

Referee Supplemental Report Form Submission Walkthrough

(all information is subject to change 5/21/2021)



This guide contains the steps that referees must follow for submitting the Supplemental Report form in the event of a Send Off or to explain any unusual circumstance that occurred. If you have any questions after going through this process, please email Nic Ellingboe (Nellingboe@usyouthsoccer.org).

The link for the Supplemental Report form can be found in the “Instructions to Referees” document, available on the Conference website under the Referee Information drop-down.

You must take a picture of the GotSport Game Card in order to submit the Supplemental Report form.

This form is mobile-friendly and can be completed at the fields following the game. If not completed at the fields, the report **MUST be completed the same day of the game.**

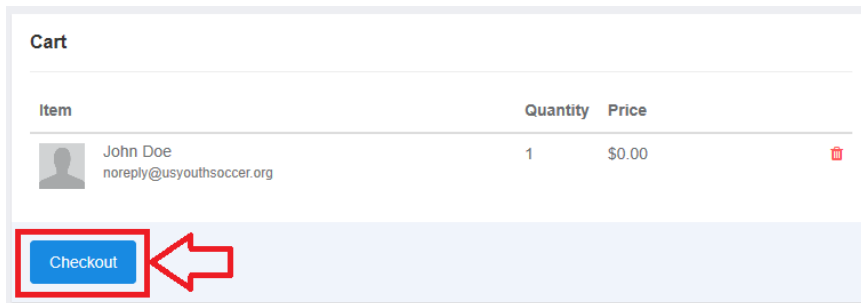
1. Once you have clicked on the link for the Supplemental Report form, you will arrive at a screen to login or create a new account.
2. If you already have an account, login to your account and skip to Step 4. If you have not created an account in GotSport, click Create An Account below the login field and continue to Step 3.

A screenshot of a web page titled "Register". It has two input fields: "Email/UserID" and "Password". Red arrows point to each of these fields. Below the fields is a blue "Log In" button. Underneath the button is a link that says "Forgot Password?". At the bottom of the page, there is a red-bordered box containing the text "Dont Have An Account? CREATE AN ACCOUNT".

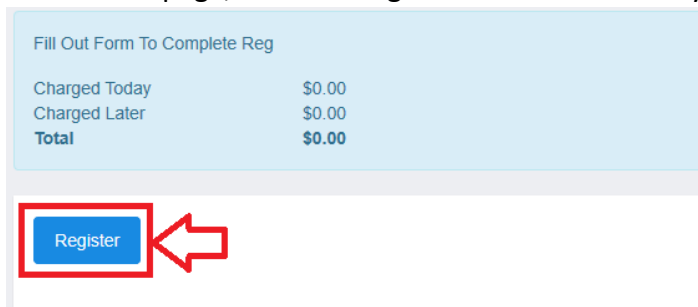
3. After clicking Create An Account, you will be prompted to enter your information. After entering your information, click Sign Up at the bottom of the page. The following fields are required:
 - a. First Name
 - b. Last Name
 - c. Email/UserID
 - d. Password
4. Click the Register button next to your name.

A screenshot of a web page titled "Register". It shows a "New user" section with a plus icon and a "Register" button. Below this, there is a user profile for "John Doe" with the email "noreply@usyouthsoccer.org" and another "Register" button. A red arrow points to the second "Register" button.

5. You will be asked to verify the information on file. The data automatically ports over what is on file with your account, so after verifying the information listed, scroll down and click Save.
6. After clicking Save, you will enter the form where you will need to enter in as much detailed information as possible. Click Save once everything is entered. Below are the items that need to be completed. Items with asterisk (*) can be found on the GotSport Game Card you took a picture of or it can be found on the public schedule page:
 - a. Conference Division*
 - b. Game Number*
 - c. Team A Name* and Score
 - d. Team B Name* and Score
 - e. Match Date and Time*
 - f. Incident Description
 - g. Handwritten Copy of Supplemental Report (only question not required)
 - h. Game Card Upload
 - i. Referee Name
 - j. Referee Grade
 - k. Referee Email (please make sure this email is accurate in case we need to reach out to you)
 - l. Referee Phone (please make sure this phone is accurate in case we need to reach out to you)
 - m. Checkbox confirming all information entered is accurate.
 - n. Signature (can be completed on mobile device using touch or with a mouse on a desktop)
7. After clicking Save in Step 6, you will be taken to a checkout page. Click the Checkout button to continue the submission process.
 - a. NOTE: Do not click Register Someone Else. We require only one form be completed per checkout.



8. On the next page, click the Register button to officially submit your Supplemental Report.



9. After clicking Register, you will be taken to a confirmation screen and you will receive a confirmation email shortly. You have successfully submitted the Supplemental Report form. If you have additional Supplemental Reports to submit, please click on the form link again and pick up from Step 4.