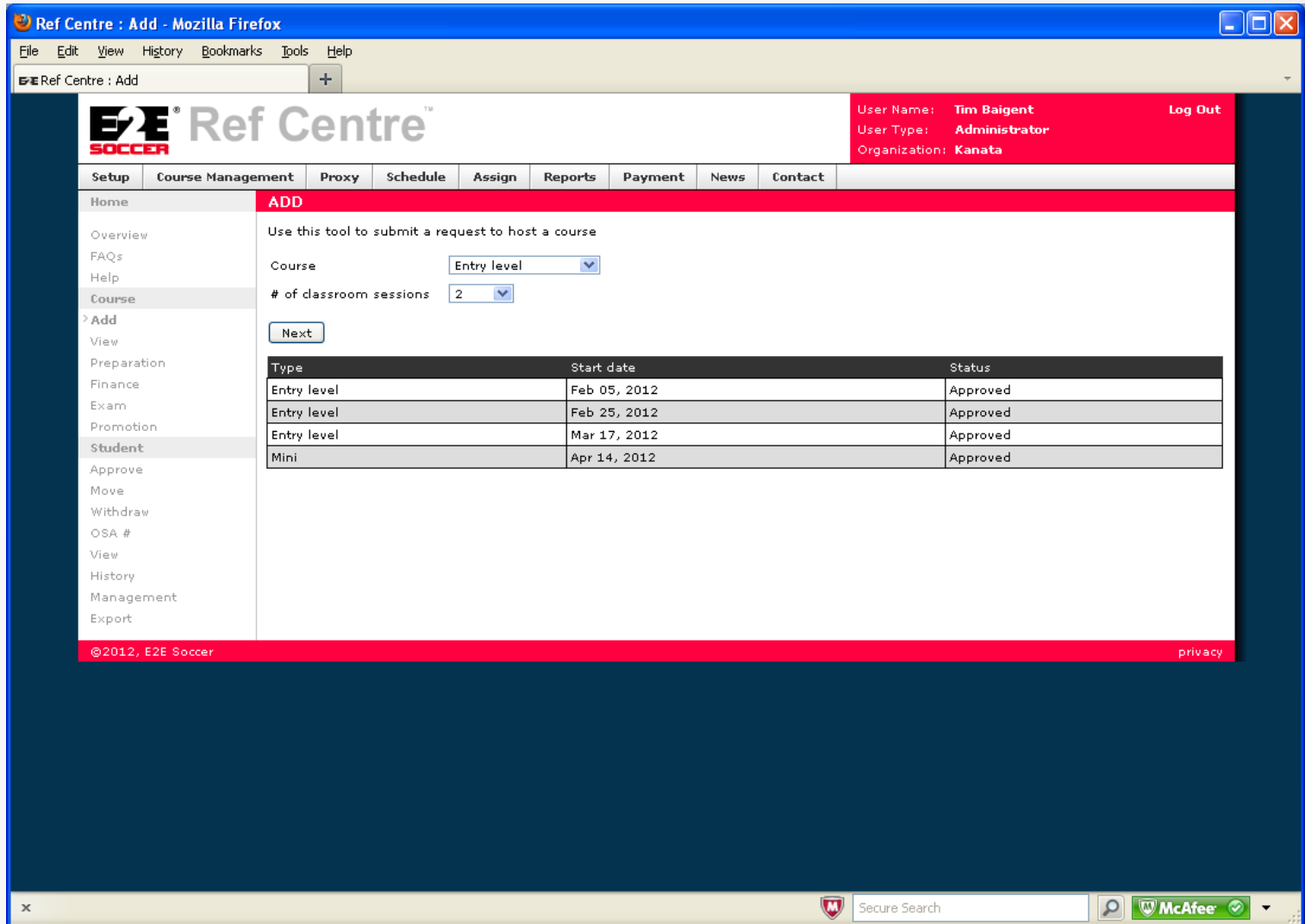




Ref Centre[™]

Course Host



Ref Centre : Add - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ref Centre : Add

E2E SOCCER Ref Centre™

User Name: **Tim Baigent** Log Out
User Type: **Administrator**
Organization: **Kanata**

Setup Course Management Proxy Schedule Assign Reports Payment News Contact

Home **ADD**

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Use this tool to submit a request to host a course

Course

of classroom sessions

Type	Start date	Status
Entry level	Feb 05, 2012	Approved
Entry level	Feb 25, 2012	Approved
Entry level	Mar 17, 2012	Approved
Mini	Apr 14, 2012	Approved

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- Use the Add tool to create a course request

Ref Centre : Add - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ref Centre : Add

E2E SOCCER Ref Centre™

User Name: Tim Baigent
User Type: Administrator
Organization: Kanata

Log Out

Setup Course Management Proxy Schedule Assign Reports Payment News Contact

Home **ADD**

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Management
Export

Course Entry level

of classroom sessions 2

Session 1 2012-05-05 9 AM to 5 PM

Session 2 2012-05-06 9 AM to 5 PM

Field session 2012-05-09 5 PM to 9 PM

Maximum # of students 25

Location Kanata SC

City Kanata

Club administrator Jane Doe

Club email admin@kanatasoccer.com

Club Phone # 613 545 2435 ext

Course coordinator Jim Brown

Email headref@kanatasoccer.com

Phone # 613 727 2423 ext

Cost to participant \$50.00

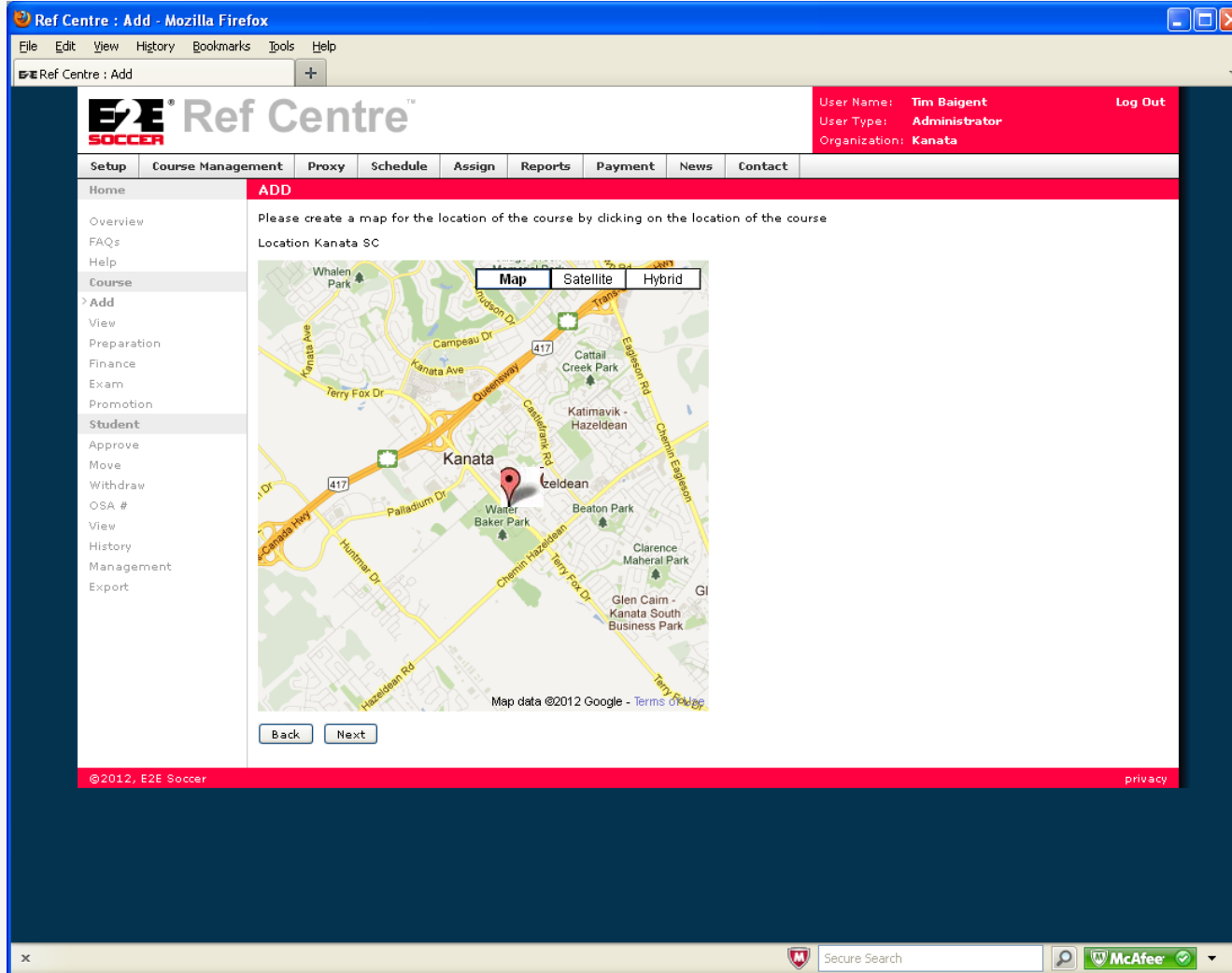
How to pay Please send a cheque to this address

Kanata SC
PO Box 123
Kanata
Ontario

Special notes Bring your own lunch

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- Complete the form, the special notes section is optional



Ref Centre : Add - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ref Centre : Add

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Organization: **Kanata**

Setup Course Management Proxy Schedule Assign Reports Payment News Contact

Home **ADD**

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Student
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Export

Please create a map for the location of the course by clicking on the location of the course

Location Kanata SC

Map Satellite Hybrid

Whalen Park
Campeau Dr
Kanata Ave
Queensway
Cattail Creek Park
Katimavik - Hazeldean
Chemin Hazeldean
Chemin Eagleston
Beaton Park
Clarence Maheral Park
Glen Cairn - Kanata South Business Park
Terry Fox Dr
Huntmar Dr
Palladium Dr
Walter Baker Park
Map data ©2012 Google - Terms of Use

Back Next

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- Click the map to set a pin on the classroom location

Ref Centre : Add - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ref Centre : Add +

E2E SOCCER Ref Centre™

User Name: **Tim Baigent** Log Out
 User Type: **Administrator**
 Organization: **Kanata**

Setup Course Management Proxy Schedule Assign Reports Payment News Contact

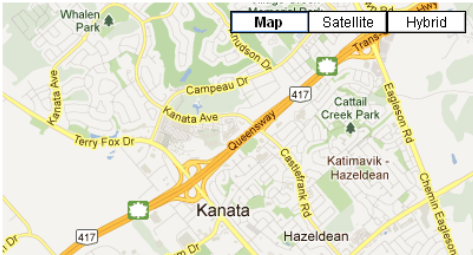
Home **ADD**

Overview
 FAQs
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 > Add
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 Preparation
 Finance
 Exam
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 Student
 Approve
 Move
 Withdraw
 OSA #
 View
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Please confirm this course before you make your submission

Host	Kanata
Course type	Entry level
Session 1	Saturday May 5, 2012 9 to 17
Session 2	Sunday May 6, 2012 9 to 17
Field session	Wednesday May 9, 2012 17 to 21
Maximum # of students	25
Location	Kanata SC
City	Kanata
Club contact	Jane Doe
Club email	admin@kanatasoccer.com
Club phone #	613 545 2435
Host contact	Jim Brown
Host email	headref@kanatasoccer.com
Host phone #	613 727 2423
Cost	50.00
How to pay	Please send a cheque to this address
	Kanata SC PO Box 123 Kanata Ontario
Special notes	Bring your own lunch

Map Satellite Hybrid



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- Confirm the information before you submit your form
- When submitted an email is sent to the District and the Province asking them to approve the request

Ref Centre : View - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ref Centre : View

E2E SOCCER Ref Centre™ User Name: **Tim Baigent** Log Out
 User Type: **Administrator**
 Organization: **Kanata**

Setup Course Management Proxy Schedule Assign Reports Payment News Contact

Home **VIEW**

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 Finance
 Exam
 Promotion
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 Withdraw
 OSA #
 View
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 Export

Your existing courses are

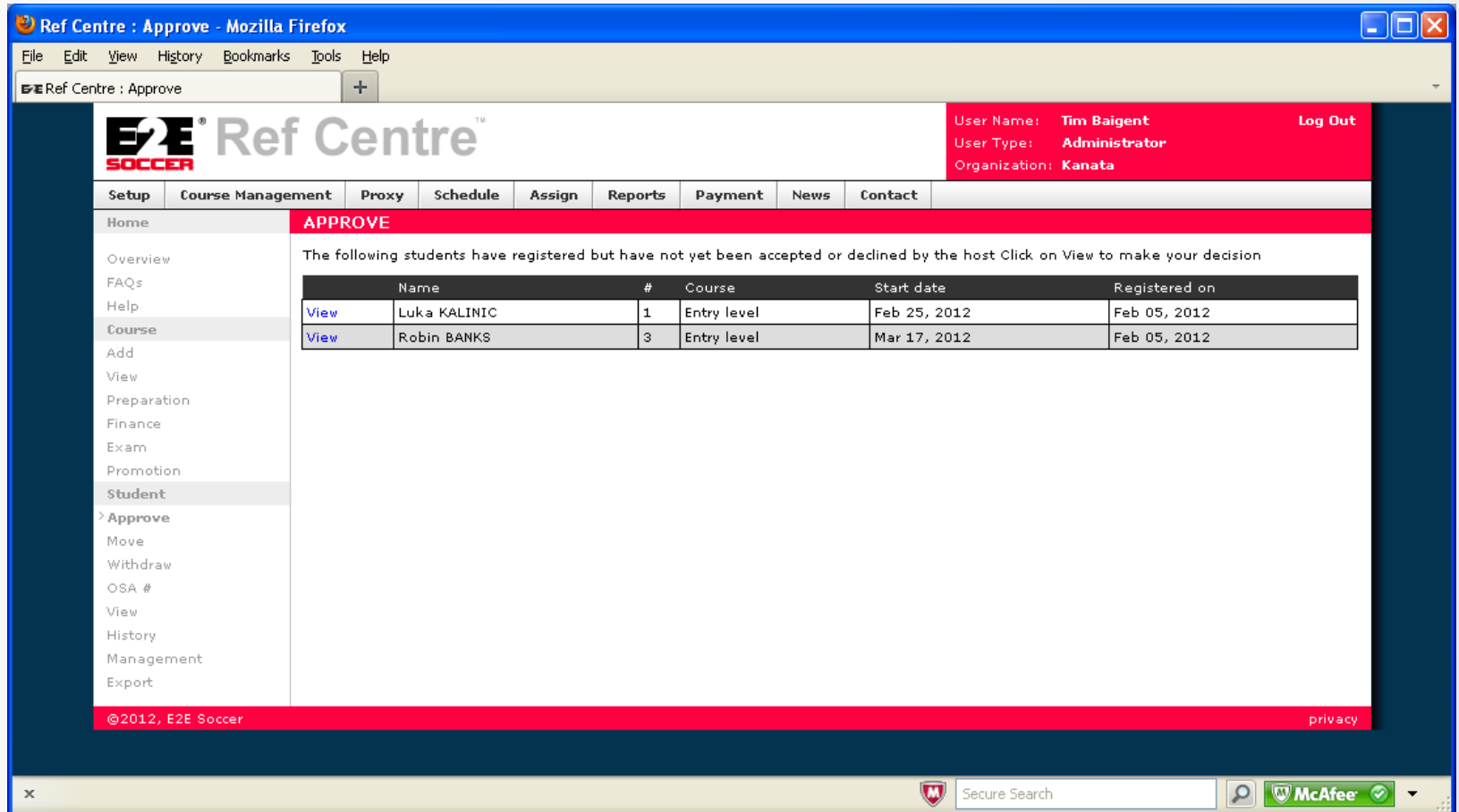
#	Type	Start date	Status	District	Province	Paid	Held	Available	Instructor	
Edit 2	Entry level	Feb 05, 2012	Approved	✓	✓	0	0	25		Cancel
Edit 1	Entry level	Feb 25, 2012	Approved	✓	✓	2	1	22		Cancel
Edit 3	Entry level	Mar 17, 2012	Approved	✓	✓	0	1	24		Cancel
Edit 4	Mini	Apr 14, 2012	Approved	✓	✓	1	0	29		Cancel
Edit	Entry level	May 05, 2012	Not Approved	✗	✗	0	0	0		Delete

Paid column shows that students who you have approved for the course
 Held column shows the # of students who you have not yet approved
 Your course has to be approved by both the Province and your District before students can register for the course

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- You can see your courses on the View page
- You can delete a course when it has not been approved however once it has been approved you may only cancel it



Ref Centre : Approve - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ref Centre : Approve

E2E SOCCER Ref Centre™ User Name: **Tim Baigent** Log Out
User Type: **Administrator**
Organization: **Kanata**

Setup Course Management Proxy Schedule Assign Reports Payment News Contact

Home **APPROVE**

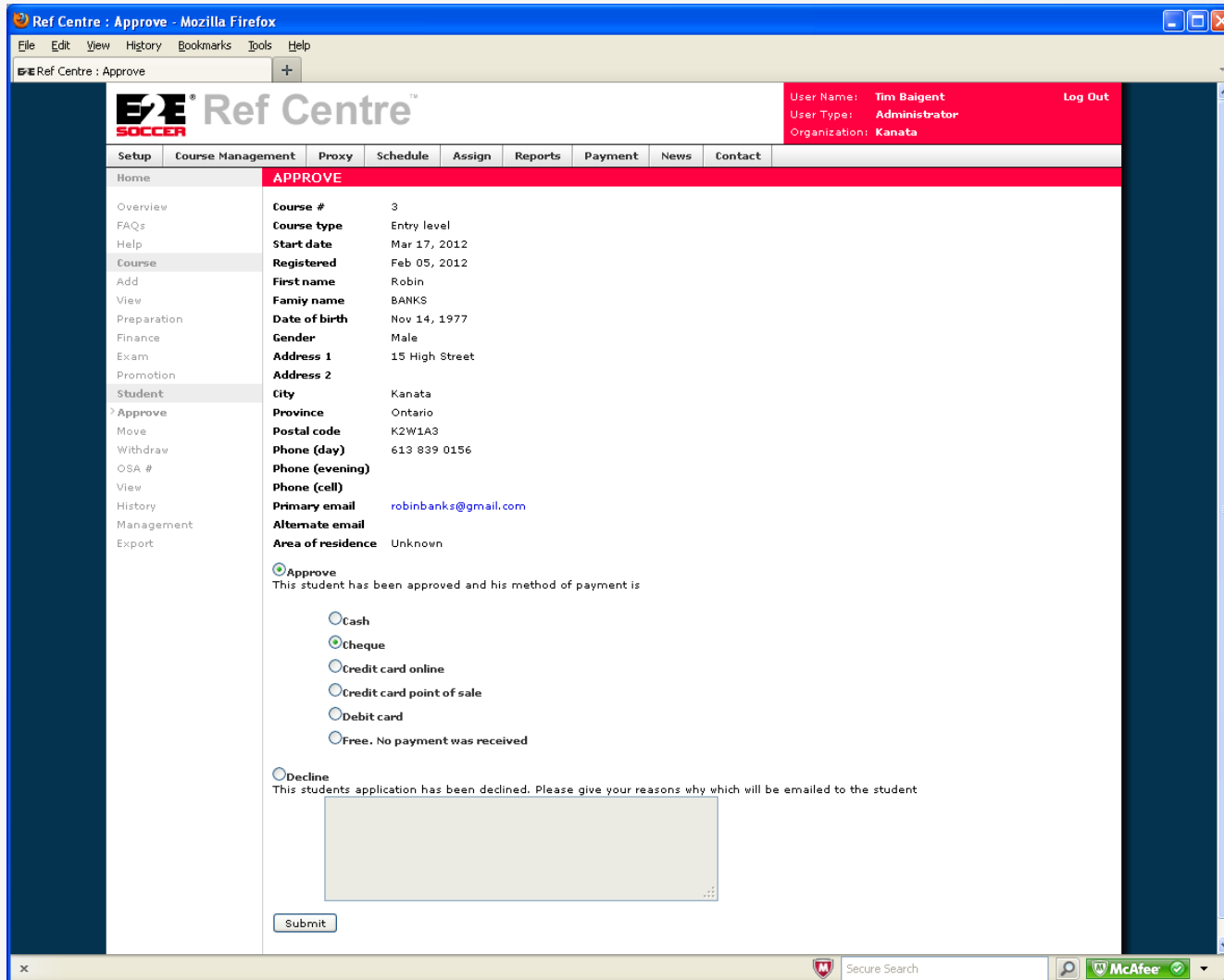
The following students have registered but have not yet been accepted or declined by the host Click on View to make your decision

	Name	#	Course	Start date	Registered on
View	Luka KALINIC	1	Entry level	Feb 25, 2012	Feb 05, 2012
View	Robin BANKS	3	Entry level	Mar 17, 2012	Feb 05, 2012

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- Go to Student Approve to approve or decline a student
- Click on view for each student



- Now approve or decline the student