

# SNS Returning Referee Renewal Registration for 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 a returning referee on the Referee Management platform. If the email and password used on the Referee Management platform is different than your Household login, you will not be able to use the Referee Management login information on the Registration platform.**

If you are under 18, check with your parent or guardian to confirm the Household account that was used for last year's outdoor referee registration or club registration. This Household account should be used to log in to the Referee Registration – 2020 Returning Referee Renewal Registration.

If you are a senior player, use the Household account created for last year's outdoor registration to log in to the Referee Registration – 2020 Returning Referee Renewal Registration.

**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](https://soccerns.demosphere-secure.com/_registration)

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

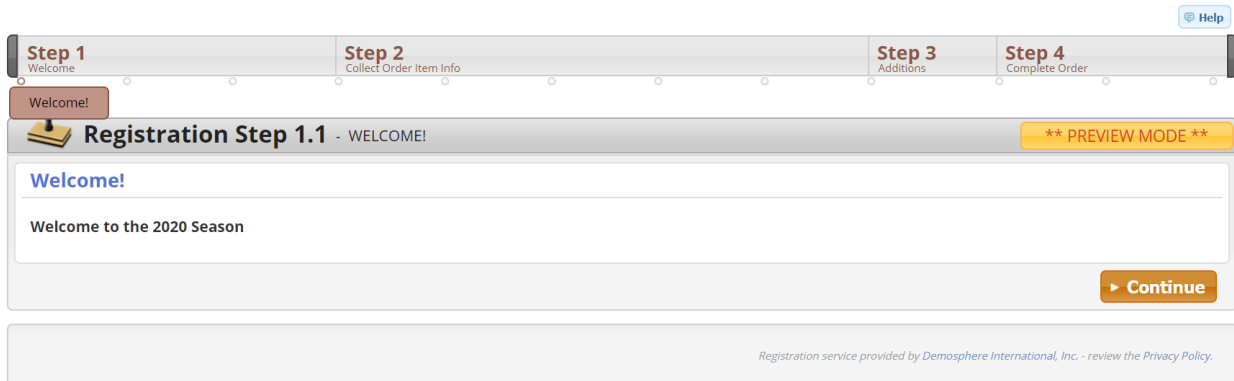
1. The first screen you will see is the User Sign In screen. Enter your Household account User Email and Password in the appropriate boxes and click Sign In. If you have forgotten your Password, select "*Forgot your password?*" to reset your password.

The screenshot shows the 'User Sign In' page of the Demosphere platform. On the left, a sidebar contains the Demosphere logo and a message from Soccer Nova Scotia about the universal Demosphere TeamNet™ Login. The main content area has a title 'User Sign In' and two input fields: 'User ID/Email' and 'Password'. A green 'Sign In' button is below these fields. To the right of the password field is an 'OR' separator and two social login buttons: 'Sign in with Facebook' and 'Sign in with Google'. Below the social login buttons is a link for 'Forgot your password?' and a link for 'Need more help?'. Two red boxes with arrows point to the input fields and the 'Forgot your password?' link, providing instructions.

**Enter your Household account User Email and Password here. Click Sign In to log in to the Demosphere Registration Platform.**

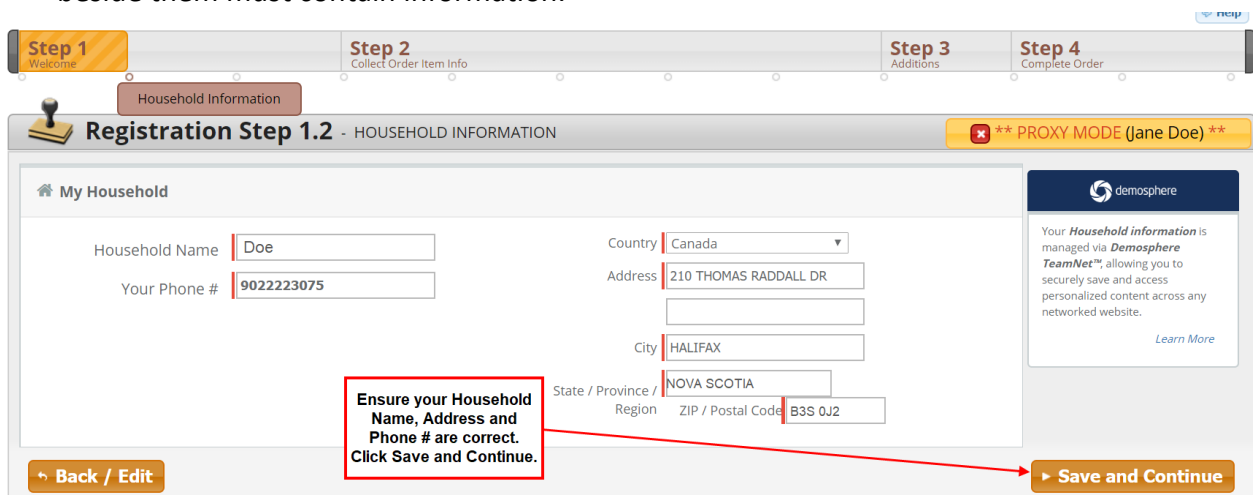
**If you have forgotten your password, click [Forgot your password?](#) to reset it.**

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



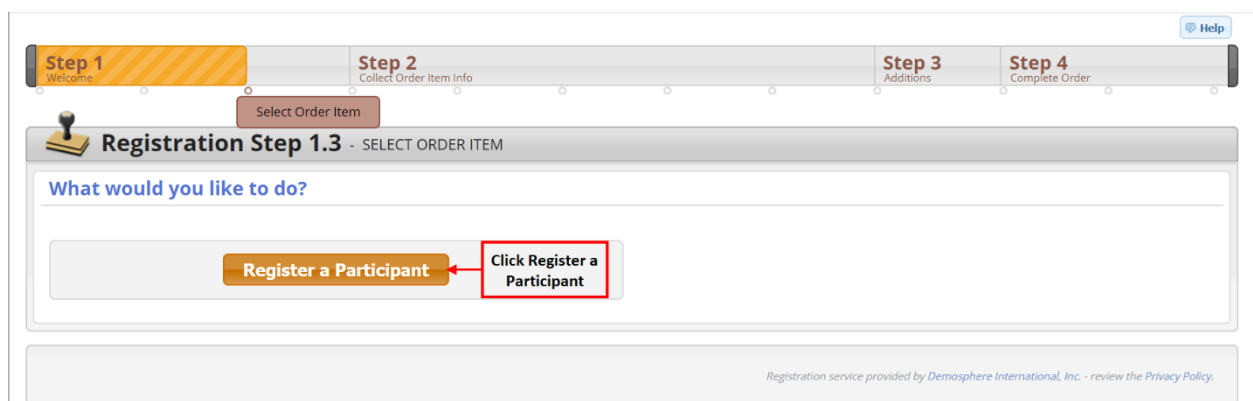
The screenshot shows the 'Registration Step 1.1 - WELCOME!' screen. At the top, a progress bar indicates four steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), and Step 4 (Complete Order). Step 1 is currently active. Below the progress bar, there is a 'Welcome!' message and a 'Welcome to the 2020 Season' message. A 'Continue' button is located at the bottom right. 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 completed and Step 2 (Collect Order Item Info) as the current step. 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.' A red arrow points from this box to the 'Save and Continue' button at the bottom right. A 'Back / Edit' button is located at the bottom left. A sidebar on the right contains the Demosphere logo and a message about household information management.

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) as completed, Step 2 (Collect Order Item Info) as the current step, and Step 3 (Additions) as the next step. The main form area is titled 'What would you like to do?' and contains a 'Register a Participant' button. A red box highlights this button with the text: 'Click Register a Participant'. A red arrow points from this box to the button. A footer note states: '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.

6. In Registration Step 2.2, select Referee Registration – 2020 Returning Referee Renewal Registration in the box from the dropdown menu. If you do not see an option, click the ▼ in the box to view the dropdown menu and select Referee Registration – 2020 Returning Referee Renewal Registration.

7. When the new window opens, select the appropriate Classification renewal registration by checking off the box to the left. The options to choose from are Youth, District, Regional, Provincial, National or Mentor Only. **You may also opt-in for the 2020-2021 Indoor season at this time by checking off the box to the left.**

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.

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

Referee Registration - 2020 Returning Referee Renewal Registration

The Participant Email is the email used on the Referee Management Platform - ensure it is correct.

Participant Email is Required  
snstest@gmail.com

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 (Winter 2020-2021 - \$15.00) - \$15.00

Seasonal Grouping Fees  
DISTRICT ANNUAL FEE (PASSED THE ENTRY LEVEL COURSE) | \$105.00

Seasonal Grouping Fees  
INDOOR SEASONAL FEE | \$15.00

Once the 2020 Returning Referee Renewal Registration has been selected above, these options appear.

Select the appropriate Classification registration. You also have the option to opt-in for the 2020-2021 Indoor season at this time.

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



### Welcome to the Soccer Nova Scotia 2020 Returning Referee Renewal Registration Form!

**Note: Your current registration expires on March 31, 2020.**

#### New to this year's registration:

- You must register online prior to attending a Referee Refresher Course.
- You will be required to select the Referee Refresher Course from a drop-down list that you plan to attend.
- For a full list of the Referee Refresher Courses, [click here](#).

To be eligible for games in April 2020, you must register **ONLINE** and pay online, or by cheque by March 31, 2020 and complete a refresher course prior to March 31, 2020. As well, for the new 11-a-side U15/U17 AAA league, referees must be registered and complete their refresher prior to officiating at the end of March.

Cheque payments, made payable to Soccer Nova Scotia, may be made in person at Soccer Nova Scotia located at 210 Thomas Raddall Drive, Halifax or mailed to:

210 Thomas Raddall Drive  
Halifax, NS  
B3S 0J2

Please ensure cheque payments are received by March 31, 2020 if you intend to officiate games in April 2020.

Your registration is not complete until payment has been received. To be added to the List of Active Referees, the following must be completed:

- Online Registration
- Payment – online preferred or payment by cheque by March 31, 2020
- Refresher course attended

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

If you have any questions on your registration, please contact [admin@soccerns.ca](mailto:admin@soccerns.ca).

Click Continue to proceed to the next screen.

Back / Edit Continue

9. In Registration Step 2.3, Select Your Referee Home Region and Are you under the age of 19? from the dropdown menus (click the ▼ in the box to view the dropdown menu).  
*Note: 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.*

If you select “No” for Are you under the age of 19?, you will see the following:

Step 1 Welcome Step 2 Collect Order Item Info Step 3 Additions Step 4 Complete Order

Registration Form

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

2020 Returning Referee Renewal Registration

Select Your Referee Home Region: Halifax ▼ Select your Home Region from the dropdown menu.

Are you under the age of 19? No ▼ If you answer "No" here you will simply need to select your Refresher Course below.

If you select “Yes” for Are you under the age of 19?, you will see the following:

Step 1 Welcome Step 2 Collect Order Item Info Step 3 Additions Step 4 Complete Order

Registration Form

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

2020 Returning Referee Renewal Registration

Select Your Referee Home Region: Halifax ▼ Select your Home Region from the dropdown menu.

Are you under the age of 19? Yes ▼ If you answer "Yes" here, the below boxes will appear.

Parent First Name: Parents Last Name: Fill in all four boxes with the appropriate information.

Parent Phone: Parent Email:

10. New this year on the 2020 Returning Referee Renewal Registration form, you will be asked to select the Referee Refresher Course from a dropdown menu that you plan to attend. This will provide the Instructor with a list of referees attending each Referee Refresher Course. [Click here](#) for the full list of 2020 Referee Refresher Courses.

Are you under the age of 19? No ▼

NEW THIS YEAR  
You must select the Referee Refresher Course you plan to attend from the dropdown list provided.

Please select the Refresher Course you plan to attend.

Referee Transfer Code:

Back / Edit Save and Continue

1. Click the small arrow to view the list of Referee Refresher Courses.

2. Select the Refresher Course you plan to attend.

3. Your name will appear on the course list that is provided to the Instructor.

Halifax - March 3: 7 - 9:30 pm - BMOSC Classroom  
Halifax - March 23: 7 - 9:30 pm - BMOSC Classroom  
Halifax - April 19: 7 - 9:30 pm - BMOSC Classroom  
Halifax - May 19: 7 - 9:30 pm - BMOSC Classroom  
Harbour East - March 14: 9:30 am - 12 pm - NSCC Rm# 5325  
Harbour East - April 21: 7 - 9:30 pm - NSCC Rm# 5325  
Suburban - March 8: 5 - 8 pm - Sobey's Bedford South Comm. Rm  
Suburban - March 29: 3 - 6 pm - Sobey's Bedford South Comm. Rm  
Suburban - April 26: 3 - 6 pm - Sobey's Bedford South Comm. Rm  
Cape Breton - May 13: 6 - 9 pm - CBU Rm# cc261  
Cape Breton (Cheticamp) - May 20: 6 - 9 pm - CB Highlands Education Ctr  
Highland (Amherst) - May 22: 6 - 9 pm - Location TBC  
Highland (Antigonish) - May 1: 5 - 9 pm - St. FX University  
Highland (New Glasgow) - March 24: 6:30 - 9 pm - AG Baillie School  
Highland (Truro) - April 13: 6 - 9 pm - Truro Police Comm. Rm  
South Shore (Bridgewater) - May 3: 1 - 4 pm - HB Studios Fieldhouse  
South Shore (Yarmouth) - May 24: 6 - 9 pm - YCMHS  
Valley (Lawrencetown) - April 17: 6 - 8:30 pm - Lawrencetown Vol. Fire Dept  
Valley (Digby) - April - TBC

Demosphere International, Inc. - review the Privacy Policy.

11. Once you have completed your Home Region, Are you under the age of 19?, and selected your Referee Refresher Course, click Save and Continue to proceed.

Please select the Refresher Course you plan to attend: Suburban - March 8: 5 - 8 pm - Sobey's Bedford South Comm. Rm

Referee Transfer Code:

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

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

You are registering: Jane Doe for 2020 Returning Referee Renewal Registration

Step 1: Welcome Step 2: Collect Order Item Info Step 3: Additions Step 4: Complete Order

Registration Review

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

Review Participant Registration: Jane Doe 12/31/2000  
2020 Returning Referee Renewal Registration

Registrant	Registration Info	Fees and Discounts District (passed the entry level course)
Jane Doe	2020 Returning Referee Renewal Registration	District Annual Fee (Passed The Entry Level Course) \$105.00
Birthdate: 12/31/2000		Subtotal \$105.00
FEMALE		Fees and Discounts Indoor (Winter 2020-2021 - \$15.00)
		Indoor Seasonal Fee \$15.00
		Subtotal \$15.00
		Registration Total \$120.00

Select Your Referee Home Region: Suburban

Are you under the age of 19? No

Please select the Refresher Course you plan to attend: Suburban - March 8: 5 - 8 pm - Sobey's Bedford South Comm. Rm

Referee Transfer Code:

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

13. 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.

I hereby accept and acknowledge that participation in such physical testing could be dangerous and therefore I should not participate in such testing if I am aware that it may create a risk to my health and/or I should discontinue any such testing if I have any concern that carrying on will create a risk to my health.

I confirm I have read the above provisions and by signing below I acknowledge having done so and that I understand and appreciate the potential risks set out.

REFUND POLICY:

(a) Refund requests shall be submitted in writing (email shall suffice) to the Soccer Nova Scotia's program coordinator, [admin@soccerns.ca](mailto:admin@soccerns.ca)

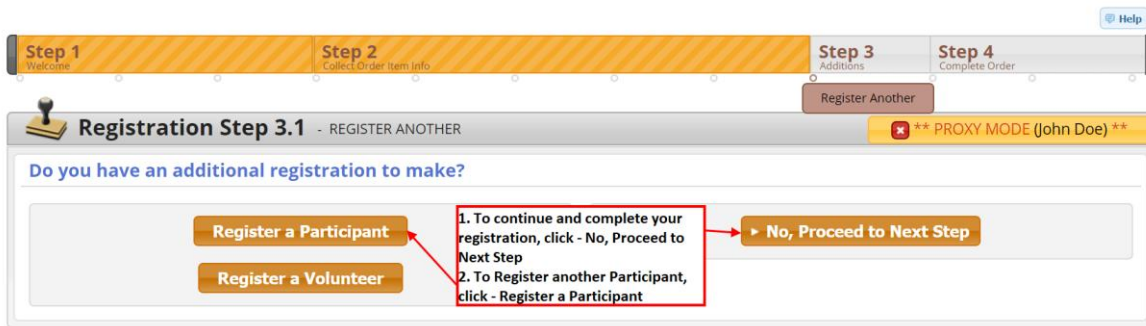
(b) Refunds shall be administered on a case by case bases, less a \$30.00 administration fee for Outdoor referee registrations.

(c) There will be no refunds issued for Indoor referee registrations.

☐ I agree to the above terms and conditions

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

14. 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.



Registration Step 3.1 - REGISTER ANOTHER

Do you have an additional registration to make?

Register a Participant

Register a Volunteer

1. To continue and complete your registration, click - No, Proceed to Next Step

2. To Register another Participant, click - Register a Participant

No, Proceed to Next Step

Step 1 Welcome

Step 2 Collect Order Item Info

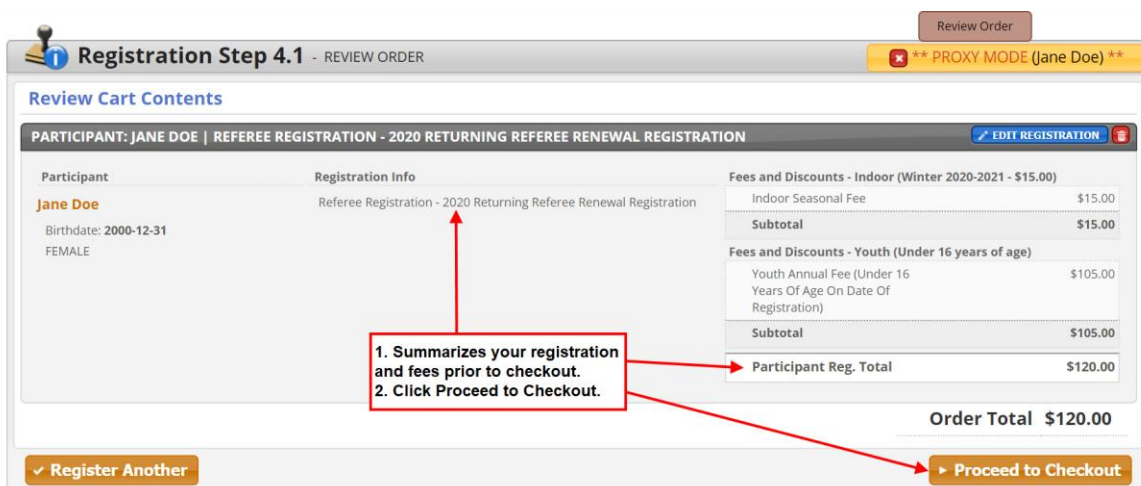
Step 3 Additions

Step 4 Complete Order

Register Another

\*\* PROXY MODE (John Doe) \*\*

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



Registration Step 4.1 - REVIEW ORDER

Review Cart Contents

PARTICIPANT: JANE DOE | REFEREE REGISTRATION - 2020 RETURNING REFEREE RENEWAL REGISTRATION

Participant: Jane Doe

Birthdate: 2000-12-31

FEMALE

Registration Info: Referee Registration - 2020 Returning Referee Renewal Registration

Fees and Discounts - Indoor (Winter 2020-2021 - \$15.00)

Indoor Seasonal Fee: \$15.00

Subtotal: \$15.00

Fees and Discounts - Youth (Under 16 years of age)

Youth Annual Fee (Under 16 Years Of Age On Date Of Registration): \$105.00

Subtotal: \$105.00

Participant Reg. Total: \$120.00

Order Total: \$120.00

1. Summarizes your registration and fees prior to checkout.

2. Click Proceed to Checkout.

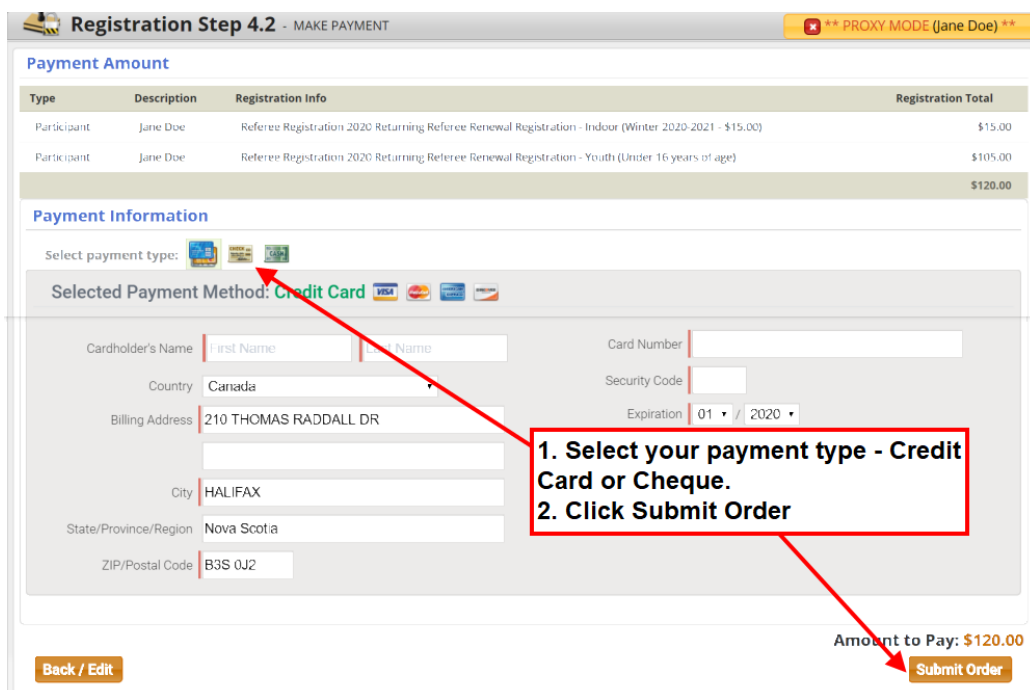
Register Another

Proceed to Checkout

Review Order

\*\* PROXY MODE (Jane Doe) \*\*

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





Registration Step 4.2 - MAKE PAYMENT

Payment Amount

Type	Description	Registration Info	Registration Total
Participant	Jane Doe	Referee Registration 2020 Returning Referee Renewal Registration - Indoor (Winter 2020-2021 - \$15.00)	\$15.00
Participant	Jane Doe	Referee Registration 2020 Returning Referee Renewal Registration - Youth (Under 16 years of age)	\$105.00
			\$120.00

Payment Information

Select payment type:  

Selected Payment Method: Credit Card

Cardholder's Name: First Name: Last Name: Card Number: Security Code: Expiration: 01 / 2020

Country: Canada

Billing Address: 210 THOMAS RADDALL DR

City: HALIFAX

State/Province/Region: Nova Scotia

ZIP/Postal Code: B3S 0J2

1. Select your payment type - Credit Card or Cheque.

2. Click Submit Order

Amount to Pay: \$120.00

Submit Order

Back / Edit



- If you select Cheque, you will receive the following message, “Please make your cheque payment in a timely manner”. Your payment must be mailed or delivered in-person to:

Soccer Nova Scotia  
210 Thomas Raddall Drive  
Halifax, NS, B3S 0J2

**Registration Step 4.2 - MAKE PAYMENT** \*\* PROXY MODE (Jane Doe) \*\*

**Payment Amount**

Type	Description	Registration Info	Registration Total
Participant	Jane Doe	Referee Registration 2020 Returning Referee Renewal Registration - Indoor (Winter 2020-2021 - \$15.00)	\$15.00
Participant	Jane Doe	Referee Registration 2020 Returning Referee Renewal Registration - Youth (Under 16 years of age)	\$105.00
			<b>\$120.00</b>

**Payment Information**

Select payment type:

**Selected Payment Method: Check**

**\*\* PLEASE MAKE YOUR CHECK PAYMENTS IN A TIMELY MANNER \*\***

**This message will appear if Cheque is selected as the payment option.**

**If you plan to officiate games in April 2020, your Cheque Payment must be received by March 31, 2020 and your Referee Refresher Course completed.**

**Click Submit Order to finalize the order.**

Amount to Pay: **\$120.00** **Submit Order**

[Back / Edit](#)

- To be eligible to officiate games in April 2020, your cheque payment must be received by March 31, 2020 to the Soccer Nova Scotia office at the address provided and your Referee Refresher Course completed by March 31, 2020.
- 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. If you require instructions on how to make or update a payment on your Demosphere account, please contact [admin@soccerns.ca](mailto:admin@soccerns.ca).
- Once your payment type has been selected, click Submit Order.



17. Registration Step 4.3 is your order confirmation. Your confirmation message will include Refresher course reminders, requirements for being added to the List of Active Referees, links to the Laws of the Game and contact information if you have further questions on your referee registration or refresher courses.

Step 1 Welcome Step 2 Collect Order Item Info Step 3 Add Items Step 4 Complete Order

Order Confirmation

**Registration Step 4.3 - ORDER CONFIRMATION** \*\*\* PROXY MODE (Jane Doe) \*\*

**Registration Order Complete!**

Thank you for your application. If you have any questions please contact [admin@soccerns.ca](mailto:admin@soccerns.ca)

**Additional Seasonal Information**

**Referee Registration - 2020 Returning Referee Renewal Registration**  
Seasonal Confirmation Info

**Thank you for renewing your Referee Registration for the 2020 season!**

**Refresher Reminder:**

New this year, you must register online as a Returning Referee prior to attending a Referee Refresher Course. You would have been instructed to select the Referee Refresher Course you plan to attend from a dropdown menu previously on the registration form.

18. You can now log out of the Demosphere Registration Platform. If you have any questions, please email [admin@soccerns.ca](mailto:admin@soccerns.ca).