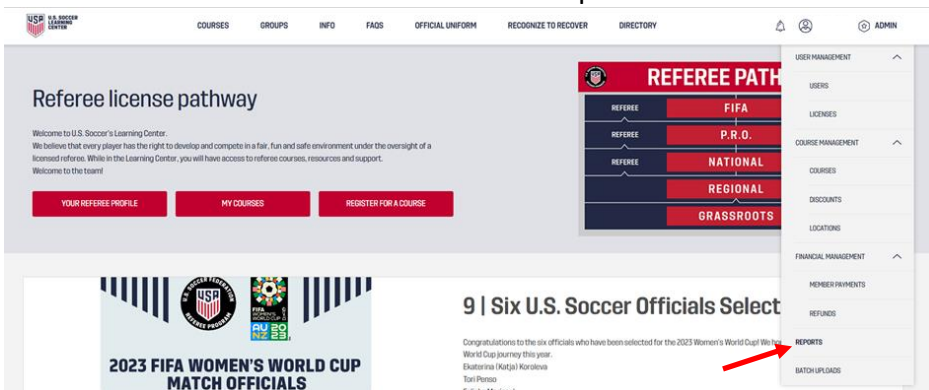




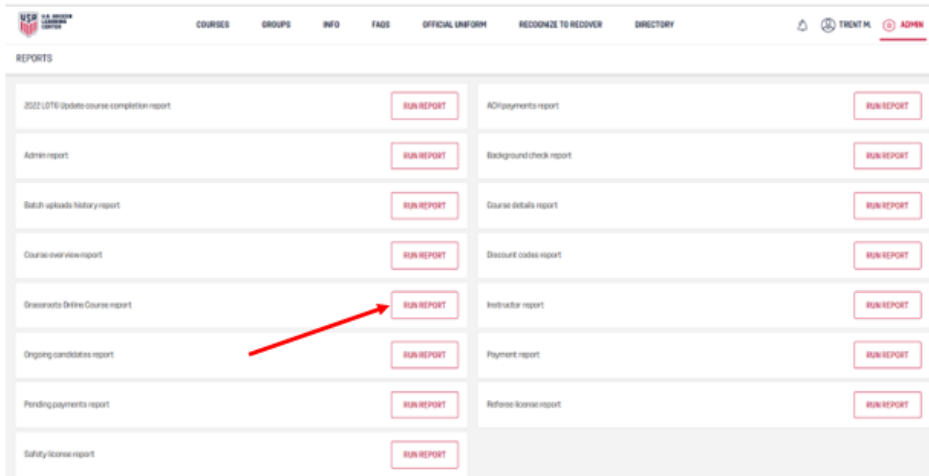
UPLOADING U. S. SOCCER LEARNING CENTER GRASSROOTS REFEREE ONLINE LESSONS REPORT

Step I: Log into the US Soccer Learning Center administrator account at <https://learning.ussoccer.com/referee> and click on **REPORTS** under the **ADMIN** drop down menu.

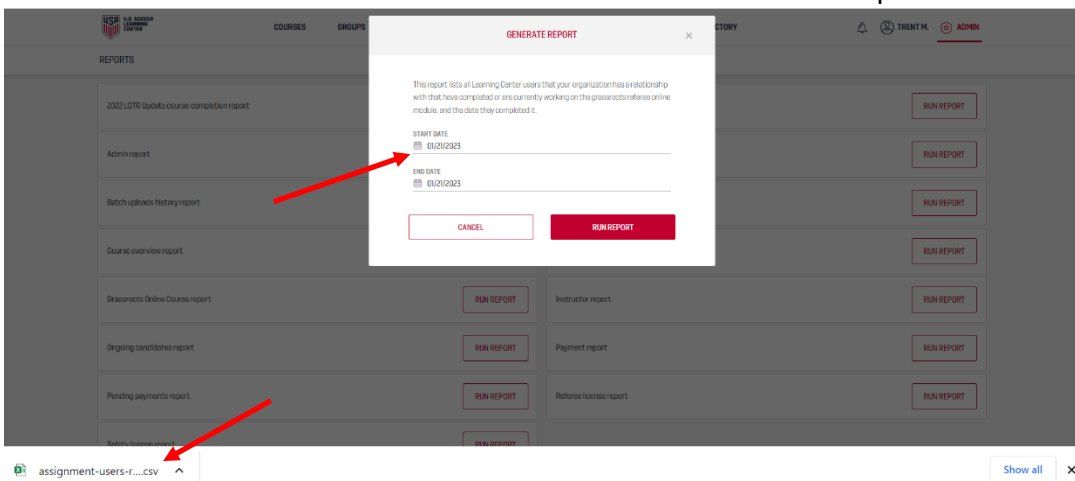


Step II: Download the Grassroots Referee Online Report.

A. Click on **RUN REPORT** next to Grassroots Referee Online Report.



B. Choose the date range to download (may want to overlap dates from previous download) and click on **RUN REPORT**. The Excel file will be downloaded to the computer used.

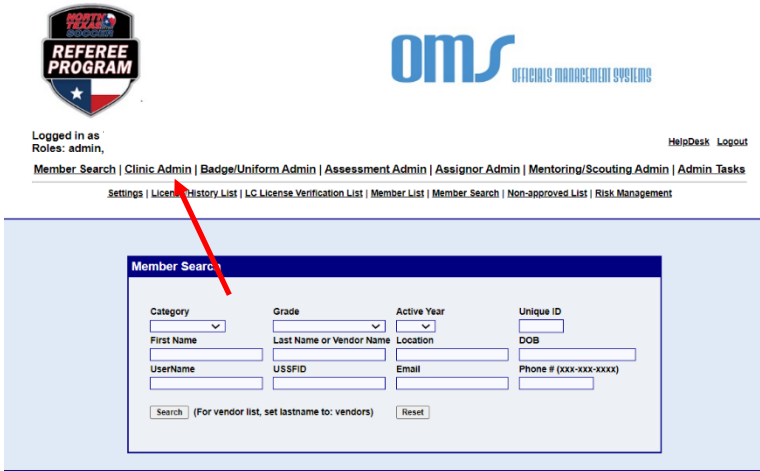




UPLOADING U. S. SOCCER LEARNING CENTER GRASSROOTS REFEREE ONLINE LESSONS REPORT

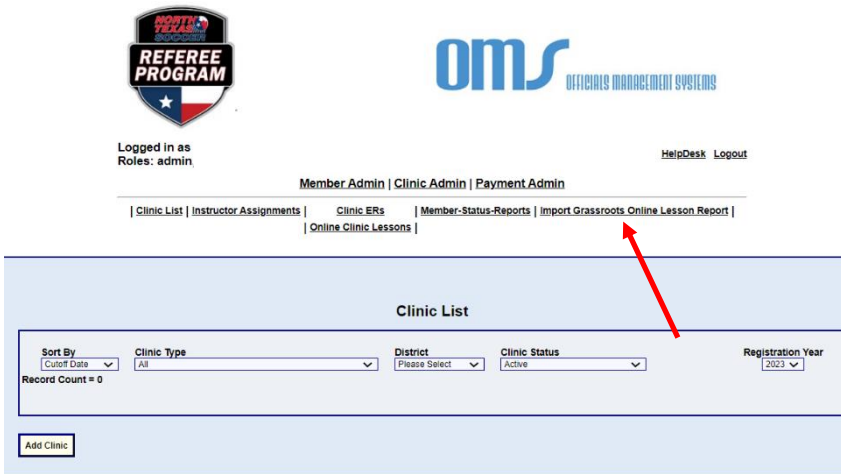
Step III: Log into an OMS administrator account <https://ntxrefereesadmin.omgtsys.com>

A. Click on **CLINIC ADMIN**.



The screenshot shows the OMS (Officials Management Systems) interface. At the top left is the North Texas Referee Program logo. The main header includes the OMS logo and the text "OFFICIALS MANAGEMENT SYSTEMS". Below the header, it says "Logged in as Roles: admin," with links for "HelpDesk" and "Logout". A navigation bar contains several menu items: "Member Search", "Clinic Admin", "Badge/Uniform Admin", "Assessment Admin", "Assignor Admin", "Mentoring/Scouting Admin", and "Admin Tasks". Below this is a sub-menu for "Settings" with options like "License History List", "LC License Verification List", "Member List", "Member Search", "Non-approved List", and "Risk Management". The main content area is titled "Member Search" and contains a form with fields for "Category", "Grade", "Active Year", "Unique ID", "First Name", "Last Name or Vendor Name", "Location", "DOB", "UserName", "USSFID", "Email", and "Phone # (xxx-xxx-xxxx)". There are "Search" and "Reset" buttons at the bottom of the form. A red arrow points to the "Clinic Admin" link in the navigation bar.

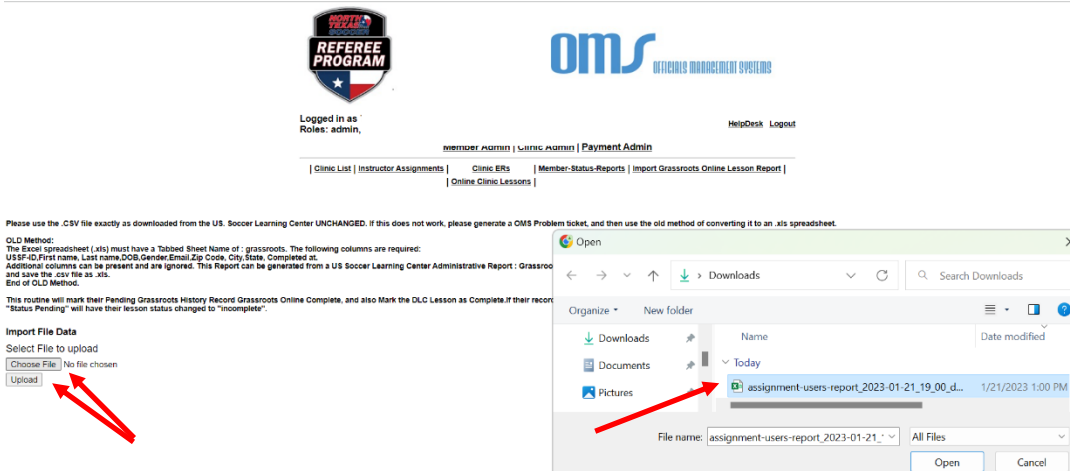
B. From the Clinic Admin screen, click on **IMPORT GRASSROOTS ONLINE LESSON REPORT**.



The screenshot shows the OMS "Clinic Admin" page. It features the same header and navigation as the previous screenshot. The main content area is titled "Clinic List" and includes a table with columns for "Sort By", "Clinic Type", "District", "Clinic Status", and "Registration Year". Below the table, it says "Record Count = 0" and there is an "Add Clinic" button. A red arrow points to the "Import Grassroots Online Lesson Report" link in the navigation bar.

Step IV: Upload the downloaded Learning Center Grassroots Referees assignments.

A. Click on **CHOOSE FILE**, locate the downloaded assignment and click on **OPEN**, then click on **UPLOAD** in OMS.



The screenshot shows the OMS "Import File Data" page on the left and a Windows File Explorer window on the right. The OMS page has a "Choose File" button and an "Upload" button. The File Explorer window shows the "Downloads" folder with a file named "assignment-users-report_2023-01-21_19_00_d..." selected. A red arrow points from the "Choose File" button in OMS to the "assignment-users-report_2023-01-21_19_00_d..." file in the File Explorer. Another red arrow points from the "assignment-users-report_2023-01-21_19_00_d..." file in the File Explorer to the "Upload" button in OMS.



UPLOADING U. S. SOCCER LEARNING CENTER GRASSROOTS REFEREE ONLINE LESSONS REPORT

B. As a final step, click on **PROCESS IMPORT**. This will be reflected as “Complete” in the official’s online lesson record.

The file has been uploaded.

Pre-processing of Import File. If this looks reasonable, press the **PROCESS IMPORT** button below.

uploading Data File
Found 247 records to import

Multiple Members: Exit with USSTC 2014-01-25 10:58:39 in index 7 (Duplicate Record)
Processed 0 Records, Updated 0 History Records, Already Updated 0 Records
Completed Records: 147, Incomplete Records 99 Not Found Members: 0



Logged in as
Roles: admin,

Home Logout

Member Admin | Clinic Admin | Payment Admin

Clinic Lists | Instructor Assignments | Clinic Lists | Member Status Reports | Import Grassroots Online Lesson Report | Online Clinic Lessons

Please use the .CSV file exactly as downloaded from the U.S. Soccer Learning Center (UNCHANGED). If this does not work, please generate a OMS Problem ticket, and then use the old method of converting it to an .xls spreadsheet.

OLD Method:
The Excel spreadsheet (.xls) must have a Tabbed Sheet Name of grassroots. The following columns are required:
USSP-03 First Name, Last Name, DL#, Gender, Email, Zip Code, City, State, Completed at.
Additional columns can be present and are ignored. This Report can be generated from a US Soccer Learning Center Administrative Report : Grassroots Online Clinic Report. The only change you should have to make from the US Soccer downloaded csv file change the sheet name to grassroots and save the .csv file as .xls.
End of OLD Method.

This routine will mark their Pending Grassroots History Record Grassroots Online Complete, and also mark the DLC Lesson as Complete if their record exists in this report, and indicates Not Complete, it will also mark their DLC Lesson "Incomplete". In addition, all that have DLC Lessons as "Status Pending" will have their lesson status changed to "Incomplete".

| | | | | | | | | |
|------|---------------------|------------------------|-------------------------|-------|-------------------------------------|--------|----------|--------------|
| #213 | 1000-0000-0200-6602 | Jones Logan | Trophy club TX | 76262 | jones12621@gmail.com | male | 01/20/23 | satisfactory |
| #214 | 1000-0000-0200-6628 | Cruse Jorah | Frisco TX | 75034 | lcruse04@gmail.com | female | 01/19/23 | satisfactory |
| #215 | 1000-0000-0200-3418 | Silva Jimmy | Carrollton TX | 75006 | silvajimmy2009@icloud.com | male | 01/16/23 | satisfactory |
| #216 | 1000-0000-0200-8826 | Galgos Ruben | Garland TX | 75042 | rubengal95@gmail.com | male | 01/21/23 | satisfactory |
| #217 | 1000-0000-0200-8887 | Vides Kelvin | Dallas TX | 75248 | videskelvin989@gmail.com | male | 01/18/23 | satisfactory |
| #218 | 1000-0000-0199-9958 | Jain Abhijay | Frisco TX | 75035 | abhijayj1221@gmail.com | male | | draft |
| #219 | 1000-0000-0200-4742 | Sanderson Kyle | Frisco TX | 75033 | kyle.g.sanderson@gmail.com | male | 01/11/23 | satisfactory |
| #220 | 1000-0000-0200-6942 | Jones Davin | Weatherford TX | 76088 | davinjones09@icloud.com | male | | draft |
| #221 | 2008-0625-6276-3573 | Hykel Steven | Princeton TX | 75407 | stevenhykel@gmail.com | male | | draft |
| #222 | 1000-0000-0200-7007 | Djema Abderrezak | McKinney TX | 75072 | kekio.business@gmail.com | male | | draft |
| #223 | 1000-0000-0200-7084 | Kammiah Matthew | Mansfield TX | 76063 | mkammiah76@gmail.com | male | | draft |
| #224 | 1000-0000-0200-7192 | Martinez M Gerardo | Irving TX | 75061 | gerardo.mtzmata@gmail.com | male | 01/18/23 | satisfactory |
| #225 | 1000-0000-0200-7227 | Roppolo Joseph | Dallas TX | 75229 | JVROPPOLO@GMAIL.COM | male | 01/20/23 | satisfactory |
| #226 | 1000-0000-0200-7295 | gonzalez t gregorio | Dallas TX | 75236 | gg291075@gmail.com | male | 01/20/23 | satisfactory |
| #227 | 1000-0000-0200-7380 | Fink Wyatt | Fortworth TX | 76118 | wyattsfink@gmail.com | male | 01/20/23 | satisfactory |
| #228 | 1000-0000-0200-7405 | Vasquez Marcelo | Haslet TX | 76052 | marcelo.a.vasquez08@gmail.com | male | 01/18/23 | satisfactory |
| #229 | 1000-0000-0200-7472 | McGrath Natalie | Woodway TX | 76712 | natalemcgrath999@icloud.com | female | | draft |
| #230 | 1000-0000-0200-7503 | Ross Gabriela | Frisco TX | 75033 | gabriela.ross.928@k12.friscoisd.org | female | | draft |
| #231 | 1000-0000-0200-7560 | Rabhi Issam | McKinney TX | 75072 | issamrabhiofficial@gmail.com | male | | draft |
| #232 | 1000-0000-0200-7587 | Veledas Anastacio | Dallas TX | 75254 | tacho9@yahoo.com | male | 01/19/23 | satisfactory |
| #233 | 1000-0000-0200-7622 | Simmons Samuel | Kennedale TX | 76060 | sportersimmons@gmail.com | male | | draft |
| #234 | 1000-0000-0200-7774 | Weimann Grazyna | Piano TX | 75025 | grazyna.weimann@gmail.com | female | 01/20/23 | satisfactory |
| #235 | 1000-0000-0200-7809 | Merkeley Barrett | Prosper TX | 75078 | lmerks@gmail.com | male | | draft |
| #236 | 1000-0000-0200-7864 | Gagne Alessandra | Wichita Falls TX | 76309 | montpagam7@gmail.com | female | | draft |
| #237 | 1000-0000-0200-7872 | Merritt Samuel | Hurst TX | 76054 | smerrit09@outlook.com | male | | draft |
| #238 | 1000-0000-0200-7989 | Vandenbergh Dorothy | Lubbock TX | 79423 | volartger1@gmail.com | female | | draft |
| #239 | 1000-0000-0200-8079 | Meta Sidni | Dallas TX | 75206 | sidnimeta@gmail.com | male | 01/21/23 | satisfactory |
| #240 | 1000-0000-0200-8186 | Tovar Kassadee | Serman TX | 75090 | kassadee189@gmail.com | female | 01/21/23 | satisfactory |
| #241 | 1000-0000-0200-8286 | Boyd Maddalee | Gordonville TX | 76245 | maddaleejane616@gmail.com | female | | draft |
| #242 | 1000-0000-0200-8303 | Duran Aaron | Dallas TX | 75238 | asduran09@gmail.com | male | | draft |
| #243 | 1000-0000-0200-8343 | Pleasant III Demetrius | Eules TX | 76039 | DRIPleasant@gmail.com | male | | draft |
| #244 | 1000-0000-0200-8367 | Rivas Andy | Odessa TX | 79761 | andyrivas25@yahoo.com | male | | draft |
| #245 | 1000-0000-0200-8388 | Reyes Olivia | Maiakoff TX | 75148 | livlouyouhoo@gmail.com | female | | draft |
| #246 | 1000-0000-0200-8393 | mehaffy viyatt | North Richland Hills TX | 76180 | viyattdgreat@icloud.com | male | | draft |
| #247 | 1000-0000-0200-8399 | Cordova Finn | Fort Worth TX | 76109 | jillancordova@me.com | male | | draft |

Select File to upload

Choose File No file chosen

Upload

Process Import