



Ref Centre Settings for WOSC Referees

Please follow this process to ensure that your account is set up correctly:

1. Log into your Ref Centre account, go to Preferences/Clubs and select West Ottawa Soccer Club. Click the 'Submit' button to save your preference.

2. Stay in the Preference menu and select your Divisions. Select the divisions that meet your needs, keeping in mind that more divisions selected could mean more games assigned. Click the 'Submit' button to save your preferences.

**Note: According to the Ontario Soccer Long Term Officials Development, referees under the age of 18 are expected to only referee age groups/divisions with players that are at least two (2) years younger.*

3. Stay in the Preference menu and select your Fields. Select the field areas that meet your needs, keeping in mind that more fields selected could mean more games assigned. Click the 'Submit' button to save your preferences.

**Note: All fields are defaulted to "Not Acceptable" at registration.*

4. Go into the Games menu and select Availability. You can select the month on top of the screen and your daily availability using the grid. Click the 'Update' button on the bottom when you are done setting your availability for a particular month to save your availability. Otherwise, your changes will be lost. Repeat the process for each month, preferably one month in advance. Update your availability during the season as needed and click the 'Update' button every time to save your availability.

Ref Centre Tutorial – Referee Assignment Process:

https://www.youtube.com/watch?v=Vm94HxGKN_E