

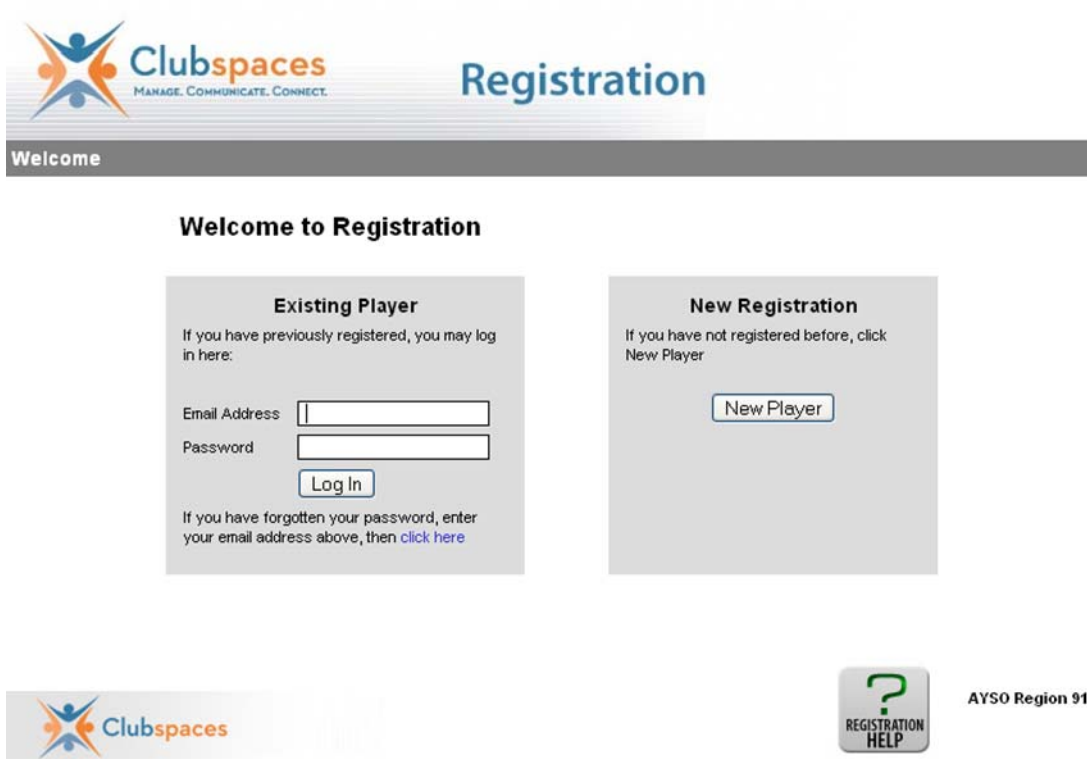
Referee Instructions for Clubspaces

How to Create an Account

Inside your web browser, go to the Lancaster AYSO home page (<http://lancasterayso.clubspaces.com>). Scroll to the bottom of the screen and click the **REFEREE 's CORNER ICON**

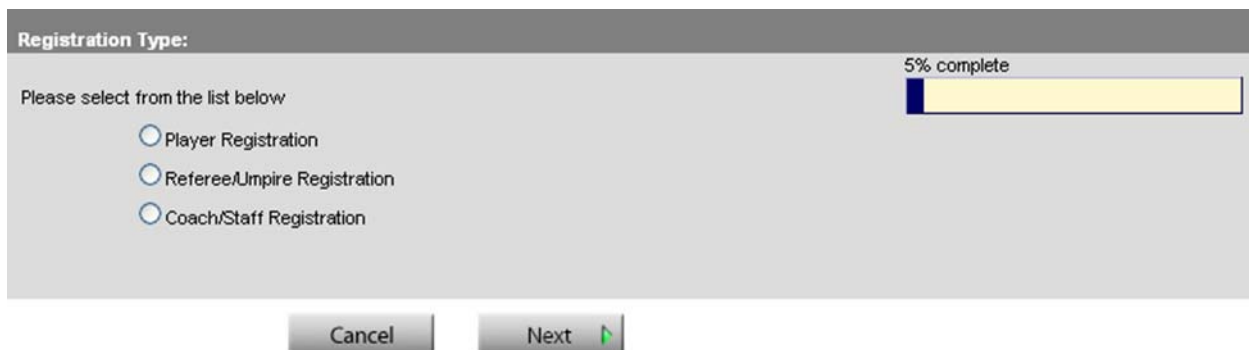
The screenshot displays the website for AYSO Region 91 in Lancaster, California. The header features the text "AYSO REGION 91" and "LANCASTER CALIFORNIA" alongside a soccer ball icon and a silhouette of a player kicking a ball. A navigation menu on the left lists various site sections: Home, Welcome, Board Members, Financials, Kid Zone, Coaches, Referees, Divisions/Teams, Schedules, Standings, Calendar, Registration, Docs. and Forms, Links, FAQ, Photo Gallery, and Contact Us. In the bottom right corner, there is a circular icon labeled "Referee's Corner" which contains a referee's whistle. The footer includes the Clubspaces logo, a copyright notice, and links for "ADMIN" and "CLIENT LOGIN".

Click the **New Player** button.




The image shows the Clubspaces Registration page. At the top left is the Clubspaces logo with the tagline "MANAGE. COMMUNICATE. CONNECT." and the word "Registration" in large blue letters. Below this is a grey bar with the word "Welcome". The main content area is titled "Welcome to Registration" and is split into two columns. The left column is titled "Existing Player" and contains a form with fields for "Email Address" and "Password", a "Log In" button, and a link for forgotten passwords. The right column is titled "New Registration" and contains a "New Player" button. At the bottom of the page, there is a Clubspaces logo on the left, a "REGISTRATION HELP" button with a question mark icon in the center, and "AYSO Region 91" on the right.

Select **Referee/Umpire Registration** and click the **Next** button.



The image shows a "Registration Type" selection screen. It features a grey header with the title "Registration Type:". Below the header, the text "Please select from the list below" is displayed. To the right of this text is a progress bar showing "5% complete". The list contains three radio button options: "Player Registration", "Referee/Umpire Registration", and "Coach/Staff Registration". At the bottom of the screen, there are two buttons: "Cancel" and "Next" with a right-pointing arrow.

Fill in the required information and click the **Next** button.

 **Contact Information** 10% complete

* required fields

First Name*

Last Name*

Middle Initial

Address*

City*

State*

Postal Code*

Home Phone #* (000 000-0000)

Birth Date * (mm/dd/yyyy)

Gender Male Female

Cell Phone #* (000 000-0000)

Work Phone #* (000 000-0000)

Enter your email, select a password, and click the **Next** button.

Account Information 15% complete

* required fields

Your account login ID will be your email address. Please enter your email address and a password.

Email*

Email Again*

Password*

If you have forgotten your password, enter your email address above, then [click here](#)

Click the **Next** button.

Referee Profile

Referee Profile

Type your initials in the box and click the **Next** button.

Player Summary Information:

80% complete

* required fields

Cart Summary

Name	Description	Amount
	Default Referee Program	\$0.00
	Total:	\$0.00

* I have read the information above and agree to the terms. Please type initials:

Click the **Register Now** button.

90% complete



 Cart Contents

	Name	Description	Amount
<input type="button" value="Remove"/>		Default Referee Program	\$0.00
		Total:	\$0.00

Complete Registration:

Online Payment is currently not available. Please contact your Admin (xtraister@roadrunner.com) or [D4Sports](#) for help.

You are now finished creating your account.

Player Profile:

Registration Completed.

100% complete



Thank you for joining us, your payment has been processed.

Payment Information

Transaction ID: 338298
Transaction Date: 6/6/2008 12:34:51 PM
Payment Method: N/A
Authorization #: N/A

Name	Description	Amount
	Total	\$0.00

Payment Registration Form Receipt

Please print the following receipt(s) for your reference:



[Eileen Rogers](#)

Thank you!

Please take a moment to fill out our online survey about the registration process.

[Take the survey.](#)



[Player Home](#)

[Organization Homepage](#)

You can click the **Player Home** button to go to the referee home page or click the **Organizational Home** button to return to the Lancaster AYSO website.

How to Login to your Referee Home Page

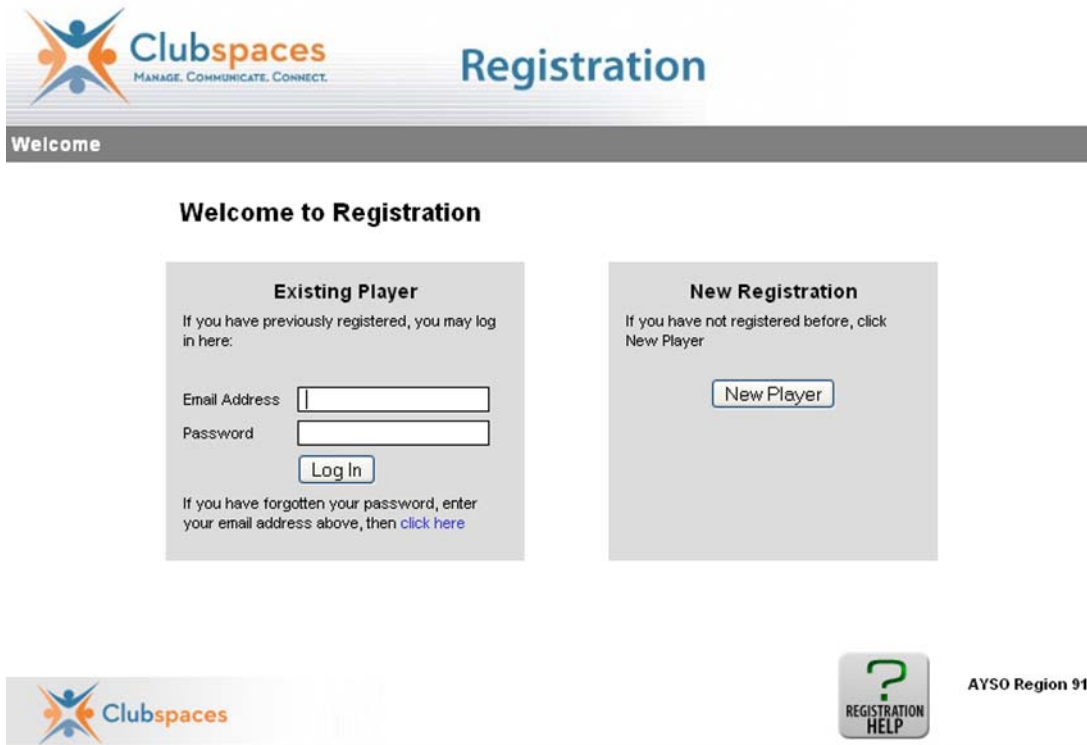
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Scroll to the bottom of the screen and click the **REFEREE 's CORNER ICON**



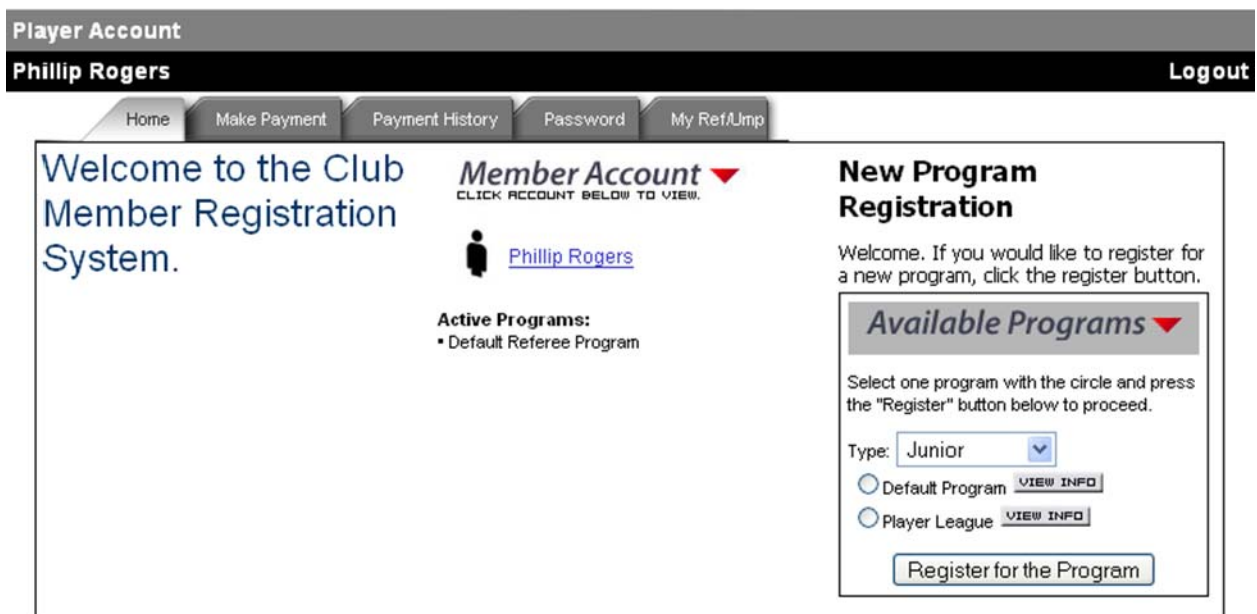
The screenshot displays the website for AYSO Region 91, Lancaster, California. The header features the text "AYSO REGION 91" and "LANCASTER CALIFORNIA" next to a soccer ball icon and the AYSO logo. A silhouette of a player kicking a ball is also visible. A dark navigation menu on the left lists various site sections: Home, Welcome, Board Members, Financials, Kid Zone, Coaches, Referees, Divisions/Teams, Schedules, Standings, Calendar, Registration, Docs. and Forms, Links, FAQ, Photo Gallery, and Contact Us. In the bottom right corner, there is a circular icon labeled "Referee's Corner" which contains a soccer ball and a bar chart. The footer includes the Clubspaces logo, a copyright notice for Clubspaces, and links for "ADMIN" and "CLIENT LOGIN".

Fill in the Email Address and Password that you supplied when you created your account. Click the **Log In** button.



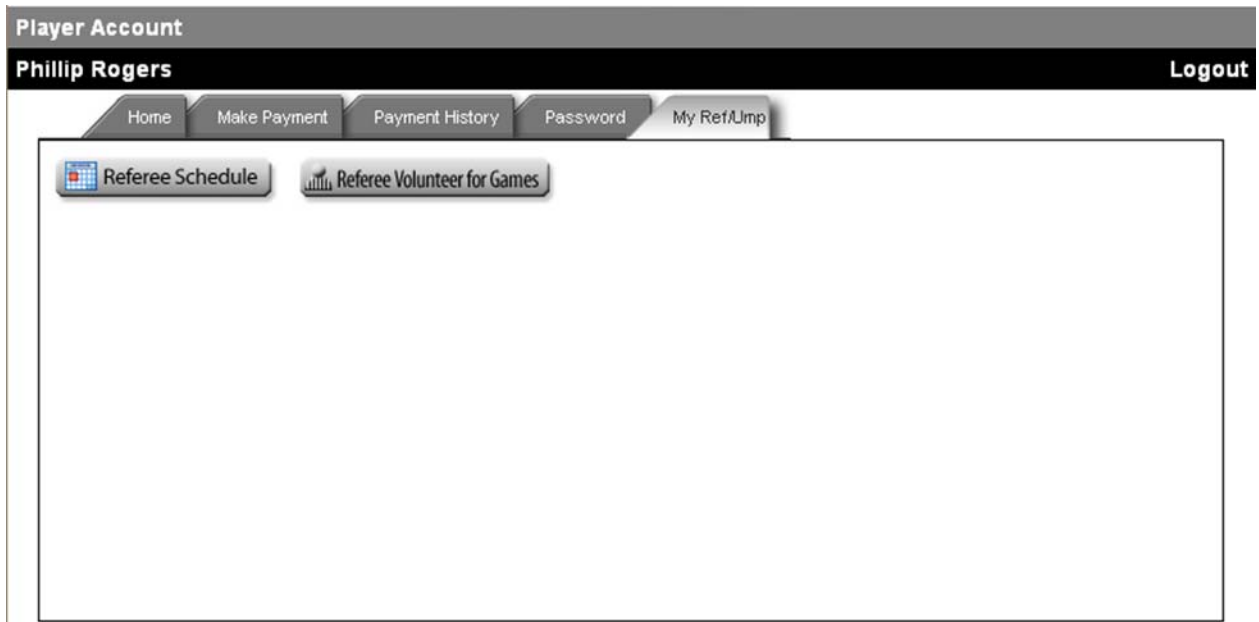
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Click the **My Ref/Ump** Tab.



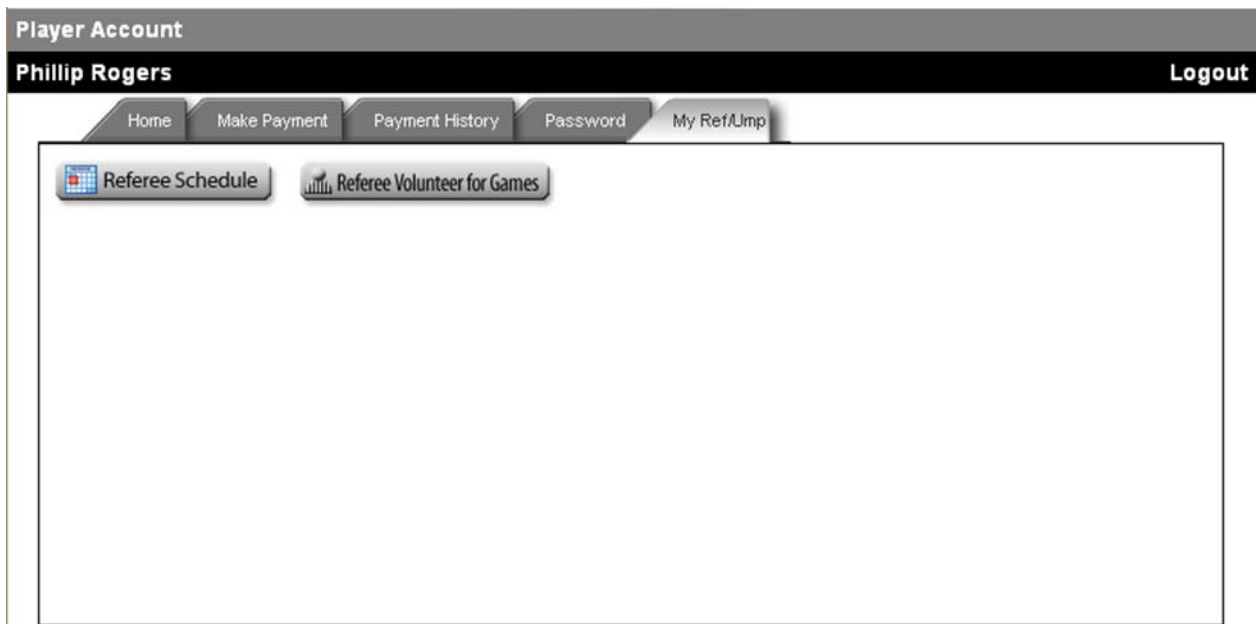
The image shows a "Player Account" dashboard for Phillip Rogers. At the top is a dark grey bar with "Player Account" and "Phillip Rogers" on the left, and "Logout" on the right. Below this is a navigation bar with tabs: "Home", "Make Payment", "Payment History", "Password", and "My Ref/Ump". The main content area is divided into three sections. The left section says "Welcome to the Club Member Registration System." The middle section is titled "Member Account" and shows a user icon and the name "Phillip Rogers" with a link. Below this, it lists "Active Programs:" with "Default Referee Program". The right section is titled "New Program Registration" and contains a "Welcome" message, a list of "Available Programs" (Default Program and Player League), and a "Register for the Program" button.

You are now at your Referee Home Page where you can click the **Referee Schedule** button to view your current schedule or you can click the **Referee Volunteer for Games** button to sign up for new games.



How to Sign up for Games

Follow the steps in the previous section to login to your Referee Home Page and click the **Referee Volunteer for Games** button.



This takes you to the same sign up page that we used last year. From this page, you can navigate through the available games and find the game you want to referee. Click the icon for the referee spot you want to sign up for. Click the **OK** button in the popup dialog.

NEXT >>

Jump to Page: 1 [2](#)

Volunteer Assignments							Referees			
Game	Date	Time	Division	Venue	Home	Away	Ref 1	Ref 2	Ref 3	Ref 4
1	9/6/2008	9:00 AM	U5	LNSC Field 21C	Team 2	Team 1	--Open--	--Open--	--Open--	--Open--
4	9/6/2008	9:00 AM	U5	LNSC Field 21D	Team 8	Team 7	--Open--	--Open--	--Open--	--Open--
2	9/6/2008	9:45 AM	U5	LNSC Field 21C	Team 4	Team 3	--Open--	--Open--	--Open--	--Open--
5	9/6/2008	9:45 AM	U5	LNSC Field 21D	Team 10	Team 9	--Open--	--Open--	--Open--	--Open--
6	9/6/2008	10:30 AM	U5	LNSC Field 21D	Team 12	Team 11	--Open--	--Open--	--Open--	--Open--
3	9/6/2008	10:30 AM	U5	LNSC Field 21C	Team 6	Team 5	--Open--	--Open--	--Open--	--Open--
7	9/13/2008	11:15 AM	U5	LNSC Field 21D	Team 1	Team 3	--Open--	--Open--	--Open--	--Open--
10	9/13/2008	11:15 AM	U5	LNSC Field 21C	Team 9	Team 6	--Open--	--Open--	--Open--	--Open--
11	9/13/2008	12:00 PM	U5	LNSC Field 21C	Team 11	Team 8	--Open--	--Open--	--Open--	--Open--
8	9/13/2008	12:00 PM	U5	LNSC Field 21D	Team 5	Team 2	--Open--	--Open--	--Open--	--Open--
9	9/13/2008	12:45 PM	U5	LNSC Field 21D	Team 7	Team 4	--Open--	--Open--	--Open--	--Open--
12	9/13/2008	12:45 PM	U5	LNSC Field 21C	Team 12	Team 10	--Open--	--Open--	--Open--	--Open--
13	9/20/2008	9:00 AM	U5	LNSC Field 21C	Team 5	Team 1	--Open--	--Open--	--Open--	--Open--
16	9/20/2008	9:00 AM	U5	LNSC Field 21D	Team 4	Team 11	--Open--	--Open--	--Open--	--Open--
17	9/20/2008	9:45 AM	U5	LNSC Field 21D	Team 6	Team 12	--Open--	--Open--	--Open--	--Open--
14	9/20/2008	9:45 AM	U5	LNSC Field 21C	Team 3	Team 7	--Open--	--Open--	--Open--	--Open--
15	9/20/2008	10:30 AM	U5	LNSC Field 21C	Team 2	Team 9	--Open--	--Open--	--Open--	--Open--
18	9/20/2008	10:30 AM	U5	LNSC Field 21D	Team 8	Team 10	--Open--	--Open--	--Open--	--Open--
19	9/27/2008	11:15 AM	U5	LNSC Field 21D	Team 1	Team 7	--Open--	--Open--	--Open--	--Open--
22	9/27/2008	11:15 AM	U5	LNSC Field 21C	Team 12	Team 2	--Open--	--Open--	--Open--	--Open--
23	9/27/2008	12:00 PM	U5	LNSC Field 21C	Team 10	Team 4	--Open--	--Open--	--Open--	--Open--