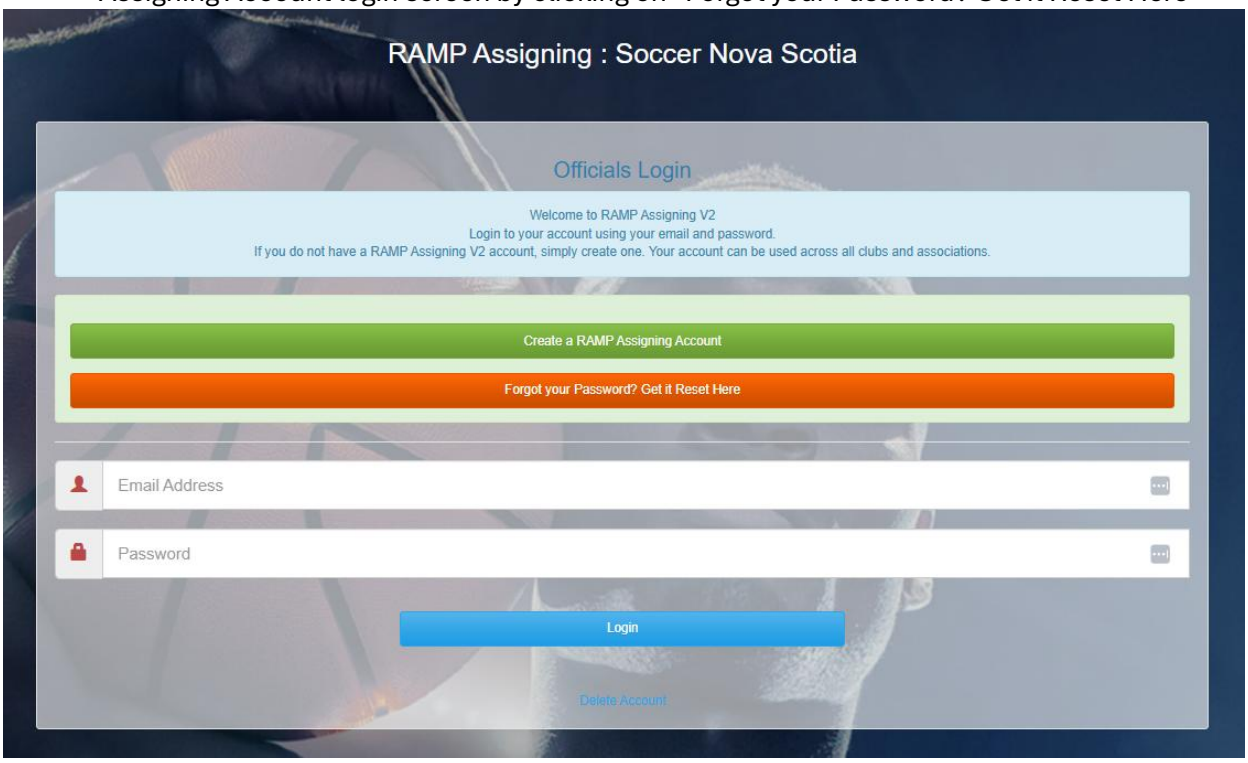
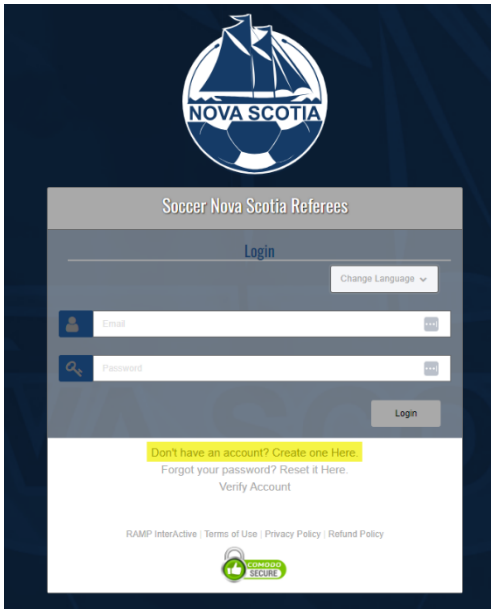
How to Register as a Returning Referee with Soccer Nova Scotia

1. RAMP Registrations is used to register as a Soccer Nova Scotia Referee. If you do not have a RAMP Registrations account, you will have to create a new account. The link to RAMP Registrations is: http://snsref.rampregistrations.com/.

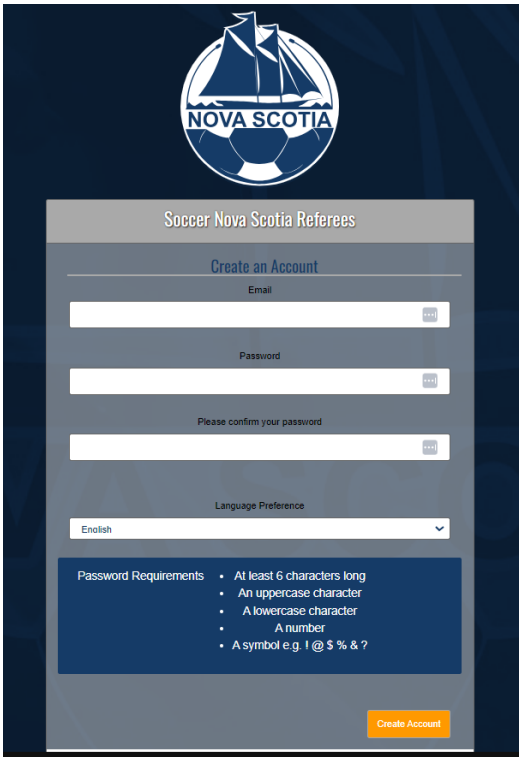
2. You will need to enter your RAMP Assigning Account login credentials during the registration process.
   a. **Please ensure you have your RAMP Assigning login credentials before starting the Annual Referee Season Registration process**
   b. If you do not remember your RAMP Assigning Account password, please reset it on the RAMP Assigning Account login screen by clicking on "Forgot your Password? Get it Reset Here"



3. Login to RAMP Registrations using your email and password.
   - If you do not have a RAMP Registrations account, click on "Don't have an account? Create one Here." to create your RAMP Registrations account.



4. If you are creating a RAMP Registrations Account, this screen will appear. Complete all fields and click Create Account.

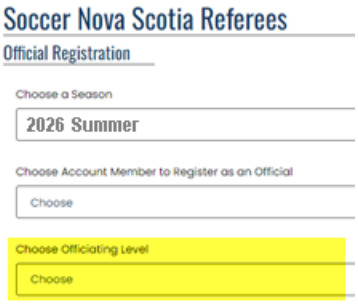


5. Once you have logged in or created an account in RAMP Registrations, you will be able to register as a Returning Referee.
    - Click on Official Registration to begin the registration process.

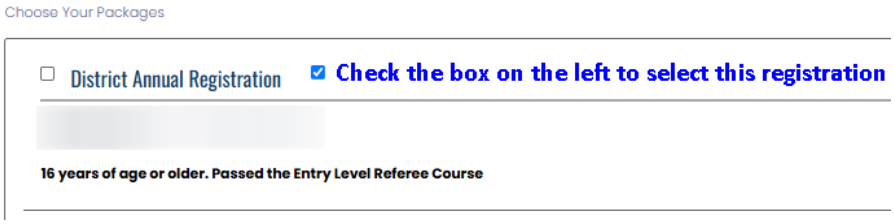
6. The season should be 2026 Summer.
    - To Choose Account Member to Register as an Official
        - Select a member from the dropdown menu
        - If it is a new member, you will have to add the criteria or whomever is registering.

7. To Choose Officiating Level, select the appropriate level from the dropdown menu and click Continue.
    a. **Youth** – Referees who are under 16 years old at time of registration and have completed the Entry Level Referee Course
    b. **District** – Referees who are 16 years old or older at time of registration and have completed the Entry Level Referee Course
    c. **Regional** – Referees who have completed the Regional Upgrading Course, appropriate Fitness Tests and Assessments
    d. **Provincial** - Referees who have completed the Provincial Upgrading Course, appropriate Fitness Tests and Assessments

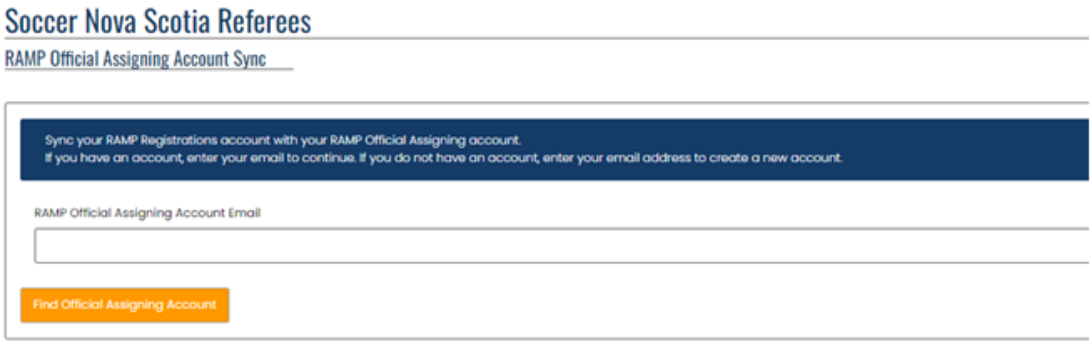
e. **National** - Referees who have completed the National Course, appropriate Fitness Tests, Assessments and have been appointed to the National List by Canada Soccer



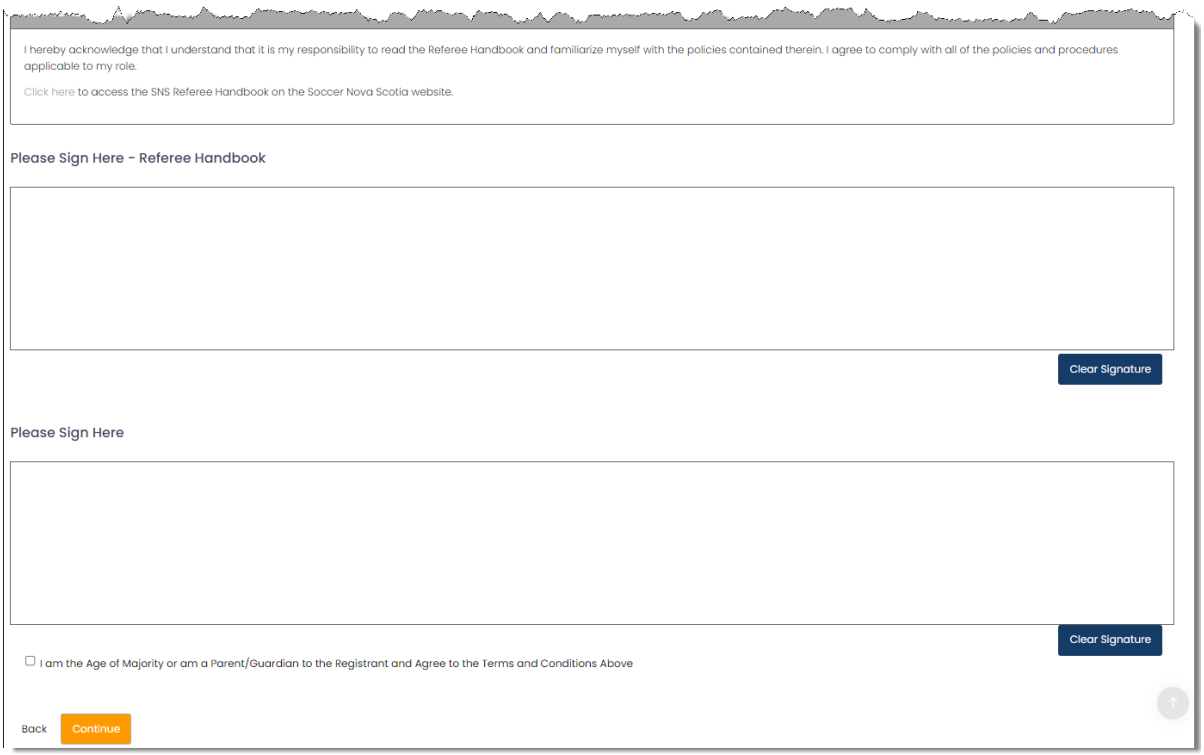
8. Once you select the Officiating Level a new window will appear.
   - Click the box next to your appropriate level so the check mark appears.



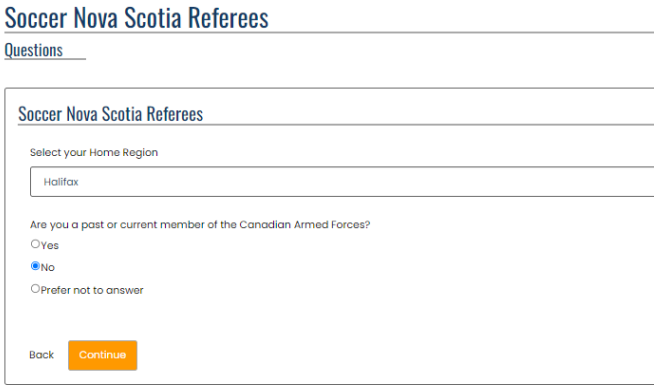
9. Next you will have to enter your RAMP Assigning account login credentials. This will allow your information to sync to the RAMP Assigning system that is used for referee assigning.
   - Enter your email address and click on Find Official Assigning Account.
   - If you have a RAMP Assigning account, you will need to enter your password.
   - If you do not have a RAMP Assigning account, you will need to create a password to create an account.



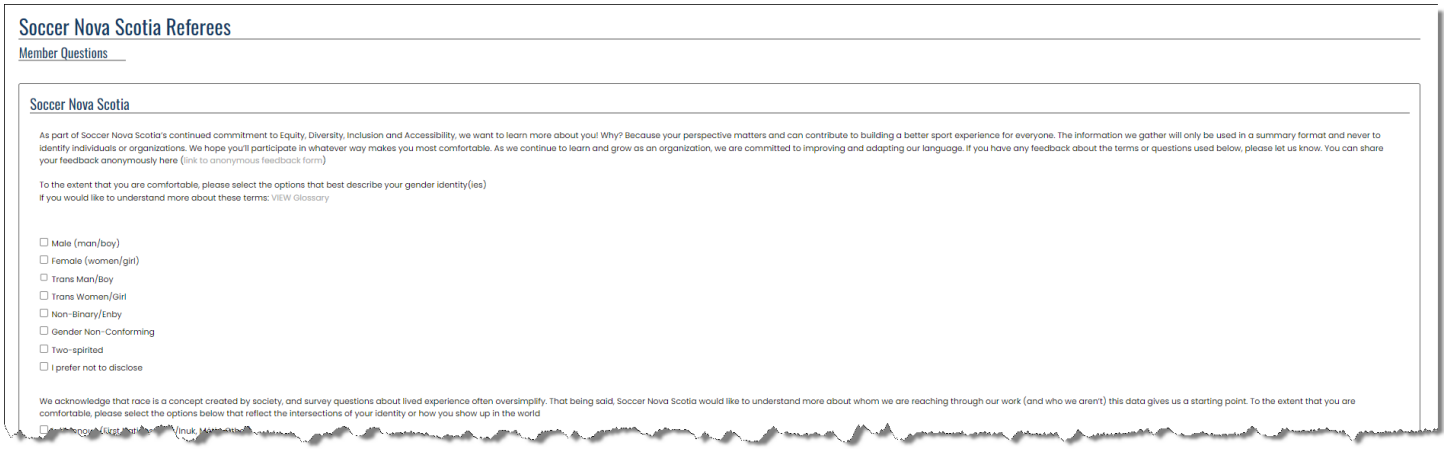
10. Waiver Consents – Consents and Signatures Required, then click on Continue.



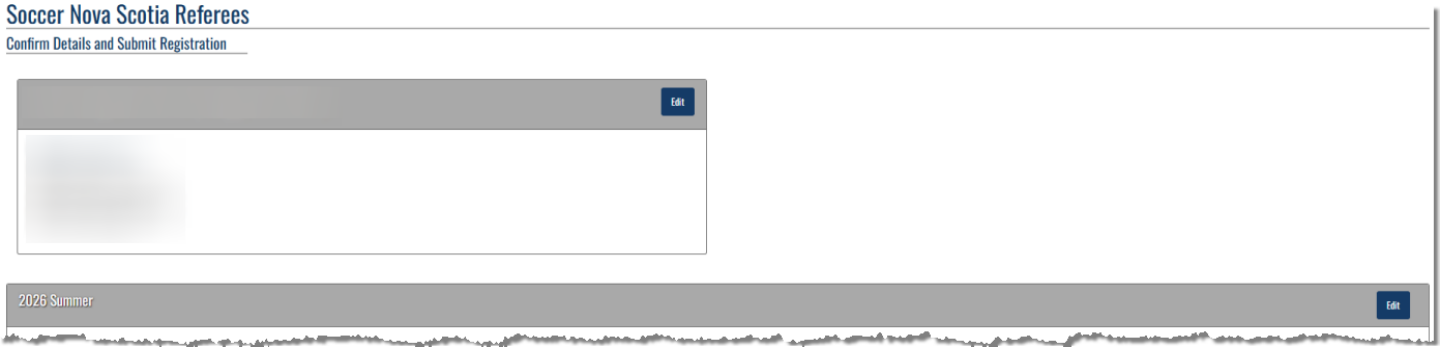
11. Questions – Enter your Home Region from the dropdown menu. Complete questions and click Continue.



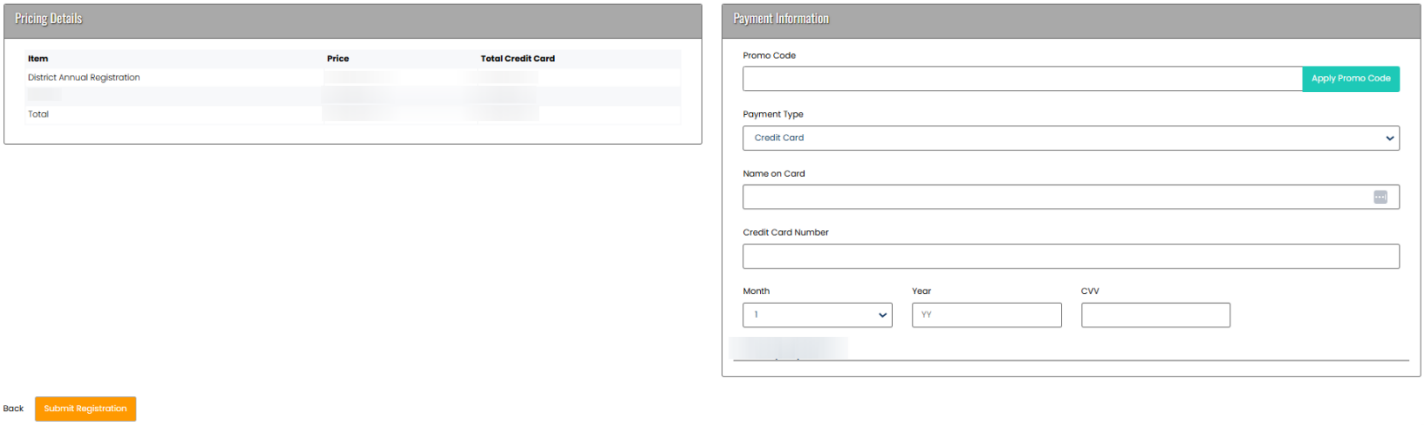
12. Additional SNS Member Questions – Complete Questions and click Continue.



13. Confirm Details, Enter Payment Details and Submit Registration. All registration details will appear for review.



14. Online Payments are required to complete the registration process.
    - Enter your credit card information
    - Click Submit Registration.

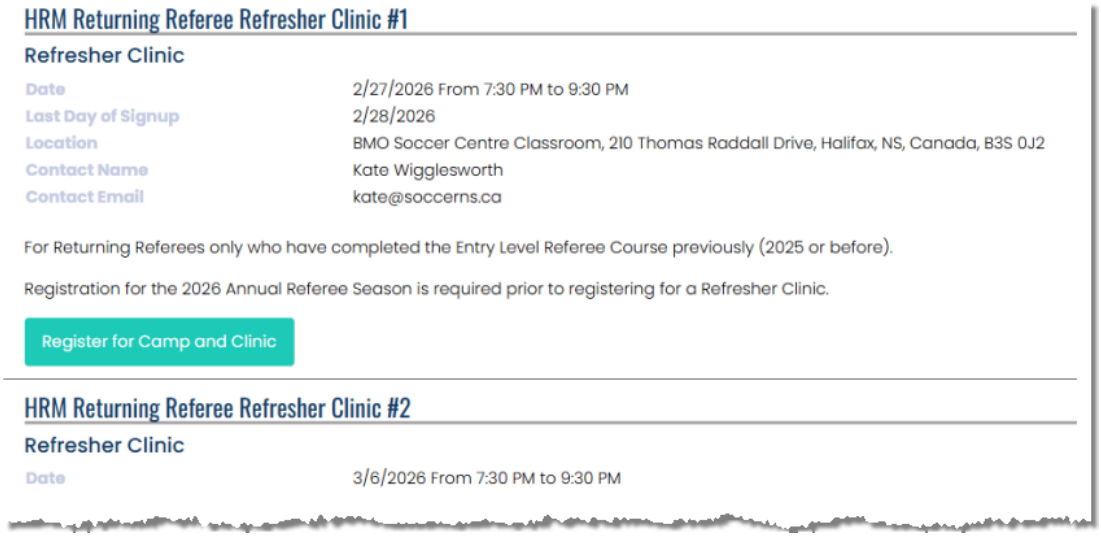


15. A confirmation email will be sent once your registration has been submitted.
    - **If a confirmation email is not received, the registration has not been completed.**
    - Please contact kate@soccerns.ca if you have any questions or concerns with the registration process.

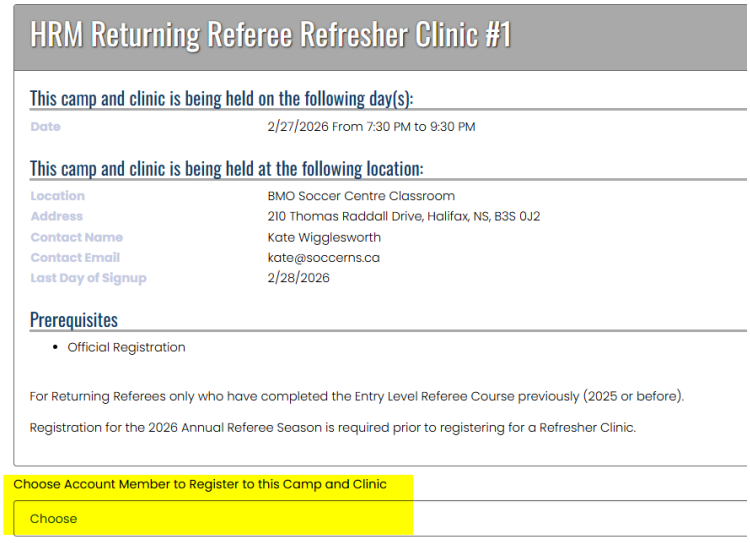
16. Once the Returning Referee Official Registration and Payment have been completed, the next step is to register for the Returning Referee Refresher Clinic in the Camp and Clinic Registration.
    a. If you are still logged into RAMP Registrations, you can select Camp and Clinic Registration from the left menu

17. If you have logged out, you will need to log back into RAMP Registrations.
    - Select Camp and Clinic Registration for the list of Returning Referee Refresher Clinics

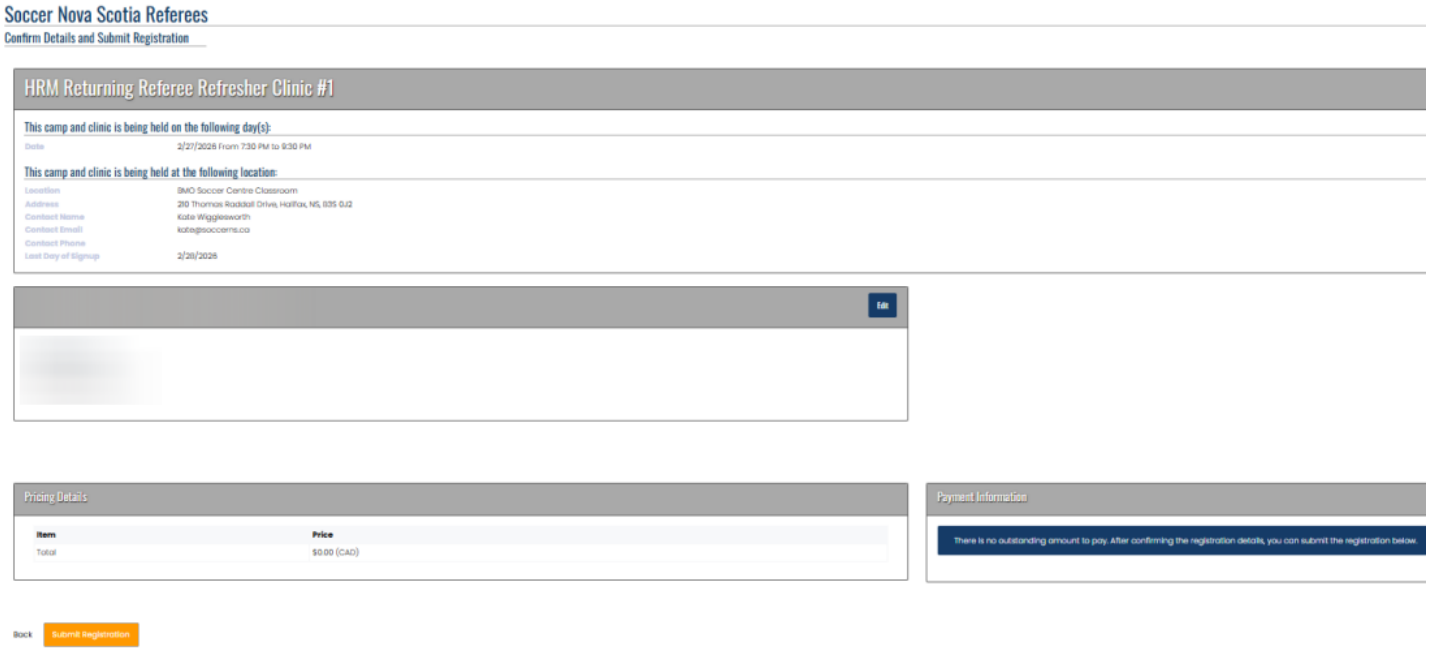
18. Select the Returning Referee Refresher Clinic from the list that you want to register for.
    - Click Register for Camp and Clinic.



19. Select the member to be registered.
    - Click Continue.



20. Confirm Details and Submit Registration.



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