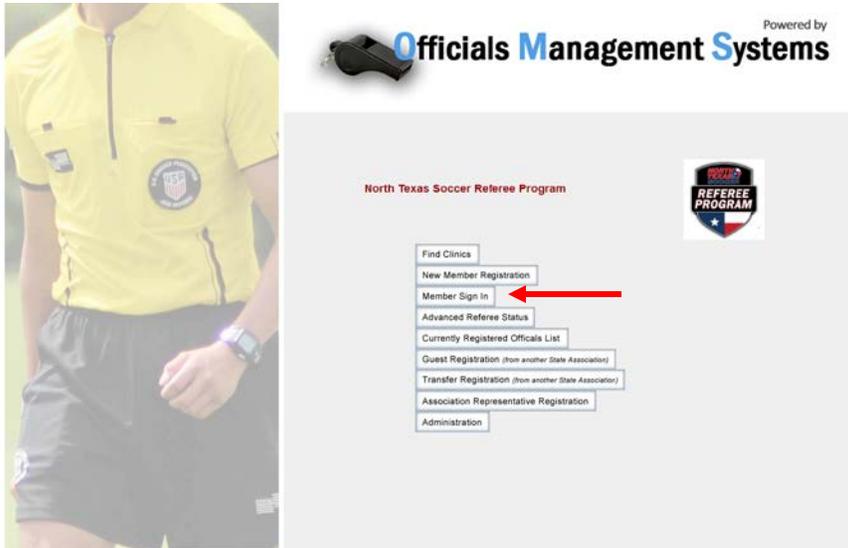




REQUESTING AN ASSESSMENT

Step 1: Log in at <https://ntxreferees.omgtsys.com> by clicking on **Member Sign In**.

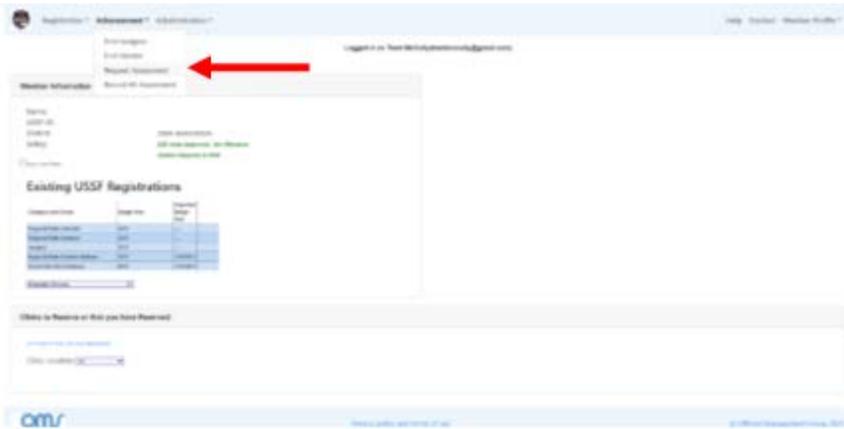


Step 2: Log in using your primary email as your username and your password* and click **Login** button.



*First time log in password is LAST NAME (all caps). You will be prompted to create a new password.

Step 3: On the **Home** page, click on **Advancement** from top menu and choose the third option—**Request Assessment**.





REQUESTING AN ASSESSMENT

Step 4: Complete all the information in the **Request / Register Assessment** page. Once all information has been completed, select **Submit**.

Request / Register Assessment

If you are requesting an assessment, you **MUST** already have an assessable game assigned by an Assessor. Assessor Travel expenses may be charged to you for the assessment.

Assessment Type: Upgrade
 Referee Level that Assessment is for: Regional/State Referee
 Registration Year assessment is to be used for: 2022

Position Being Assessed: Referee
 Game Type: Adult
 Your District Director of Assessments: State Association - DDA; Bryan Rotund

Game Date: 2/15/20
 Game Start Time: 1:00pm
 Field Location, City: ABC Field, Anywhere
 Game State: Alaska

Buttons: Cancel, Submit

Warning: WARNING! This assessment request is less than 10 working days from the match! There may not be time to get an assessor. Please Submit again if you wish to request the assessment anyway.

If the game is within 10 days of the request, you will receive a warning and need to click **Submit** again to proceed.



Step 5: Once the Assessment Request is submitted, the **Assessment Fee** will appear in **green** on your **Home Page**. Select the **Click here to Complete Requests and Pay Fees** button to pay your assessment fee.

Member Information: Trent McCully, USSF-ID: 0010-2281-2014-0090, District: State Association, Status: 2021 Ass. Approved, No. Assessments: Update Request in USSF

Existing USSF Registrations:

Category and Grade	Start Year	Expiration Date	Status
Registration/Member	2021	---	---
Registration/Member	2021	---	---
Assessor	2021	---	---
Registration/Member Referee	2021	1/19/2021	---
Registration/Member Referee	2021	1/19/2021	---

Clinics to Reserve or that you have Reserved:

Your Requests and Associated Fees:

Total Fees: \$66.00

You must pay **BOTH** the Registration fees and Clinic fee to reserve a seat in the clinic. You will only be charged for items in Green. Put your mouse on any items in Red to view why they are not available for payment.

Note: You must complete checkout for any Green items even if FREE to complete the order.

Click here to Complete Requests and Pay Fees

Step 6: On the **Pay Fees** page, you must select Credit Card or Check/Money Order. NOTE: North Texas Soccer requires payment by credit card only, so the Check/Money Order option will be grayed out and not available. Once you make this selection, press the **Click Here to Pay** button.

Pay fees

Fee Items

You have pending fees for the following items. Please fill out billing information below and submit payment to complete your order:

Upgrade Assessment 87% Originally scheduled 2/15/2021

Total Fees: \$76.99

Registration Fee refers to USSF registration.
 Clinic Fee refers to a clinic enrollment fee.

If this list of items is incomplete, or needs to be changed, please [click here](#) to return to your Home page to adjust your order.

Click here to view the OMSB Refund Policy.
 Click here to email OMSB about your registration or payment.
 Phone Help: Call 832-577-7191 for assistance.

Billing Information

Payment Type: Credit Card Check/Money Order

Click Here to Pay



REQUESTING AN ASSESSMENT

Step 7: Enter your credit card information. Complete this information and select the Pay button.

A screenshot of a mobile payment interface. The background is a dark grey page with the text "Pay fees" and "Fee Items" at the top. A white modal window is centered on the screen. At the top of the modal is a green circular icon with a white storefront symbol. Below the icon, the text reads "Officials Management Sys...", "Payment of Fees", and "mn45day@gmail.com". The form contains three input fields: "Card number" (with a card icon and a small "13" icon), "MM / YY" (with a calendar icon), and "CVC" (with a lock icon). Below these fields is a checkbox labeled "Remember me". At the bottom of the modal is a large blue button with the text "Pay \$70.00".

Step 8: After payment has been submitted, the Assessment Request will be forwarded to your SDA. **You will receive an email once an assessor has been assigned to your game.**