

Steps for accessing a new or existing referee record on the ASRC website

Using this guide:

Referees who have recently had their record added to the ASRC database should use Sections 1 and 2 of this guide. For the most part, this means referees who have NEVER accessed their referee record and:

1. Completed a grade 9 (recreational referee) course OR
2. Completed a grade 9 (recreational referee) AND grade 8 course **in the same weekend**

Referees who have previously established a user id and password on the ASRC database should [click here to proceed to Section 2](#).

Section 1. Accessing your referee record for the first time.

Introduction:

Congratulations on completing your first educational courses as a referee! As you begin your experience as a referee of the beautiful game, one of the best things you can do is to ensure you can receive timely information about soccer in Arkansas. Maintaining your referee record will keep you in the communication loop to receive the latest news on leagues, tournaments, educational courses and other news items for the soccer referee.

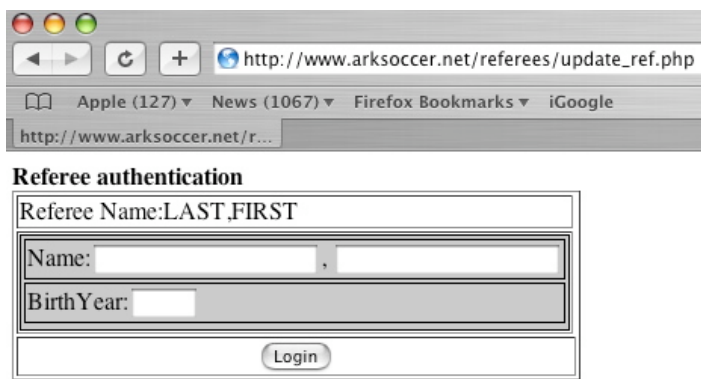
Soon after you completed your first referee course, a record was created for you on the ASRC database. It is now time for you to access, verify and update this record.

Procedure:

First of all, please [click here](#) and your web browser will be directed to the ASRC website. This is the home page (and your source) for all soccer referee news in Arkansas.

While you're here, please take a moment to bookmark this page!

Now, please [click here](#) and your web browser will be directed to the referee authentication page. (The page should look similar to this, depending on your web browser)

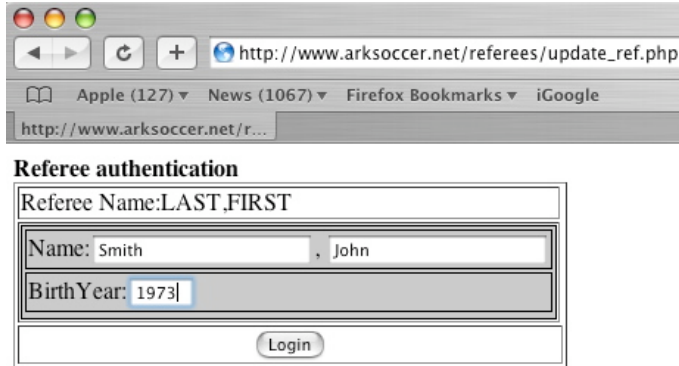


The screenshot shows a web browser window with the following elements:

- Address bar: http://www.arksoccer.net/referees/update_ref.php
- Bookmarks bar: Apple (127), News (1067), Firefox Bookmarks, iGoogle
- Page title: Referee authentication
- Form fields:
 - Referee Name: LAST, FIRST
 - Name: [dropdown menu]
 - Birth Year: [text input]
- Login button

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Now fill in the respective fields:



Referee authentication

Referee Name: LAST, FIRST

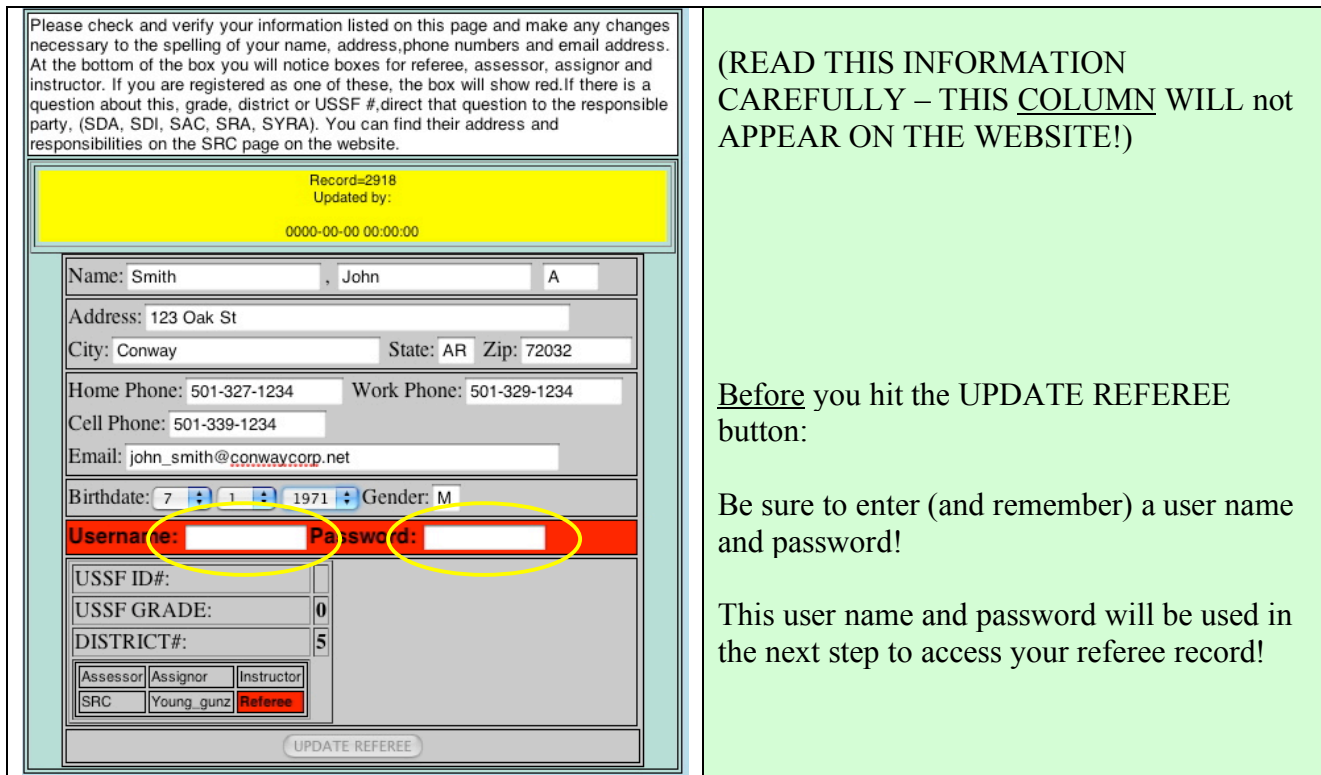
Name: Smith, John

Birth Year: 1973

Login

...and hit the Login button.

Your browser will be directed to a screen that should look something like this:



Please check and verify your information listed on this page and make any changes necessary to the spelling of your name, address, phone numbers and email address. At the bottom of the box you will notice boxes for referee, assessor, assignor and instructor. If you are registered as one of these, the box will show red. If there is a question about this, grade, district or USSF #, direct that question to the responsible party, (SDA, SDI, SAC, SRA, SYRA). You can find their address and responsibilities on the SRC page on the website.

Record=2918
Updated by:
0000-00-00 00:00:00

Name: Smith, John A

Address: 123 Oak St

City: Conway State: AR Zip: 72032

Home Phone: 501-327-1234 Work Phone: 501-329-1234

Cell Phone: 501-339-1234

Email: john_smith@conwaycorp.net

Birthdate: 7 1 1971 Gender: M

Username: Password:

USSF ID#:

USSF GRADE: 0

DISTRICT#: 5

Assessor	Assignor	Instructor
SRC	Young gunz	Referee

UPDATE REFEREE

(READ THIS INFORMATION CAREFULLY – THIS COLUMN WILL not APPEAR ON THE WEBSITE!)

Before you hit the UPDATE REFEREE button:

Be sure to enter (and remember) a user name and password!

This user name and password will be used in the next step to access your referee record!

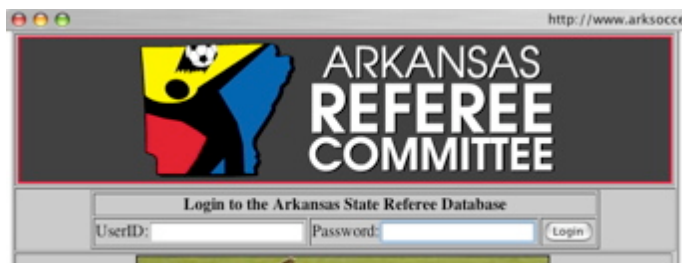
Take a moment to verify the data present in your record. Be sure to correct any errors and add any missing information. **Be very sure your email address is correct as email is an important means of communication in the referee community!**

Once all values on this page are correct, click on update referee. Now, let's check our work using section 2.

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Section 2. Accessing an established referee record.

Please [click here](#) and your default web browser will be directed to the web page for accessing an established referee record. The page should look similar to this except the picture will likely be different. Regardless of the picture (which is NOT shown below), the top third of the page should look like this:



Enter the user id and password you previously created and click on the login button. If you correctly enter this data, you will then see your referee record.

You can make any changes to your demographical data (and your password) on this page **but no changes will be saved UNLESS you click on the UPDATE button located in the lower left hand corner of the screen.**

That's it!

Hopefully, you have found this guide helpful.

If you have any questions on this guide, please contact [Chris Moore](#).

Questions about the ASRC website should be directed to [Steve Harvey](#).