



How to complete your team's online referee declaration

www.refadmin.com/declare



Declaring a referee for your team is easy: just identify yourself, your team, and your referee.

Part 1: Identify Yourself

If your name is not in the "Declared by" drop-down list, please enter your first and last name, and your email address.

Note: if your team has decided to not declare a referee, please also indicate that decision in this section.

Part 2: Identify Your Team

Once you have identified yourself, scroll down and identify your team.

If your team is not listed in the "Team" drop-down list, please enter the League (e.g., Primary, Extra), Division (e.g., BU10), and Team Number. If your team already has a team name, please feel free to enter that also.

Next, please scroll down and identify your team's coach. If your coach is not listed in the "Coach" drop-down list, please enter his/her first and last name, and email address.

If your team has an assistant coach and team manager, you may also enter their information.

Part 3: Identify Your Referee

Next, identify your referee. If your referee is not listed in the "Referee" drop-down list, please enter his/her first and last name and email address.

If you are declaring a youth referee, and that youth referee is not already in the system, you will also be asked to identify the youth referee's parent.

Note: if your team has decided to not declare a referee, you will not need to complete this section.

Once you have provided all the information, press the "Submit" button and then confirm the information on the next page by pressing the "Confirm" button.

What happens next?

After you confirm your submission, the system will send you and your team's coach, assistant coach and team manager, an email summary of the declaration with a link to check on the declaration status.

The system will also send the referee an email with a link to accept or reject the declaration.

The system will email everyone again once the referee accepts or rejects the declaration.

PART 1 - Declaration Information *
The information in this section is required to complete the declaration.
If you are not declaring a referee, please review the Team Referee Policy before completing the declaration.

Declaring a referee?

Declaration
Please tell us who is completing this declaration

Declared by

ⓘ If your name is not in the drop-down list above, please provide your information below (all fields are required)

First Name

Last Name

Email address

PART 2 - Team *
Please provide information about the team for which you are declaring a referee.

Basic Information *
Basic information about the team is required to complete the declaration.

Team

ⓘ If your team is not in the drop-down list above, please provide the team information below (all fields are required, except team name)

League

Division

Team Number

Team Name

Coach *
Please provide information about the team's coach.
The team coach information is required to complete the declaration.

Coach

ⓘ If your team's coach is not in the drop-down list above, please provide the coach's information below (all fields are required)

First Name

Last Name

Email address

PART 3 - Referee Declaration
If you are declaring a referee, the information in this section is required to complete the declaration.
If you are not declaring a referee, please review the Team Referee Policy before completing the declaration.

Referee Information *
Please provide information about your team's referee.
A team may have more than one referee representative but each one must be declared individually.

Referee

ⓘ If your referee is not in the drop-down list above, please provide the referee's information below (all fields are required)

First Name

Last Name

Email address

Age

Confirm Referee Declaration

Please confirm the following information.

Season	USSF AYSO Section 1 Area 1D Region 7 Fall 2016
Declared by	Mc Cullen, Ian
Team	BU12-3 (Galaxy)
Coach	Ricardez, Alveraz
Assistant Coach	
Team Manager	
Referee	Wise, Petra