

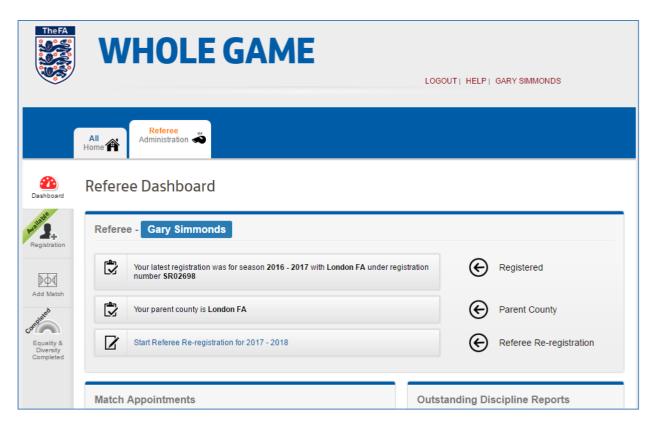


# **Table of Contents**

Contents	2
Referee Dashboard	3
Equality and Diversity	4
Step 1: Contact Details	5
Step 2: Specialisms and Qualifications	7
Step 3: Associate Memberships	9
Step 4: Availability	10
Step 5: Leagues	11
Step 6: Purchase Products	12
Payment	13
Confirmation of Payment	14

#### **Referee Dashboard**

The Referee Dashboard will display your latest registration, parent County FA and link to register for the following season.



You can begin the Registration process by either selecting the linked text, or the Registration icon on the left navigation menu.

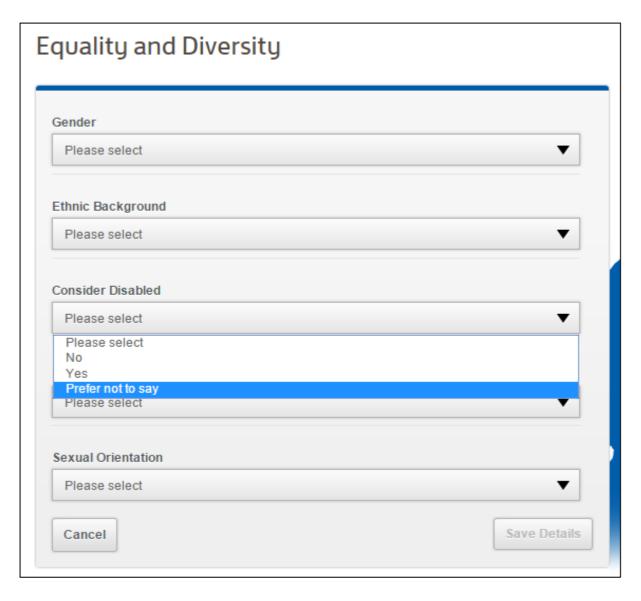
You may also note the inclusion of Match Appointments and Outstanding Discipline Reports. This is because the Referee Dashboard is the control console for all items relating to your role as a Referee. As more features are made available as part of the Whole Game System, any items relevant to refereeing will be hosted here.

### **Equality and Diversity**

Asking you for this information helps make football more representative. It supports The FA to ensure that we are offering inclusive programmes and provides insight into why certain groups are not accessing or making the most of the opportunities to be involved in football; it helps us to make sure that everyone gets those opportunities in the future.

The FA Group is required as part of its funding from Sport England and as part of English Football's Inclusion & Anti-Discrimination Action Plan 2012-2017 to declare accurate and reliable data on the people involved with our programmes, such as the FA Youth National Game Council.

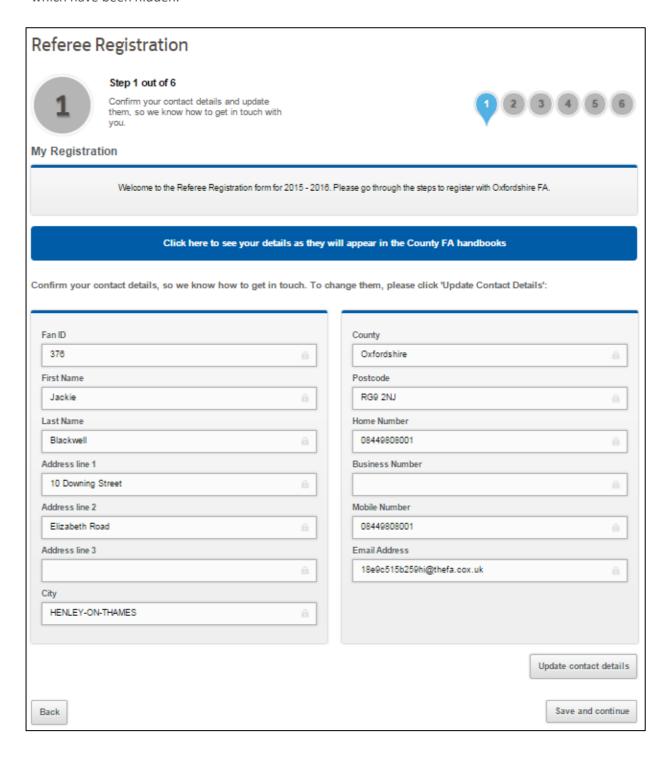
We use this anonymous information to help inform the work of The FA and football and the people analysing this data will be the only ones to have access to it for reporting and statistical purposes.



Each option allows you to either choose the option that best represents your self identification as well as providing the ability to 'Prefer not to say' in each instance. You must answer all the questions, however please remember that the information cannot be traced back to any individual.

### **Step 1: Contact Details**

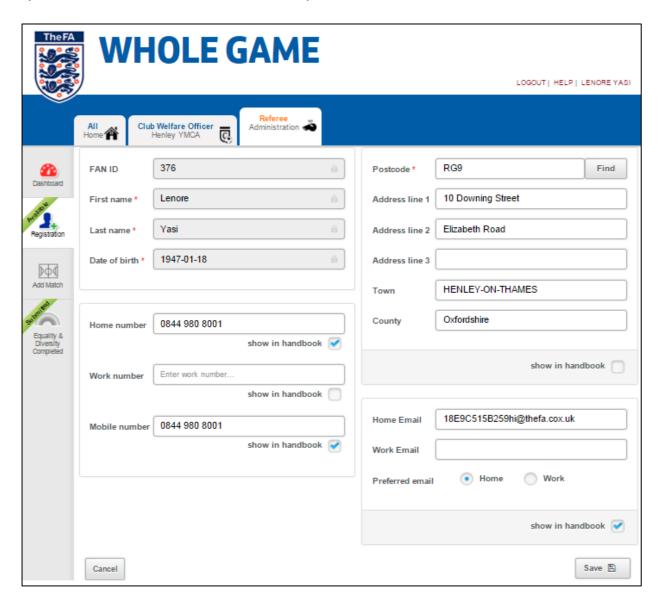
In this Step, you are asked to confirm your contact details. Should your County FA produce a handbook, you are given the option to preview what details will be displayed, which are visible, and which have been hidden.



Should you wish to amend your contact details or change your preferences regarding which details are displayed, please select **'Update contact details'**.

You will be able to amend all Personal Details with the exception of your FAN ID, First Name, Last Name and Date of Birth which will retain the padlocked icon to indicate this status.

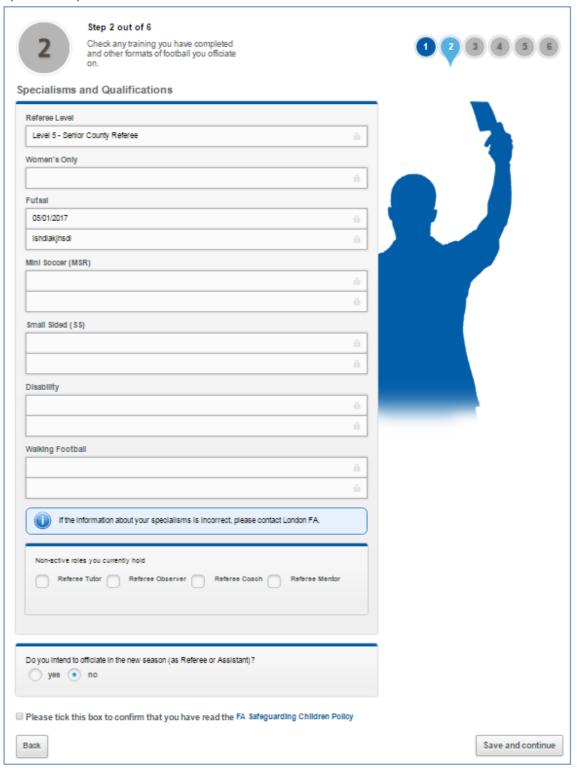
Should your name have changed, please contact your County FA who will update this information on your behalf in order to avoid the creation of duplicate records or instances of misuse.



You may update your Personal Details at any time (outside of the registration process) by selecting the linked text of your name which is always present on the top right of the screen.

### **Step 2: Specialisms and Qualifications**

During the second step, you are able to **review your current Level.** This data is non-editable as this is drawn from our database. If you feel that any existing information is out of date, please contact your County FA.



Selecting yes when asked Do you intend to officiate in the new season (as Referee or Assistant)? will populate the remainder of Step 2 and allow the completion of Types of football.

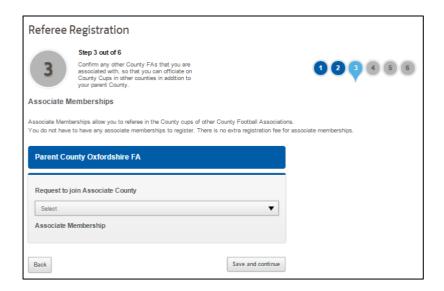
Do you expect to officiate on fewer than 10 matches next season?  yes one			
Types of football			
Please enter the types of f	ootball you are interested	in officiating.	
Adult Male	Adult Female	Youth Male	
Youth Female	Veterans	Schools	
Blind	Amputee	Partially Sighted	
Learning Difficulties	Deaf		
You must check one of the or intend to officiate	boxes below to indicate	the age group in which you officiate	
Under 18 Teams Only	Under 18 And Open	Age Open Age Only	

You must tick the box to confirm that you have read the **FA Safeguarding Children Policy**. If you attempt to progress without confirming, the system will not allow the process to continue. Please select the highlighted text in order to access this information.

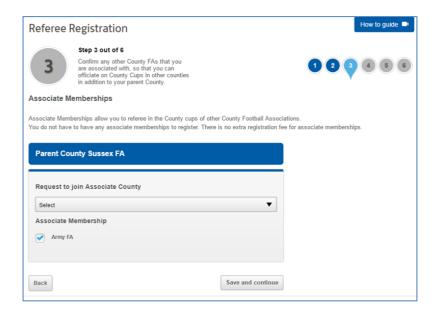
Should you indicate that you intend to officiate **Under 18 Teams Only** or **Under 18 And Open Age** football during season 2017-18 and **are 16 years of age or over**, you will be required to have an FA accepted CRC at time of registration.

### **Step 3: Associate Memberships**

At this stage you are able to select any Associate County organisation from the dropdown provided. Each County FA will be given the opportunity to accept every request that they receive so please select only the Associates that are relevant to you.

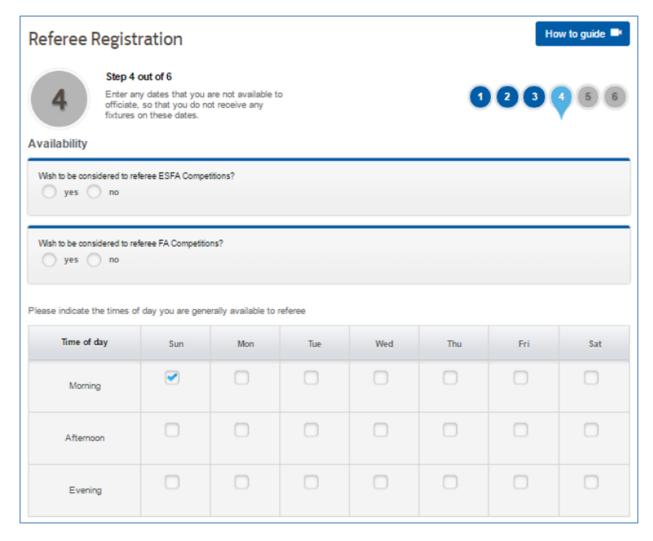


You may remove any existing Associate Membership requests by un-ticking the box to the left of the County name.



# **Step 4: Availability**

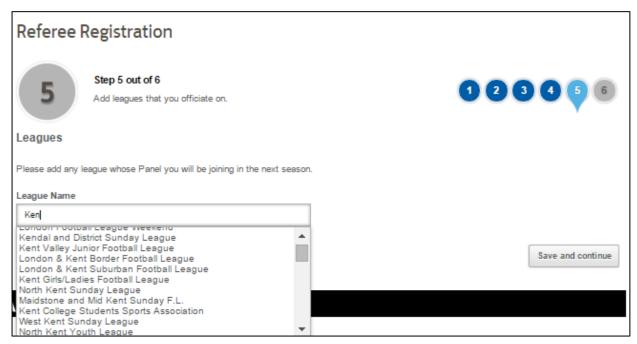
This step allows you to indicate the times of day that you are generally available to officiate by selecting the appropriate boxes as well as allowing you to express interest in refereeing in ESFA and FA Competitions.



Once you have selected your preferences, select **Save and Continue.** 

#### **Step 5: Leagues**

Here you may enter any League whose Panel you will be joining in the next season. Type the name of the League into the search field (minimum 3 characters) and all existing leagues will populate the dropdown as below. You can remove any League once it has been selected.



If you are experiencing difficulty locating a League, please note that some may have chosen to incorporate a sponsor name into the League name.

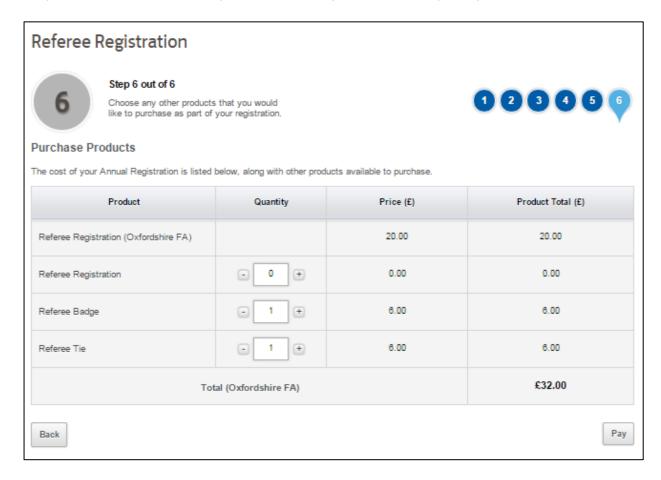
For example, if the Kent Suburban Football League were sponsored by Nike, they may have registered with Kent FA as the Nike Kent Suburban Football League (example only).

### **Step 6: Purchase Products**

The final element before payment is to select any items that you wish to add to your Referee Registration.

The registration itself will be listed at the standard rate of £20.00 which is set nationally.

Any additional Products listed will be added by your County FA and can have the quantities changed to suit your requirements either by using the + or – icons, or manually entering the quantity that you require. The Product Total will update automatically in line with the quantity selected.



Selecting Pay will prompt a holding screen as below.



Please wait while your invoice is generated. You will be redirected shortly.

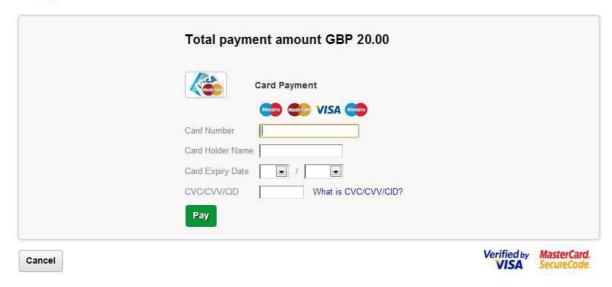
### **Payment**

Once you have selected to Pay, the system will take you to a secure page provided by Barclays SmartPay. Your County FA branding will be visible, along with the **Total payment amount**.

Entering your card number will allow the system to identify the card type automatically. In addition, should you be signed up to Verified by Visa or MasterCard Secure Code, these facilities will be enacted upon submission.



Your Game Your County FA



## **Confirmation of Payment and Submission**

Once your payment has been processed, confirmation will be displayed. Your Referee Registration is now complete and you can **Return to the Referee Dashboard** where you will note that the text link to register for the season has now been removed.

