

Student Management for Hosts - Clinics



**ONTARIO
SOCCER**

EST. 1901

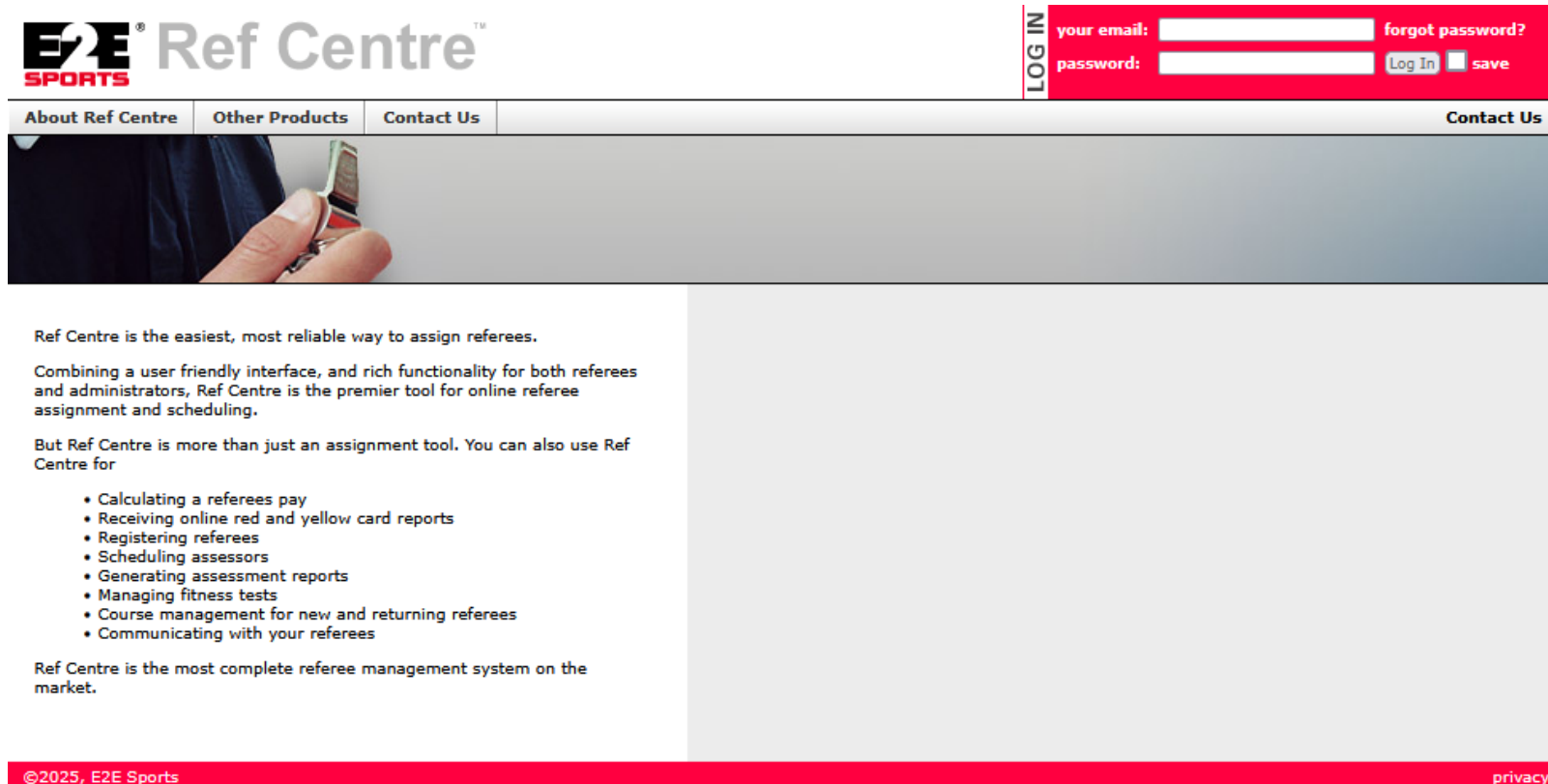


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Getting Students into your Course

RefCentre

- Login to Club or District Admin account at www.refcentre.com



The screenshot shows the RefCentre website interface. At the top left is the E2E Sports logo and the text 'Ref Centre'. To the right is a red login box with a vertical 'LOG IN' label, containing fields for 'your email:' and 'password:', a 'forgot password?' link, and 'Log In' and 'save' buttons. Below the header is a navigation bar with 'About Ref Centre', 'Other Products', 'Contact Us', and a 'Contact Us' link on the right. The main content area features a banner image of a hand holding a smartphone. Below the banner, the text reads: 'Ref Centre is the easiest, most reliable way to assign referees. Combining a user friendly interface, and rich functionality for both referees and administrators, Ref Centre is the premier tool for online referee assignment and scheduling. But Ref Centre is more than just an assignment tool. You can also use Ref Centre for' followed by a bulleted list: 'Calculating a referees pay', 'Receiving online red and yellow card reports', 'Registering referees', 'Scheduling assessors', 'Generating assessment reports', 'Managing fitness tests', 'Course management for new and returning referees', and 'Communicating with your referees'. The text concludes with 'Ref Centre is the most complete referee management system on the market.' The footer contains '©2025, E2E Sports' on the left and 'privacy' on the right.

E2E Ref Centre™
SPORTS

LOG IN your email: forgot password?
password: Log In save

About Ref Centre Other Products Contact Us Contact Us

Ref Centre is the easiest, most reliable way to assign referees.

Combining a user friendly interface, and rich functionality for both referees and administrators, Ref Centre is the premier tool for online referee assignment and scheduling.

But Ref Centre is more than just an assignment tool. You can also use Ref Centre for

- Calculating a referees pay
- Receiving online red and yellow card reports
- Registering referees
- Scheduling assessors
- Generating assessment reports
- Managing fitness tests
- Course management for new and returning referees
- Communicating with your referees

Ref Centre is the most complete referee management system on the market.

©2025, E2E Sports privacy

Course Management Tab



Clinic Tools



User Name: **Tim Baigent** [Log Out](#)
User Type: **Administrator**
Organization: **WOS**

Setup	Course Manager	Proxy	Schedule	Assign	Reports	Payment	News	Contact	About E2E	
League:	Course	<input type="text"/>	<input type="checkbox"/> Hide Confirmed Games	<input type="checkbox"/> Show open games only						
Week:	Add	<input type="text"/>								
	View	<input type="text"/>								
Sat. [Feb	Course Balance	Feb 16]	Mon. [Feb 17]	Tue. [Feb 18]	Wed. [Feb 19]	Thu. [Feb 20]	Fri. [Feb 21]			
There ar	Instructor Summary									
	Declined									
	Student									
	Approve									
©2025,	Move									
	Withdraw									

privacy

Approve Tool



Setup	Course Management	Proxy
League:	Course	
Week:	Add	▼
Sat. [Feb	View	▼
There ar	Course Balance	
©2025,	Instructor Summary	b 16]
	Declined	
	Student	
	Approve	
	Move	
	Withdraw	

Select "View" beside the name of the student that has paid

APPROVE

Select Host: Ontario Soccer ▼

The following students have registered but have not yet been accepted or declined by the host Click on View to make your decision

	Name	#	Course	Start date	Registered on
View	Match Official	2393	Small Sided	Dec 09, 2020	Jun 18, 2020
View	Official Match	2393	Small Sided	Dec 09, 2020	Jun 18, 2020

Use the Approve tool to add a student to your course after payment has been received

Approve Student for Course

APPROVE

Select Host: Ontario Soccer

Course # 2393
Course type Small Sided
Start date Dec 09, 2020
Registered Jun 18, 2020
First name Match
Family name Official
Date of birth Jan 04, 2008
Gender Female
Address 1 7601 Martin Grove Road
Address 2
City Vaughan
Province Ontario
Postal code L4L 9E4
Phone (day) 905 264 9390
Phone (evening)
Phone (cell)
Primary email matchofficials@ontariosoccer.net
Alternate email

Approve
This student has been approved and his method of payment is

- Cash
- Cheque**
- Credit card online
- Credit card point of sale
- Debit card
- Host to pay/Paid
- Free. No payment was received

Decline
This student's application has been declined. Please give your reasons why which will be emailed to the student

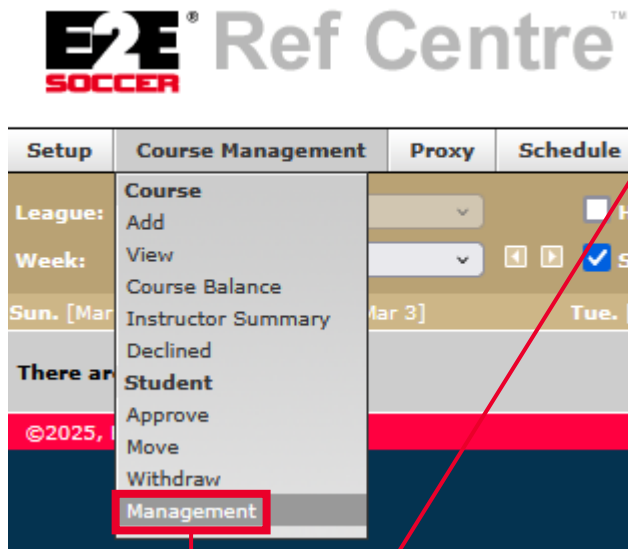
Submit

Use this tool to select Approve

Confirm the payment method used

Click "Submit" to confirm approval so the student can begin completing their self-guided modules

Management Tool



Select "View" beside the course you want to manage

MANAGEMENT

Select Host:

Your approved courses are listed below. Please use this tool to ensure that your students are progressing through the course process in a timely manner

	#	Type	Start Date	Students	Instructor	
View	2449	Small Sided	Mar 06, 2025	1	Kurtis PORTENGEN	Export Students
View	2448	Entry Level	Mar 05, 2025	2		Export Students

Use the Management tool to track Student Progress and contact students to nudge them or provide updates on the course

Management Tool

MANAGEMENT

Select Host: Ontario Soccer

2448 Entry Level Mar 05, 2025

Instructor: Course Back

of students: 2

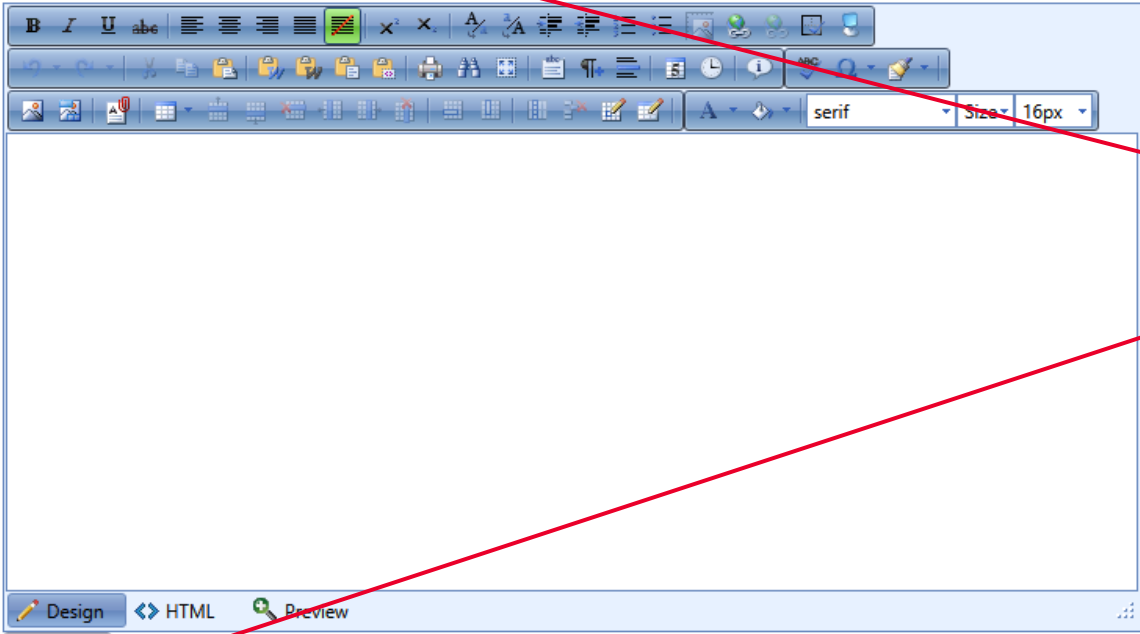
Only Show Approved Students

Update SmarterU Progress Export to Excel

#	Student	Transaction ID	Age	Approved	SmarterU	Attended	Graduated
<input type="checkbox"/>	Entry Level 155910 Mikail AKINTUNDE		42	✓	✗	✗	→
<input type="checkbox"/>	Entry Level 155910 Ethan ANGRÖVE		15	✓	✗	✗	→

Send an email to all the selected referees

Subject:



Design HTML Preview

Spell Check

Send

Use this tool to track student progress

Update SmarterU Progress by clicking

Click here to proxy into a student's account to help troubleshoot*

Contact students to encourage them to finish their modules and provide updates on the course details.

Ontario Soccer provided templates are available [here](#).

*Once you're in, check out the Student Guides [here](#).

Move & Withdraw Tools



Setup	Course Management	Proxy	Schedule
League:	Course Add	<input type="text"/>	<input type="checkbox"/> H
Week:	View	<input type="text"/>	<input checked="" type="checkbox"/> S
Sun. [Mar	Course Balance	Mar 3]	Tue. [
There ar	Instructor Summary		
	Declined		
	Student		
@2025, I	Approve		
	Move		
	Withdraw		
	Management		

Use the Move & Withdraw tools to move a student from one course to another within the same Club, or withdraw them from one of your courses entirely if they are no longer interested, or have moved to a course with a different host

Student Support



- Please refer students experiencing difficulties to the Step-by-Step Guides available at www.ontariosoccer.net/referee-clinics
- For any other questions, please contact matchofficials@ontariosoccer.net



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Thank You

Match Official Development, Ontario Soccer

Thank you to our Partners who help us #PlayInspireUnite.

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