

SNS Indoor Referee Registration for 2019/2020 through the Demosphere Registration Platform

Demosphere uses the concept of a Household account for registration. You must use your **Household account login** for your registration on the Demosphere Registration platform.

You cannot register as an indoor referee on the Referee Management platform. You also cannot register using your Referee Management login on the Registration platform.

If you are under 18, check with your parent or guardian to confirm the Household account that was used for your previous outdoor referee registration or club registration. This Household account should be used to log in to the Referee Registration - Returning Referees 2019 Registration Form.

If you are a senior player, use the Household account created for your outdoor registration to log in to the Returning Referees 2019-20 Indoor Registration form.

For best results, use a desktop or laptop computer and Chrome web browser to complete your registration.

Copy this Registration Link into your browser

https://soccerns.demosphere-secure.com/_registration

Here are the screens you will see as you proceed through your registration:

1. The first screen you will see is the User Sign In screen. Enter your Household account User Email and Password in the appropriate boxes and click Sign In. If you have forgotten your Password, select "*Forgot your password?*" to reset your password.

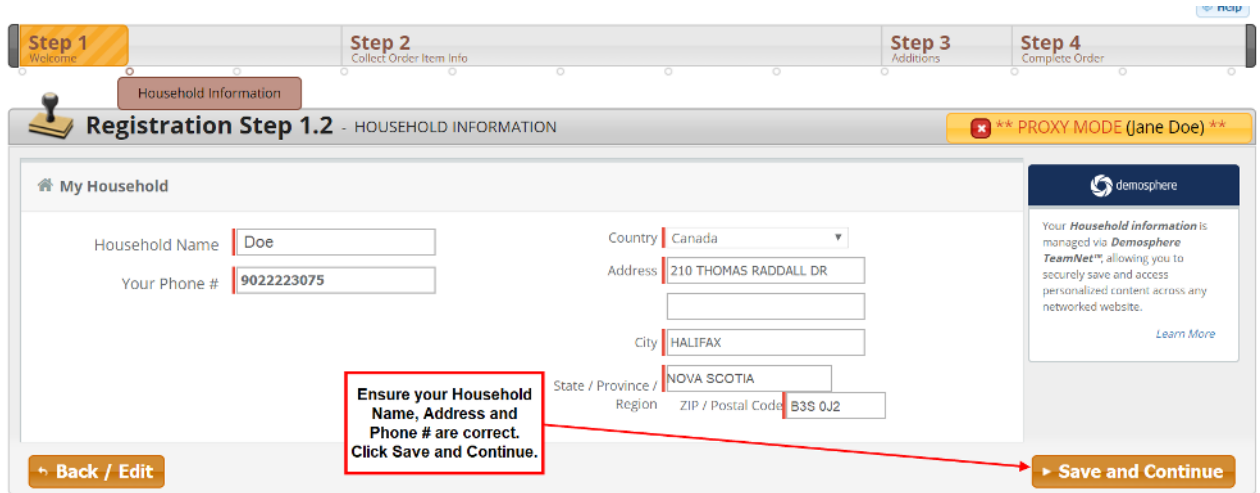
The screenshot shows the 'User Sign In' page of the Demosphere platform. On the left, a sidebar contains the Demosphere logo and a message: 'Soccer Nova Scotia uses your universal Demosphere TeamNet™ Login, allowing you to securely save and access personalized content for this, and any other networked website.' The main content area is titled 'User Sign In' and features two input fields: 'User ID/Email' and 'Password'. A green 'Sign In' button is positioned below these fields. To the right of the input fields is an 'OR' separator, followed by two social login buttons: 'Sign in with Facebook' and 'Sign in with Google'. Below the social login buttons is a link that says 'Forgot your password?'. At the bottom right, there is a link that says 'Need more help?'. Two red boxes with arrows provide instructions: one points to the input fields with the text 'Enter your Household account User Email and Password here. Click Sign In to log in to the Demosphere Registration Platform.', and the other points to the 'Forgot your password?' link with the text 'If you have forgotten your password, click **Forgot your password?** to reset it.'

2. Once you have successfully logged in, you will see the following screen, Registration Step 1.1. Click Continue.



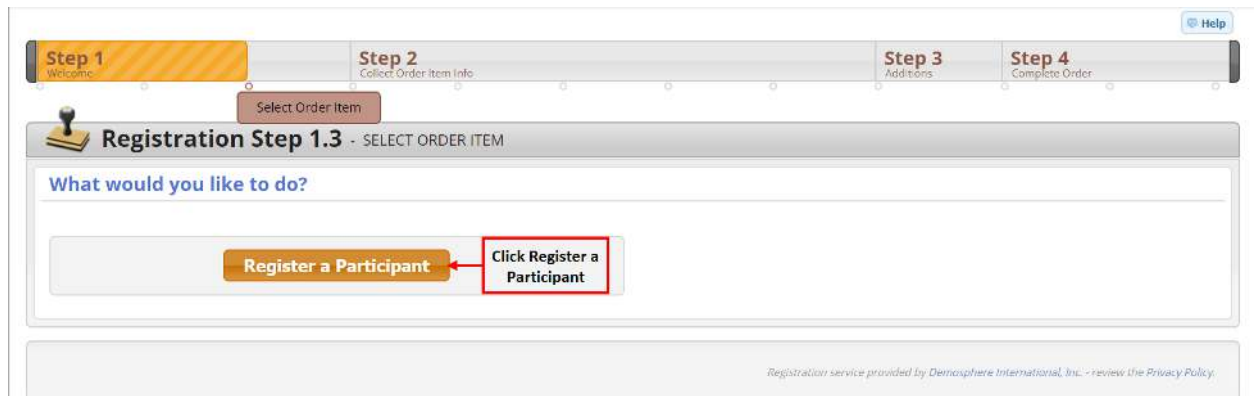
The screenshot shows the 'Registration Step 1.1 - WELCOME!' screen. At the top, a progress bar indicates four steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), and Step 4 (Complete Order). Below the progress bar, the title 'Registration Step 1.1 - WELCOME!' is displayed. The main content area contains a 'Welcome!' message and 'Welcome to the 2019-2020 Season'. At the bottom right, there is a 'Click Continue' button with a red box around it and an arrow pointing to a 'Continue' button. A small 'Help' icon is in the top right corner. At the bottom, a footer note states: 'Registration service provided by Demosphere International, Inc. - review the Privacy Policy.'

3. Registration Step 1.2, confirm your Household Name, Phone # and Address. If correct, click Save and Continue. If incorrect, update with the correct information. All fields with a red line beside them must contain information.



The screenshot shows the 'Registration Step 1.2 - HOUSEHOLD INFORMATION' screen. The progress bar at the top shows Step 1 (Welcome) as the current step, followed by Step 2 (Collect Order Item Info), Step 3 (Additions), and Step 4 (Complete Order). The title is 'Registration Step 1.2 - HOUSEHOLD INFORMATION'. A yellow banner at the top right says '*** PROXY MODE (Jane Doe) ***'. The main form area is titled 'My Household' and contains several input fields: 'Household Name' (Doe), 'Your Phone #' (9022223075), 'Country' (Canada), 'Address' (210 THOMAS RADDALL DR), 'City' (HALIFAX), 'State / Province / Region' (NOVA SCOTIA), and 'ZIP / Postal Code' (B3S 0J2). A red box highlights the 'Household Name', 'Address', and 'Phone #' fields with the text: 'Ensure your Household Name, Address and Phone # are correct. Click Save and Continue.' At the bottom left is a 'Back / Edit' button, and at the bottom right is a 'Save and Continue' button with a red arrow pointing to it from the red box. A 'demosphere' logo and a note about 'Household information' managed via 'TeamNet' are on the right. A 'Help' icon is in the top right corner. The footer note is: 'Registration service provided by Demosphere International, Inc. - review the Privacy Policy.'

4. Registration Step 1.3, will be to register a participant. Click Register a Participant.



The screenshot shows the 'Registration Step 1.3 - SELECT ORDER ITEM' screen. The progress bar at the top shows Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), and Step 4 (Complete Order). The title is 'Registration Step 1.3 - SELECT ORDER ITEM'. The main content area has the heading 'What would you like to do?' and a 'Register a Participant' button. A red box highlights the 'Register a Participant' button with the text: 'Click Register a Participant'. A 'Select Order Item' button is also visible. A 'Help' icon is in the top right corner. The footer note is: 'Registration service provided by Demosphere International, Inc. - review the Privacy Policy.'

5. In Registration Step 2.1, if you are not the participant, please select the Household Member to register. Confirm or update the Household Member's details (all fields marked with a red line must be filled in). Click Save and Continue.

Step 1 Welcome Step 2 Identify Participant Step 3 Additional Information Step 4 Complete Order

Registration Step 2.1 - IDENTIFY PARTICIPANT

Select Household Member to Register

Jane Doe John Doe Jim Doe Joe Doe

Judy Doe Create New Member

Select Household Member to Register

Personal Information

First Name Jane Last Name Doe

Birthdate 01/01/1970 Gender Male Female

Phone #

This box will appear with details on the registrant. Confirm or update details and click Save and Continue

Back / Edit Save and Continue

6. In Registration Step 2.2, select Referee Registration – 2019 – Returning Referee Registration & Renewal in the box. **This also applies to all newly registered referees this year with a Grade Level 1 or higher.** If you do not see an option, click the ▼ in the box to view the drop down menu and select Referee Registration – 2019 – Returning Referee Registration & Renewal.

Select Season

Registration Step 2.2 - SELECT SEASON

Select an Open Registration Season

Select the Season you are registering for: Jane Doe (12/31/2000) for:

Canada Games - Canada Games (Fall)

EXCEL - 2020 Annual Season

Referee Registration - 2019 - Returning Referee Registration & Renewal

Select Referee Registration - 2019 - Returning Referee Registration and Renewal

Back / Edit Continue

Registration service provided by Demosphere International, Inc. - review the Privacy Policy.

7. When the new window opens, select Indoor - \$15.00. The “Participant Email is Required” box should show the email used for the Referee Management Platform. If not, enter the email that you use to log in to the Referee Management Platform in this box. The email used on the Referee Management Platform is referred to as your Participant Email.

Registration Step 2.2 - SELECT SEASON

Select an Open Registration Season

Select the Season you are registering **Jane Doe (12/31/2000)** for:

Referee Registration - 2019 - Returning Referee Registration & Renewal

Please select from the following:

- ☐ Youth (Under 16 years of age) - \$105.00
- ☐ District (passed the entry level course) - \$105.00
- ☐ Regional (passed the Regional course, fitness test & assessments) - \$115.00
- ☐ Provincial (passed the Provincial course, fitness test & assessments) - \$125.00
- ☐ National (passed the National course, fitness test & assessments) - \$125.00
- ☐ Mentor Only - \$0.00
- ☒ Indoor - \$15.00

Participant Email is Required
janedoe@test.com

1. Select Indoor - \$15.00

2. Enter your Participant Email above - this is the email that you use on the Referee Management Platform

8. In the lower part of the screen, you will see the Welcome message, click Continue.

Welcome to the Soccer Nova Scotia 2019-2020 Referee Registration Form!

The 2019-2020 Indoor Referee Registration is now available on Demosphere.

Level 0 referees are not eligible to register or be assigned to Indoor games.

There will be very few games for Level 1 referees due to the nature of the Indoor soccer season.

Payment may be made:

- 1) Online - credit card payment when completing your registration - preferred
- 2) Cheque - in person or mailed to Soccer Nova Scotia (made payable to Soccer Nova Scotia)

210 Thomas Raddall Drive
Halifax, NS B3S 0J2

Cash payments will no longer be accepted at the Soccer Nova Scotia office.

If you have questions, please contact admin@soccerns.ca.

Back / Edit **Click Continue** **Continue**

9. In Registration Step 2.3, Select Your Referee Home Region and Are you under the age of 19? from the drop down menus (click the ▼ in the box to view the drop down menu). Click Save and Continue.
- If you are willing to travel to other regions, you will select these regions when you set up your preferences on the Referee Management Platform.
 - All other fields will be completed by Soccer Nova Scotia – you do not have to enter anything other than Home Region.

Registration Step 2.3 - REGISTRATION FORM ** PROXY MODE (John Doe) **

2019 - Returning Referee Registration & Renewal

Select Your Referee Home Region: ▼

Are you under the age of 19? ▼

The following fields will be completed by SNS: _____

Classification: ▼ SNS #: _____

Referee Level: _____

Referee Transfer Code: _____

☐ 2019 Outdoor Refresher Taken ☐ 2019 Indoor Refresher Taken

[Back / Edit](#) [Save and Continue](#)

1. ONLY fill in Your Referee Home Region and Are Under the age of 19?
2. All other areas will be completed by Soccer Nova Scotia
3. Click Save and Continue

10. Registration Step 2.4 is a summary of the program(s) selected and the subtotal owing. Click Continue.

Registration Step 2.4 - REVIEW REGISTRATION ** PROXY MODE (John Doe) **

Review Participant Registration: Jane Doe 12/31/2000
2019 - Returning Referee Registration & Renewal

Registrant	Registration Info	Fees and Discounts Indoor
Jane Doe Birthdate: 12/31/2000 FEMALE	2019 - Returning Referee Registration & Renewal	Indoor Seasonal Fee \$15.00 Subtotal \$15.00

Select Your Referee Home Region: Halifax

Are you under the age of 19? No

The following fields will be completed by SNS: _____

Classification: _____ SNS #: _____

Referee Level: _____

Referee Transfer Code: _____

☐ 2019 Outdoor Refresher Taken ☐ 2019 Indoor Refresher Taken

[Back / Edit](#) [Continue](#)

Registration Step 2.4 is a summary of the programs selected and the subtotal owing. Review and click Continue

11. Registration Step 2.5 lists the Seasonal Waivers and Refund Policy. You must accept these to continue the registration process. Check the “I agree to the above terms and conditions.” box. Click Continue.

The screenshot shows a registration form for Step 2.5. At the top, there is a checkbox labeled "I agree to the above terms and conditions". Below it, a red box contains the instructions: "1. Check the box to agree to the Seasonal Waivers & Refund Policy. 2. Click Continue." At the bottom left is a "Back / Edit" button, and at the bottom right is a "Continue" button. A red arrow points from the "Continue" button to the instruction box.

12. Registration Step 3.1 asks if you want to register another participant in your Household or if you want to proceed to the next step to complete your registration.

The screenshot shows the "Registration Step 3.1 - REGISTER ANOTHER" screen. At the top, there is a progress bar with four steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), and Step 4 (Complete Order). Below the progress bar, there is a "Register Another" button. The main heading is "Do you have an additional registration to make?". Below this, there are two buttons: "Register a Participant" and "Register a Volunteer". To the right of these buttons, a red box contains the instructions: "1. To continue and complete your registration, click - No, Proceed to Next Step. 2. To Register another Participant, click - Register a Participant". A "No, Proceed to Next Step" button is also visible. A red arrow points from the "No, Proceed to Next Step" button to the instruction box.

13. Registration Step 4.1 summarizes your registration and fees prior to check out. Click Proceed to Checkout.

The screenshot shows the "Registration Step 4.1 - REVIEW ORDER" screen. At the top, there is a progress bar with four steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), and Step 4 (Complete Order). Below the progress bar, there is a "Review Order" button. The main heading is "Review Cart Contents". Below this, there is a table with the following data:

Participant	Registration Info	Fees and Discounts - Indoor
Jane Doe Birthdate: 2000-12-31 FEMALE	Referee Registration - 2019 - Returning Referee Registration & Renewal	Indoor Seasonal Fee \$15.00 Participant Reg. Total \$15.00

At the bottom right, there is a red box containing the instructions: "1. Summarizes your registration and fees prior to check out. 2. Click Proceed to Checkout". Below this, there is a "Proceed to Checkout" button. A red arrow points from the "Proceed to Checkout" button to the instruction box.

14. Registration Step 4.2 is to make your payment. Select your Payment Type – Credit Card or Cheque.

- If you select Cheque, your payment must be mailed or delivered in-person to
Soccer Nova Scotia
210 Thomas Raddall Drive
Halifax, NS, B3S 0J2
- If you select Cheque and decide at a later date that you want to pay by Credit Card, you can log back into your registration and update your payment type to Credit Card and complete the payment.
- Once your payment type has been selected, click Submit Order.

Registration Step 4.2 - MAKE PAYMENT PROXY MODE (John Doe)

Payment Amount

Type	Description	Registration Info	Registration Total
Participant	Jane Doe	Referee Registration 2019 - Returning Referee Registration & Renewal - Indoor	\$15.00
			\$15.00

Payment Information

Select payment type:

Selected Payment Method: Credit Card

Cardholder's Name: First Name Last Name

Country:

Billing Address:

City:

State/Province/Region:

ZIP/Postal Code: This field is required.

Card Number:

Security Code:

Expiration: /

Amount to Pay: \$15.00

[Back / Edit](#) [Submit Order](#)

15. Registration Step 4.3 is your order confirmation. Your confirmation message will include information on refresher courses, indoor facility locations and contact information if you have further questions on your referee registration or refresher courses.

Registration Step 4.3 - ORDER CONFIRMATION PROXY MODE (John Doe)

Registration Order Complete!

Thank you for your application. If you have have any questions please contact admin@soccerns.ca

Additional Seasonal Information

Referee Registration - 2019 - Returning Referee Registration & Renewal
Seasonal Confirmation Info
Thank you for completing your Referee Registration!

16. You can now log out of the Demosphere Registration Platform. If you have any questions, please email admin@soccerns.ca.