



Setup >>>

RefCentre.com



- » Go to <http://www.refcentre.com> and log in with user name and password.
- » Your screen should look similar to below. Print your Certificate.
- » Then click “Start Graduation Process”

The screenshot shows a web browser window with the URL http://www.refcentre.com/Ontario/Student_Index.aspx. The page title is "Ref Centre Course Management". In the top right corner, a red box displays the user information: "User Name: Brianna O'CONNOR", "User Type: Student", and "Organization: West Carleton", with a "Log Out" link. Below the navigation menu, a "Graduation" section contains a progress bar with six steps: Register, Approval, Course, Feedback, Decision, and Referee. The "Referee" step is highlighted in red, indicating the current stage. Below the progress bar, a congratulatory message reads: "Congratulations You are now a referee". To the right of this message, it states: "To complete the process of becoming a referee you must perform the graduation process. Click the button below to start this process". A button labeled "Start graduation process" is visible. On the left, there is a preview of a certificate from "The Ontario Soccer Association" that certifies the user has successfully completed the "Entry Level Referee Clinic". The certificate includes fields for "Name" and "Class". Below the certificate preview, it says "Click on the certificate to create your own copy". The footer of the page contains the copyright notice "©2013, E2E Soccer" and a "privacy" link.





- » Choose Club – Default should be West Carleton
- » Once you select next it will bring you to a screen with email address and password listed

The screenshot displays the 'Ref Centre Course Management' web application. The browser address bar shows the URL 'https://www.refcentre.com/Content/Student_Index.aspx'. The page header includes the 'E3E Soccer' logo and the text 'Ref Centre Course Management'. A red navigation bar at the top right shows the user's details: 'User Name: Brianna O'GORMAN', 'User Type: Student', and 'Organization: West Carleton', with a 'Log Out' link.

Below the header, there are navigation tabs for 'Feedback', 'My Account', and 'FAQs'. A 'Graduation' section is highlighted in orange, containing the text: 'You have now entered the graduation process. Please follow the instructions below to become a referee.' To the right of this text is a progress bar with six steps: 'Register', 'Approval', 'Course', 'Feedback', 'Decision', and 'Referee'. The 'Referee' step is currently active and highlighted in red.

The main content area contains several paragraphs of instructions for the graduation process. It states that users must select a club district association and provides a dropdown menu with 'West Carleton (Club)' selected. There is a 'Next' button below the dropdown. A checkbox labeled 'Show other districts' is also present.

At the bottom of the page, there is a red footer bar with the text '©2013, E3E Soccer' on the left and a 'privacy' link on the right.





» Next screen will be the default view which can be changed in preferences

A screenshot of the EZE Ref Centre website. The browser address bar shows 'http://www.refcentre.com/Referee_Index.aspx'. The page header includes the EZE Soccer logo and the text 'Ref Centre'. A red navigation bar contains the user's name 'Brianna O' CORMAN', user type 'Referee', organization 'West Carleton', and a 'Log Out' link. Below the navigation bar are tabs for 'Games', 'Preferences', 'My Account', 'Resources', 'Fitness', and 'Registration'. The main content area shows a 'Next Game' section with 'No future games'. A calendar view for the week of May 12-18 shows 'Unavailable' for all days. A 'NEWS' section with a 'View News Archive' link is also visible. The footer contains '©2013, EZE Soccer' and a 'privacy' link.





- » First thing you need to do is select Availability
- » Go to Games → select Availability

The screenshot shows the E2E Soccer Ref Centre website interface. The browser address bar displays http://www.refcentre.com/Referee_Index.aspx. The page header includes the E2E Soccer logo, the text "Ref Centre", and a user profile for Brianna O'GORMAN, Referee, at West Carleton. A navigation menu is visible with tabs for Games, Preferences, My Account, Resources, Fitness, and Registration. The "Games" dropdown menu is open, and "Availability" is highlighted with a red circle. Below the menu, a calendar view shows dates from Monday, May 13 to Saturday, May 18, with "Unavailable" status for each day. A "NEWS" section with a "View News Archive" link is also present. The footer contains copyright information for 2013, E2E Soccer, and a "privacy" link. The URL http://www.refcentre.com/ref_games_availability.aspx is shown at the bottom left.



- » Availability will show you the following Calendar
- » You will need to choose when you are available as per next slide
- » It is suggested for subsequent months that you make yourself available in advance so you do not forget

Browser address bar: http://www.refcentre.com/ref_games_availability.aspx

Ref Centre  User Name: **Brianna O'GORMAN** Log Out
User Type: **Referee**
Organization: **West Carleton**

Games | Preferences | **My Account** | Resources | Fitness | Registration

Home

Next Game

Availability

Offers

Available Games

Schedule

Game Report

Field Locations

Special Incident

AVAILABILITY

Month: **May**

Sun	Mon	Tue	Wed	Thu	Fri	Sat				
			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4: mor <input type="checkbox"/> 4: aft <input type="checkbox"/> 4: eve <input type="checkbox"/>				
5: mor <input type="checkbox"/>	5: aft <input type="checkbox"/>	5: eve <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11: mor <input type="checkbox"/>	11: aft <input type="checkbox"/>	11: eve <input type="checkbox"/>
12: mor <input type="checkbox"/>	12: aft <input type="checkbox"/>	12: eve <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18: mor <input type="checkbox"/>	18: aft <input type="checkbox"/>	18: eve <input type="checkbox"/>
19: mor <input type="checkbox"/>	19: aft <input type="checkbox"/>	19: eve <input type="checkbox"/>	20 <input type="checkbox"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25: mor <input type="checkbox"/>	25: aft <input type="checkbox"/>	25: eve <input type="checkbox"/>
26: mor <input type="checkbox"/>	26: aft <input type="checkbox"/>	26: eve <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>			

Calendar Legend

<input type="checkbox"/> Game Offered	<input type="checkbox"/> Unavailable
<input checked="" type="checkbox"/> Game Accepted	<input checked="" type="checkbox"/> Unavailable: Declined Game
<input type="checkbox"/> Available	

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- » Availability
- » Select the Days you are available – do this for future months also, the more in advance you go the more chance you will receive game offers
- » Ensure you select update before moving to next month

Ref Centre™

User Name: Brianna O'GORMAN Log Out
User Type: Referee
Organization: West Carleton

Games Preferences My Account Resources Fitness Registration

Home

Next Game

Availability

Offers

Available Games

Schedule

Game Report

Field Locations

Special Incident

AVAILABILITY

Month: Jun [Select All] [Deselect All]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1: mor <input checked="" type="checkbox"/>
						1: aft <input checked="" type="checkbox"/>
						1: eve <input type="checkbox"/>
2: mor <input type="checkbox"/>	2: aft <input type="checkbox"/>	2: eve <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
7 <input checked="" type="checkbox"/>	8: mor <input checked="" type="checkbox"/>	8: aft <input checked="" type="checkbox"/>	8: eve <input type="checkbox"/>	9: mor <input type="checkbox"/>	9: aft <input type="checkbox"/>	9: eve <input type="checkbox"/>
10 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	14 <input checked="" type="checkbox"/>	15: mor <input checked="" type="checkbox"/>	15: aft <input checked="" type="checkbox"/>
15: eve <input type="checkbox"/>	16: mor <input type="checkbox"/>	16: aft <input type="checkbox"/>	16: eve <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input type="checkbox"/>
20 <input type="checkbox"/>	21 <input checked="" type="checkbox"/>	22: mor <input checked="" type="checkbox"/>	22: aft <input checked="" type="checkbox"/>	22: eve <input type="checkbox"/>	23: mor <input type="checkbox"/>	23: aft <input type="checkbox"/>
23: eve <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input checked="" type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input checked="" type="checkbox"/>	29: mor <input checked="" type="checkbox"/>
29: aft <input checked="" type="checkbox"/>	29: eve <input type="checkbox"/>	30: mor <input type="checkbox"/>	30: aft <input type="checkbox"/>	30: eve <input type="checkbox"/>		

Update

Calendar Legend

- Game Offered
- Game Accepted
- Available
- Unavailable
- Unavailable: Declined Game

http://www.refcentre.com/ref_games_availability.aspx





- » Leagues
- » Under Preferences select Leagues
- » At the very least you should select West Carleton and Goulbourn Lanark Soccer Club (GLSL)

http://www.refcentre.com/Referee_Index.aspx

Ref Centre : Referee Home ... refcentre.com

E2E Soccer Ref Centre™

User Name: **Brianna O'GORMAN** Log Out
User Type: **Referee**
Organization: **West Carleton**

Games Preferences My Account Resources Fitness Registration

Next Games
No future games

- Leagues
- Clubs
- Tournaments
- Day
- Fields
- Divisions
- Home Page Settings

Week: May 13

Sun May 13	Tue May 14	Wed May 15	Thu May 16	Fri May 17	Sat May 18
M - Unavailable A - Unavailable E - Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	M - Unavailable A - Unavailable E - Unavailable

NEWS
[View News Archive](#)

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http://www.refcentre.com/ref_pref_leagues.aspx





- » Leagues
- » Select → West Carleton and Goulbourn Lanark Soccer Club (GLSL) – and variants of the two to make sure
- » Then select Submit

The screenshot shows the 'Ref Centre' website interface. The user is logged in as Brianna O'GORMAN, a Referee, from West Carleton. The 'LEAGUES' section is active, displaying a list of leagues to be selected for officiating. The leagues listed are:

- Eastern Ontario Development League
- EODSA League
- Goulbourn Lanark Soccer League
- NCISL Summer
- Ottawa Carleton Soccer League
- West Carleton
- WOS Indoor
- WOS OT Tournament

A 'Submit' button is located at the bottom of the list. The footer of the page indicates '©2013; EZE Soccer' and a 'privacy' link.

You can select other Leagues if you want to referee for other Clubs. Keep in mind that WCSC has nothing to do with pay from other leagues/clubs we only pay games we assign for WCSC/GLSL and select ERSL games





» Fields

» Next select Preferences → Fields

The screenshot shows a web browser window with the URL http://www.refcentre.com/Ref_Pref_Fields_C4.aspx. The page title is "Ref Centre: Fields". The user is logged in as "Brianna O'GORMAN", a "Referee" from "West Carleton". The navigation menu includes "Games", "Preferences", "My Account", "Resources", "Fitness", and "Registration". The "Preferences" menu is open, showing options like "Leagues", "Clubs", "Tournaments", "Day", "Fields", "Divisions", and "Home Page Settings". The "Fields" option is selected, leading to a page with the heading "LDS" and instructions: "Please click on the city to see the fields in each area and select the fields you would like to officiate at. Then click Submit to save your preferences. - All fields are defaulted to "Not Acceptable" when you registered." Below the instructions is a list of cities: Carleton Place, Cornwall, Cumberland, Gatineau, Glengarry, Gloucester, Kanata, Kemptville, Manotick, Metcalfe, Nepean, Ottawa, Perth, and Prescott.





- » **Fields**
- » **Scroll down to West Carleton – select Preferred Fields and Acceptable fields - these settings will be used to make game offers to you.**
- » **Click **Submit** when finished (scroll to bottom)**

Rockiano
Russell
Smiths Falls
Stittville
West Carleton

Field	Preferred	Acceptable	Not Acceptable
Carp Full Field 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Carp Full Field 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Carp Mini Field 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Carp Mini Field 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Carp Mini Field 3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Carp Mini Field 4	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Constance Bay Full Field 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Constance Bay Mini 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Constance Bay Mini 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Constance Bay Mini 3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Corkery Full Field 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corkery Full Field 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corkery Mini Field 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corkery Mini Field 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corkery Mini Field 3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corkery Mini Field 4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Dunrobin CC Mini 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>





- » Divisions
- » Select Divisions
- » Preferences → Divisions

The screenshot shows a web browser window with the URL http://www.refcentre.com/Ref_Pref_Fields_C4.aspx. The page header includes the "Ref Centre" logo and the user information: User Name: Brianna O'GORMAN, User Type: Referee, and Organization: West Carleton. A navigation menu at the top contains "Games", "Preferences", "My Account", "Resources", "Fitness", and "Registration". A dropdown menu is open under "Preferences", with "Divisions" highlighted. The main content area displays a red banner with "LDS" and a message: "preferences have been updated". Below this, there is a list of cities: Antiprior, Aylmer, Carleton Place, Cornwall, Cumberland, Gatineau, Glengarry, Gloucester, Kanata, Kemptville, Manotick, Metcalfe, Nepean, Ottawa, and Perth. The browser's address bar at the bottom shows http://www.refcentre.com/ref_pref_divisions.aspx.



- » Divisions
- » Select Divisions – select the ones you would be comfortable refereeing (there are 2 West Carleton Divisions –fill both out please)
- » Please ensure you fill out divisions for GLSL and any other leagues you plan to referee for
- » **Submit** when done

Click on the leagues listed below to view their available divisions. From the division lists, select your preferred divisions to officiate in. Click "Submit" to save your preferences.

Almonte

Eastern Ontario Development League

EODSA League

Goulbourn Lanark Soccer League

Ottawa Carleton Soccer League

West Carleton

Division	Ref or AR	AR Only	None
U15mixed	--	<input type="radio"/>	<input checked="" type="radio"/>
U7mixed	<input checked="" type="radio"/>	--	<input type="radio"/>
U9mixed	<input checked="" type="radio"/>	--	<input type="radio"/>
U9 Girls	<input checked="" type="radio"/>	--	<input type="radio"/>

West Carleton

Division	Ref or AR	AR Only	None
U7Mixed	<input checked="" type="radio"/>	--	<input type="radio"/>
U9Mixed	<input checked="" type="radio"/>	--	<input type="radio"/>
U11Mixed	<input checked="" type="radio"/>	--	<input type="radio"/>
U9Girls	<input type="checkbox"/>	--	<input type="radio"/>

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Accepting Games >>>

RefCentre.com



- » Accepting Games
- » Game offers
- » Below is what RefCentre will look like when you log in and have a game offer

The screenshot shows the RefCentre website interface. At the top, there is a navigation menu with tabs for Games, Preferences, My Account, Resources, Fitness, and Registration. The Resources tab is highlighted, and a dropdown menu is open, showing a 'Game Offer' notification. The notification text reads: 'You have been offered a game. Go to the [Offers page](#) to accept or decline it.' The notification is circled in red. Below the notification, there is a calendar view for the week of May 12 - May 18. The calendar shows availability for M, A, and E categories. On Friday, May 17, there is a 'You have a Game Offer' notification. Below the calendar, there is a section titled 'BELOW IS YOUR SCHEDULE FOR NEXT WEEK' with a similar calendar view for the week of May 19 - May 25. At the bottom of the page, there is a 'NEWS' section with a link to 'View News Archive' and a footer with '©2013, E2E Soccer' and a 'privacy' link.

Ref Centre™

User Name: **Brianna O'GORMAN** Log Out
User Type: **Referee**
Organization: **West Carleton**

Games Preferences My Account Resources Fitness Registration

Next Game No future games

Game Offer
You have been offered a game.
Go to the [Offers page](#) to accept or decline it.

Week: May 12 - May 18

Sun May 12	Mon May 13	Tue May 14	Wed May 15	Thu May 16	Fri May 17	Sat May 18
M - Unavailable A - Unavailable E - Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	You have a Game Offer	M - Unavailable A - Unavailable E - Unavailable

BELOW IS YOUR SCHEDULE FOR NEXT WEEK

Sun May 19	Mon May 20	Tue May 21	Wed May 22	Thu May 23	Fri May 24	Sat May 25
M - Unavailable A - Unavailable E - Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Available	M - Unavailable A - Unavailable E - Unavailable

NEWS
[View News Archive](#)

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- » Accepting Games
- » After selecting Game Offers, you will be presented with an option to accept (Acc – green check box) or decline (Dec –red X)
- » Please accept or decline games in a timely manner – if not the offer will be revoked and the game offered to another referee
- » Once a game is accepted, you should not decline without contacting the head Referee or Referee Scheduler

The screenshot shows a web browser window with the URL http://www.refcentre.com/Ref_Games_Offers.aspx. The page title is "Ref Centre" and the user is logged in as "Brianna O'GORMAN" (User Type: Referee, Organization: West Carleton). The navigation menu includes Games, Preferences, My Account, Resources, Fitness, and Registration. The main content area is titled "OFFERS" and displays a message: "You have been offered the following games. Please accept or decline these games as soon as possible".

	Date	KO	Field	League	Comp	Home	Away	Acc	Dec
Preview	May 17	18:00	Dunrobin CC Mini 1	West Carleton	U9mixed	Dunrobin	Carp	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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http://www.refcentre.com/Ref_Games_Offers.aspx?AcceptID=991199&LeagueID=104





- » Once you have accepted games, your home screen when you log in to Refcentre will look like the following screen shot (either displaying one week or two depending on how you have it configured)
- » It will show you upcoming games, next game and calendar view

The screenshot shows the Ref Centre website interface. At the top, the user is logged in as Brianna O'GORMAN, a Referee for West Carleton. The navigation menu includes Games, Preferences, My Account, Resources, Fitness, and Registration. The 'Next Game' section is highlighted with a red circle, showing a game between Dunrobin -vs- Carp on Friday, May 17, at 18:00. Below this is a weekly calendar view for the week of May 12 to May 18. The Friday, May 17 slot is also highlighted with a red circle, showing the game details: Dunrobin Carp at 18:00, Dunrobin CC Mini 1, and a 'Preview' link. Below the calendar, there is a section titled 'BELOW IS YOUR SCHEDULE FOR NEXT WEEK' showing the schedule for the week of May 19 to May 25. At the bottom, there is a 'NEWS' section with a link to 'View News Archive' and a footer with '©2013, E2E Soccer' and a 'privacy' link.

Ref Centre

User Name: **Brianna O'GORMAN** Log Out
User Type: **Referee**
Organization: **West Carleton**

Games Preferences **My Account** Resources Fitness Registration

Next Game

Dunrobin -vs- Carp
West Carleton
U9mixed
Fri. May 17
18:00
Dunrobin CC Mini 1

Week: May 12 - May 18

Sun May 12	Mon May 13	Tue May 14	Wed May 15	Thu May 16	Fri May 17	Sat May 18
M - Unavailable A - Unavailable E - Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Dunrobin Carp 18:00 Dunrobin CC Mini 1 Preview	M - Unavailable A - Unavailable E - Unavailable

BELOW IS YOUR SCHEDULE FOR NEXT WEEK

Sun May 19	Mon May 20	Tue May 21	Wed May 22	Thu May 23	Fri May 24	Sat May 25
M - Unavailable A - Unavailable E - Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Available	M - Unavailable A - Unavailable E - Unavailable

NEWS
[View News Archive](#)

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