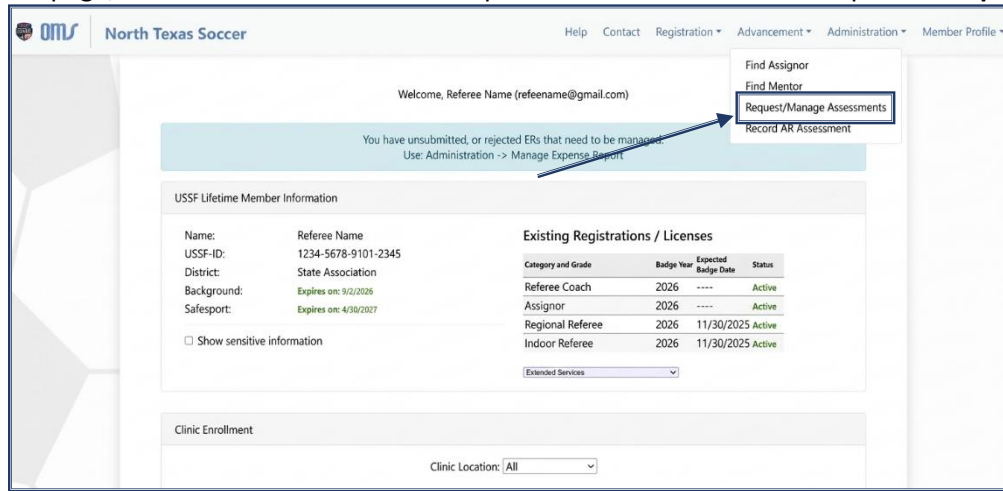




# Requesting An Assessment

**Step 1:** Log in at <https://ntxreferees.omgtsys.com> using your US Soccer credentials.

**Step 2:** On the **Home** page, click on **Advancement** from top menu and choose the third option—**Request Assessment**.



**Step 3:** Complete all the information in the **Request / Register Assessment** page. Once all information has been completed, select **Submit**.

The screenshot shows the 'Request / Register Assessment' form. It includes a warning message: 'If you are requesting an assessment, you MUST already have an assessable game assigned by an Assignor. Assessor Travel expenses may be charged to you for the assessment.' The form contains the following fields:

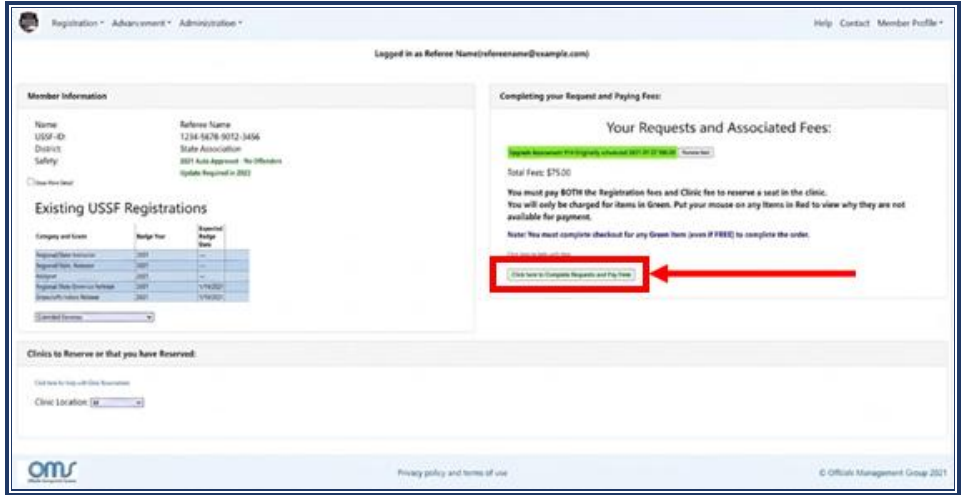
- Assessment Type: Upgrade
- Referee Level that Assessment is for: Referee Advanced
- Registration Year assessment is to be used for: 2027
- League: ex:ECNL,NPSL...
- Position Being Assessed: Referee
- Game Type: Please Select
- Area where your game is to be played. (for assessor assignment): None Selected
- Game Date: mm/dd/yyyy
- Game Start Time: ex: 1:00 pm
- Location, Field: ex: Location, field #27
- City: ex: Game City
- Game State: Texas

Buttons for 'Exit' and 'Submit' are located at the bottom of the form.

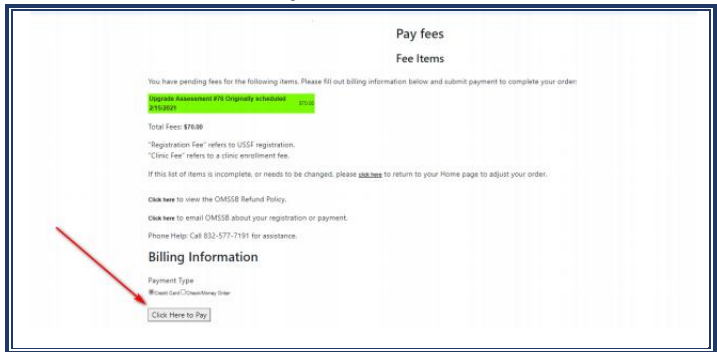
*If the game is within 10 days of the request, you will receive a warning and need to click **Submit** again to proceed.*

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

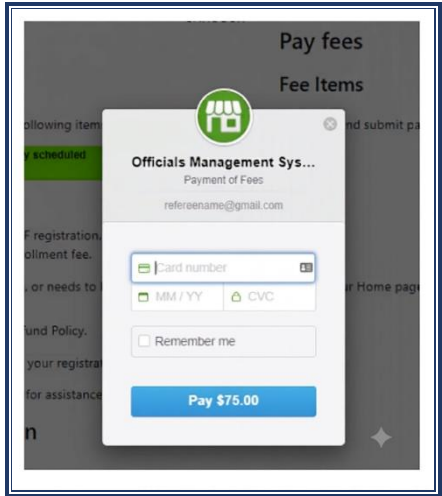
**Step 5:** Once the Assessment Request is submitted, the **Assessment Fee** will appear in **green** on your **Home Page**. Select the **Click here to Complete Requests and Pay Fees** button to pay your assessment fee.



**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.



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



**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.**