



Iowa Referee Committee (IRC)
Proudly Developing Referees for USSF, NISOA, NFHS, and AYSO

To: USSF Registered Referees in Iowa,

In order to referee in calendar year 2016, you must complete your online registration now. **If you do not re-register prior to November 1, 2015, you will be ineligible to referee matches in 2016.** Do not wait until the last minute.

REGISTER NOW so you will receive your 2016 Law Book and Badge in time before next Spring's Season starts. The longer you wait to register, the longer you will have to wait to receive your Law Book & Badge.

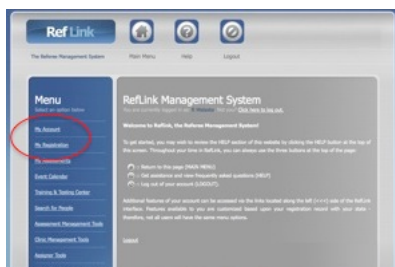
To re-register, refer to the following steps:

(1) Go to the **IRC WEBSITE** at www.iowareferees.org and logon to your personal **RefLink** account. If this will be your first time logging-in, refer to the login help available on the homepage.



IF YOU DO NOT KNOW YOUR USERNAME / PASSWORD OR USSF ID No., SEND AN E-MAIL TO REGISTRAR JIM ALBERTSON AT jasarefia@gmail.com TO REQUEST INFORMATION.

(2) Once logged-in, you will be required to validate your USSF ID number and date of birth. Look for 'My Account' **ON THE LEFT SIDE OF THE PAGE** under Menu, click on it, and check to see that all of your personal information including birthdate is correct. **UPDATE YOUR E-MAIL IF IT HAS CHANGED.** Next, proceed to 'My Registration' also **ON THE LEFT SIDE OF THE PAGE** under Menu to complete your registration.



The status should show **OPEN** for 2016 since we are within the Registration window so you may proceed to re-register by clicking on the 'Click Here to Re-Register Now' button. If you are shown the following message:

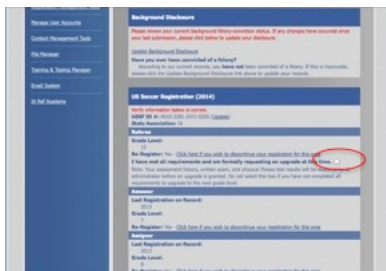
You have not yet met the required number of clinic hours to re-register for 2016. Please return to this page after you have met the minimum number of hours as required by attending a Clinic.

then you have not satisfied the minimum number of recertification hours required, and you will need to attend a Recertification Clinic before you can re-register. A list of Recertification Clinics will be available on the IRC Website [Event Calendar](#).



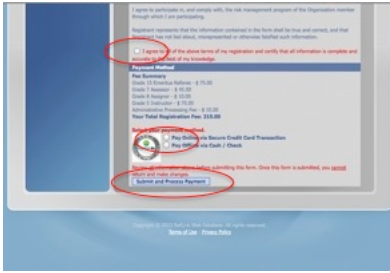
If you need to complete an on-line Recertification Module and Exam in order to be able to register, one will be available late Summer / early Fall on the SDI-IA Site at www.sdi-ia.com under **Training**.

(3) Complete all necessary parts of the Registration Form. If you have completed all the requirements for upgrade (written test / fitness test / appropriate number of assessments) then check the request for upgrade box.



(4) Follow the instructions that appear to complete your payment. Payment can be made online via our secure credit card transaction process, or by printing off an official receipt and mailing a check or cash to the Registrar indicated on the site and listed below. Absolutely no registration will be approved until payment is received and with a proper form. IF YOU USE THE CREDIT CARD TRANSACTION PROCESS AND PLAN TO REGISTER MORE THAN ONE PERSON AT A TIME WITH THE SAME CREDIT CARD, PLEASE BE ADVISED THAT YOU WILL NEED TO WAIT AT LEAST 15-30 MINUTES BEFORE USING THE SAME CARD AGAIN. THE TRANSACTION SYSTEM HAS A SECURE DEFAULT THAT DOES NOT ALLOW IMMEDIATE REUSE OF THE CARD TO PREVENT POSSIBLE ID THEFT CHARGES ON YOUR CARD.

Once you have completed the entire registration form, click on the 'Submit and Process Payment' button. You will receive an e-Mail notification indicating that your registration is currently pending approval by the Registrar.

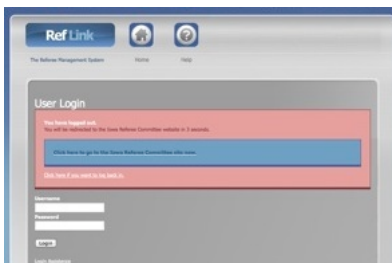
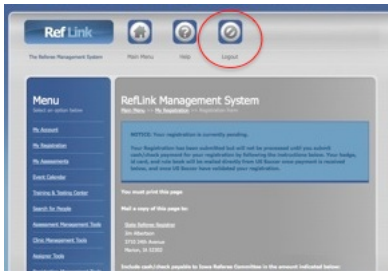


Once approval has been authorized by the Iowa Registrar, it will be forwarded to the USSF for processing. **YOUR BADGE, ID CARD, AND LAWS BOOK WILL BE MAILED DIRECTLY FROM US SOCCER ONCE THEY HAVE VALIDATED YOUR REGISTRATION.** The entire process will take between 30-90 days depending upon how early you complete your registration, so don't wait until the last minute.

IF YOU USE THE OFF LINE SYSTEM FOR REGISTRATION YOU WILL NEED TO SEND YOUR CASH / CHECK / MONEY ORDER (MADE PAYABLE TO THE IRC) ALONG WITH A COPY OF THE REGISTRATION FORM TO:

**Jim Albertson
IRC Registrar
3710 24th Avenue
Marion, IA 52302**

You can now logout of your account.



Should you have any issues arise while using the system, please contact the Registrar via e-Mail at jasarefia@gmail.com.

Regards,
The Iowa Referee Committee