccer and/or local laws. We hope it hasn’t been too painful, and we appreciate your persistence in completing this material. We hope to see you on the field for many years to come!