

CREATING A NEW SCOUTING REPORT

1. On the home screen, select **Member Sign In**.



2. Enter correct Username and Password. Select the **Login** button. If you do not remember your Login ID or Password, simply click one of the Forgot links beneath the login information for assistance.

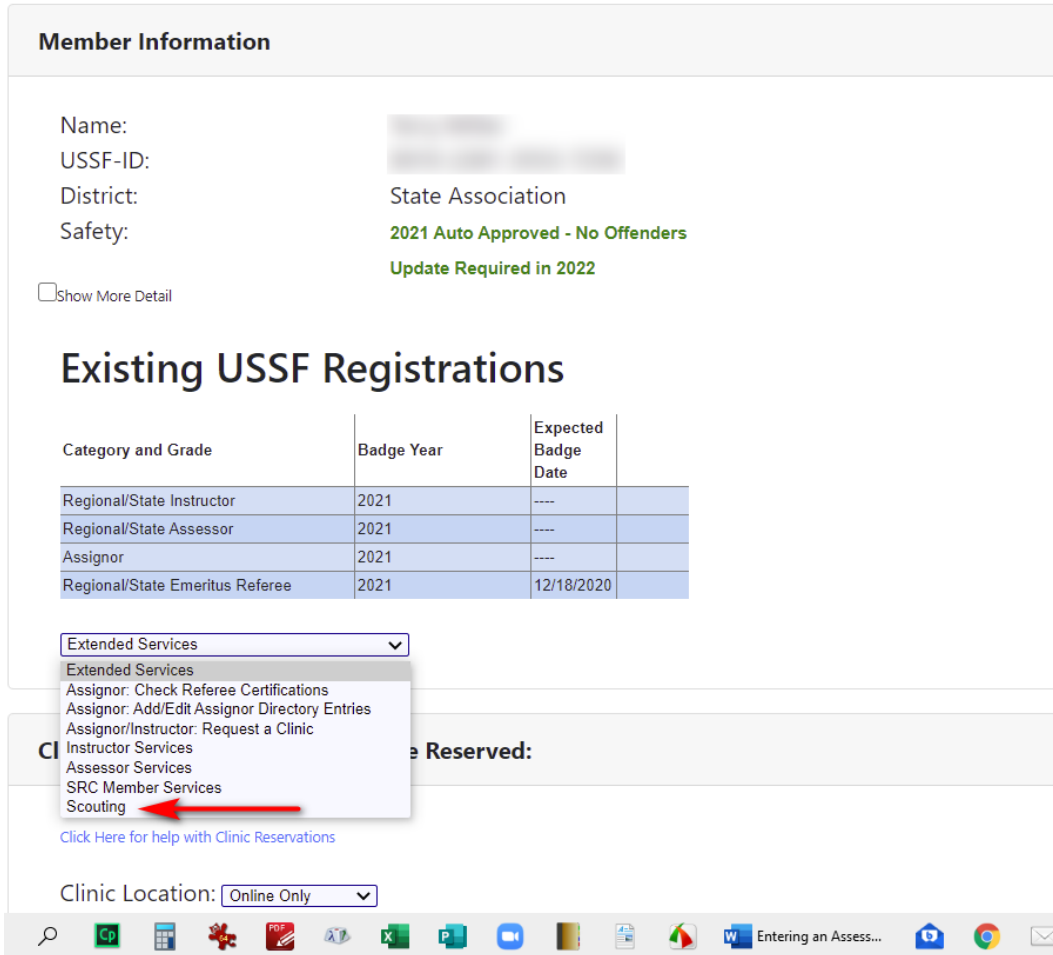
Username

Password

Remember Me

[Forgot Password? - Forgot Username?](#)

3. From the **Extended Services** drop down menu, select **Scouting**.



Member Information

Name: [Redacted]
USSF-ID: [Redacted]
District: State Association
Safety: **2021 Auto Approved - No Offenders**
Update Required in 2022

Show More Detail

Existing USSF Registrations

Category and Grade	Badge Year	Expected Badge Date	
Regional/State Instructor	2021	----	
Regional/State Assessor	2021	----	
Assignor	2021	----	
Regional/State Emeritus Referee	2021	12/18/2020	

Extended Services [v]

- Extended Services
- Assignor: Check Referee Certifications
- Assignor: Add/Edit Assignor Directory Entries
- Assignor/Instructor: Request a Clinic
- Instructor Services
- Assessor Services
- SRC Member Services
- Scouting** ←

Clinic Location: Online Only [v]

Click Here for help with Clinic Reservations

Windows Taskbar: [Icons for various applications]

4. In the **Scout Report List**, select the **Create New Scouting Report** button.



Home Help Contact

Scout Reporting List

Sort By: By Game Date [v] Report Status: All [v]

Scout Report Year: Current Year [v] Record Count = 0

Report Number	Member	Rating	Game Location	Game Date	Game Time	Report Final
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Create New Scouting Report **Exit Scout Report List**

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5. Enter the **Last Name** and/or the **USSF ID** for the referee involved. Select **Lookup**.

Home Help Contact

Lookup Official being Scouted

Last Name and / or USSF ID



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6. On the **Lookup** page, choose the **Select** button next to the appropriate Referee.


Home Help Contact

Lookup Official being Scouted

Last Name and / or USSF ID

Name	USSF ID	Location	Select Official
Ronald	201800000	Pasadena	<input type="button" value="Select"/>
Grayson	201800000	Pasadena	<input type="button" value="Select"/>
on, Kevin	001022812	Edgewater	<input type="button" value="Select"/>
on, Benjamin	200909273	Annapolis	<input type="button" value="Select"/>
on, David	200605095	Marriottsville	<input type="button" value="Select"/>
on, Frederick	201600000	Rockville	<input type="button" value="Select"/>
on, Michael B	201900000	Swan Point	<input type="button" value="Select"/>

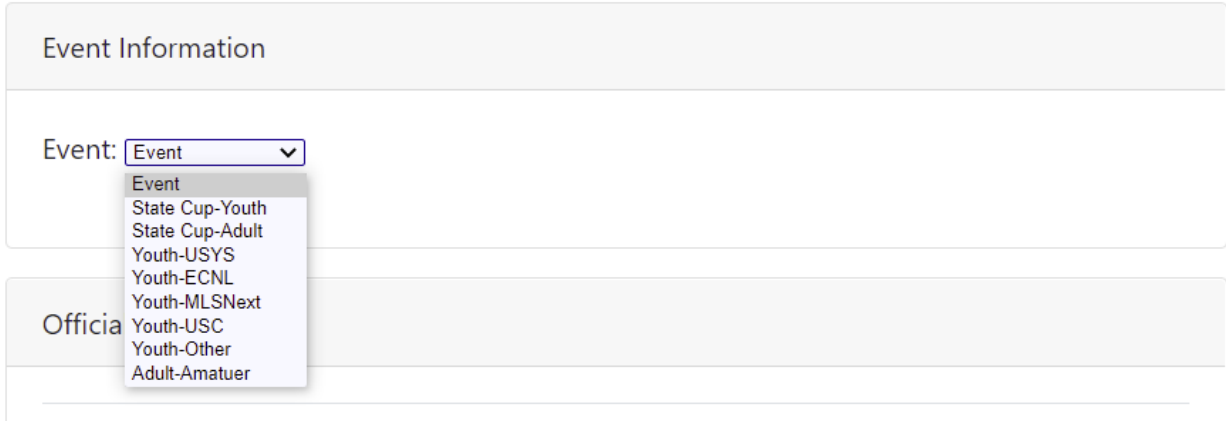


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- The name of the **Scout** and the **Official's Information** will be prepopulated. In the **Event Information** section, use the **Event** drop down menu to select the appropriate match level.



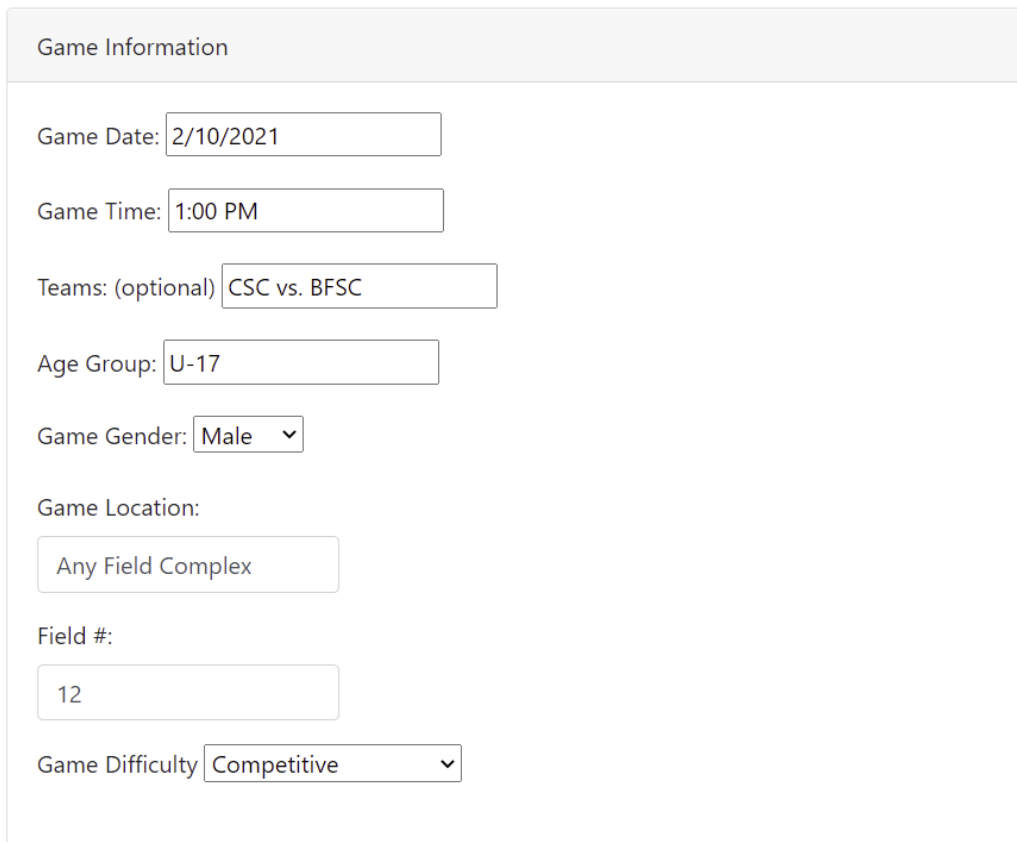
Event Information

Event: ▼

- Event
- State Cup-Youth
- State Cup-Adult
- Youth-USYS
- Youth-ECNL
- Youth-MLSNext
- Youth-USC
- Youth-Other
- Adult-Amatuer

Official

- Complete the **Game Information**. Be sure to include the **Game Difficulty** using the drop down menu.



Game Information

Game Date:

Game Time:

Teams: (optional)

Age Group:

Game Gender: ▼

Game Location:

Field #:

Game Difficulty ▼

9. Complete the **Performance** section entirely using the drop down menus in each category. The **Rating** will compute automatically based on the performance levels chosen. Optionally, additional comments can be included in the **Notes** section. Select **Finalize Report and Exit**. NOTE: This report is for SRC information purposes only. The Referee does not receive a copy of this report.

Performance

Foul Selection:

Misconduct Selection:

Management:

Teamwork:

Positioning and Fitness:

Rating 4 out of 5.0

Notes: (optional)

Outstanding overall performance by this relatively inexperienced referee. She showed poise and professionalism in a competitive match. Definitely should be looked at for possible advancement!

Delete Unfinalized Report

Finalize Report and Exit

Exit

10. A list of **Scout Reports** submitted will be maintained on the **Scout Report List**.


Home Help Contact

Scout Reporting List

Sort By: Report Status:

Scout Report Year: Record Count = 1

Report Number	Member	Rating	Game Location	Game Date	Game Time	Report Final	
1	Ronald	4	12 , Any Field Complex	2/10/2021	1:00 PM	True	View/Edit

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11.