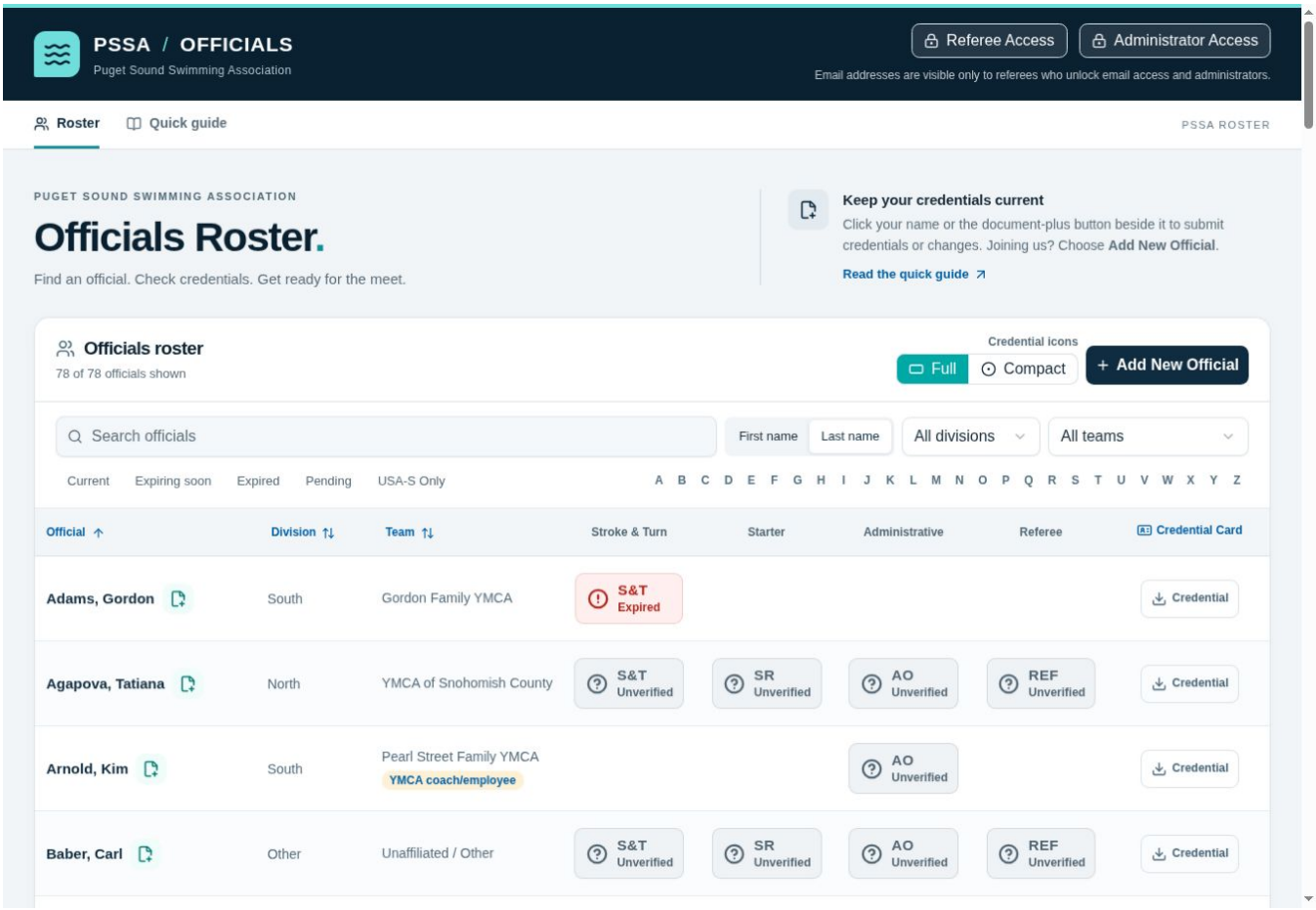
OFFICIALS + REFEREES

PSSA Officials Quick Guide

Find your record. Upload your certificate. Review and submit.

pssaofficialsroster.ragulsky.net



Current site preview; displayed records are examples, not live certification status.

Already on the roster?

Click your name or the document-plus button. The site reads your certificate and prepares a change form. You check it, submit it, and wait for administrator approval.

New to the roster?

Choose **Add New Official** and complete the separate application.

Inside: upload (2), check the reading (3), submit (4), new officials (5), roster badges (6), proof on deck and referee access (7).

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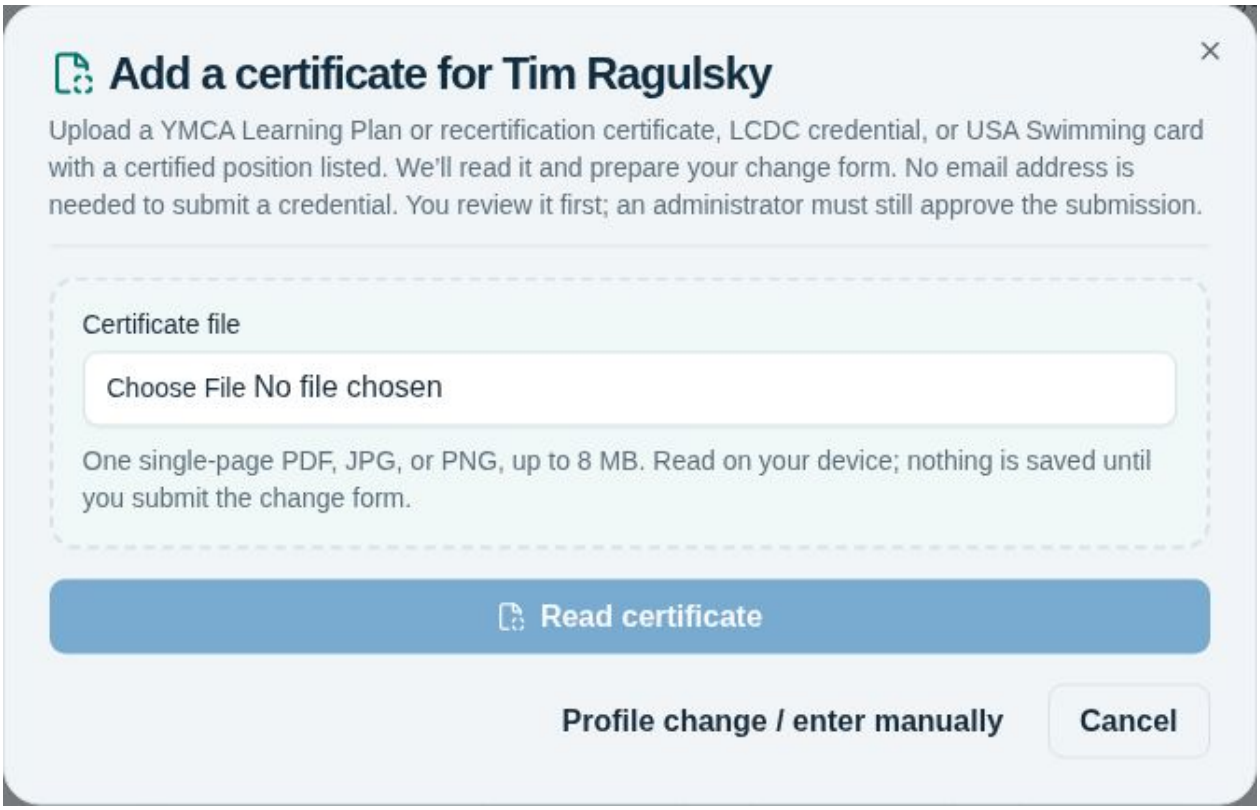
Upload your certificate

1. Find your roster entry. Click **your name** or the **document-plus button** beside it.

2. Choose your certificate file, then click **Read certificate**. Use one single-page PDF, JPG or PNG, no larger than 8 MB.



The certificate reader opens before the change form.

What can be read?

YMCA Learning Plan certificates, YMCA recertification certificates, LCDC credentials, and USA Swimming cards that list a certified officiating position.

No email is needed for a certificate-only update. Reading happens on your device. Nothing is saved until you submit the change form.

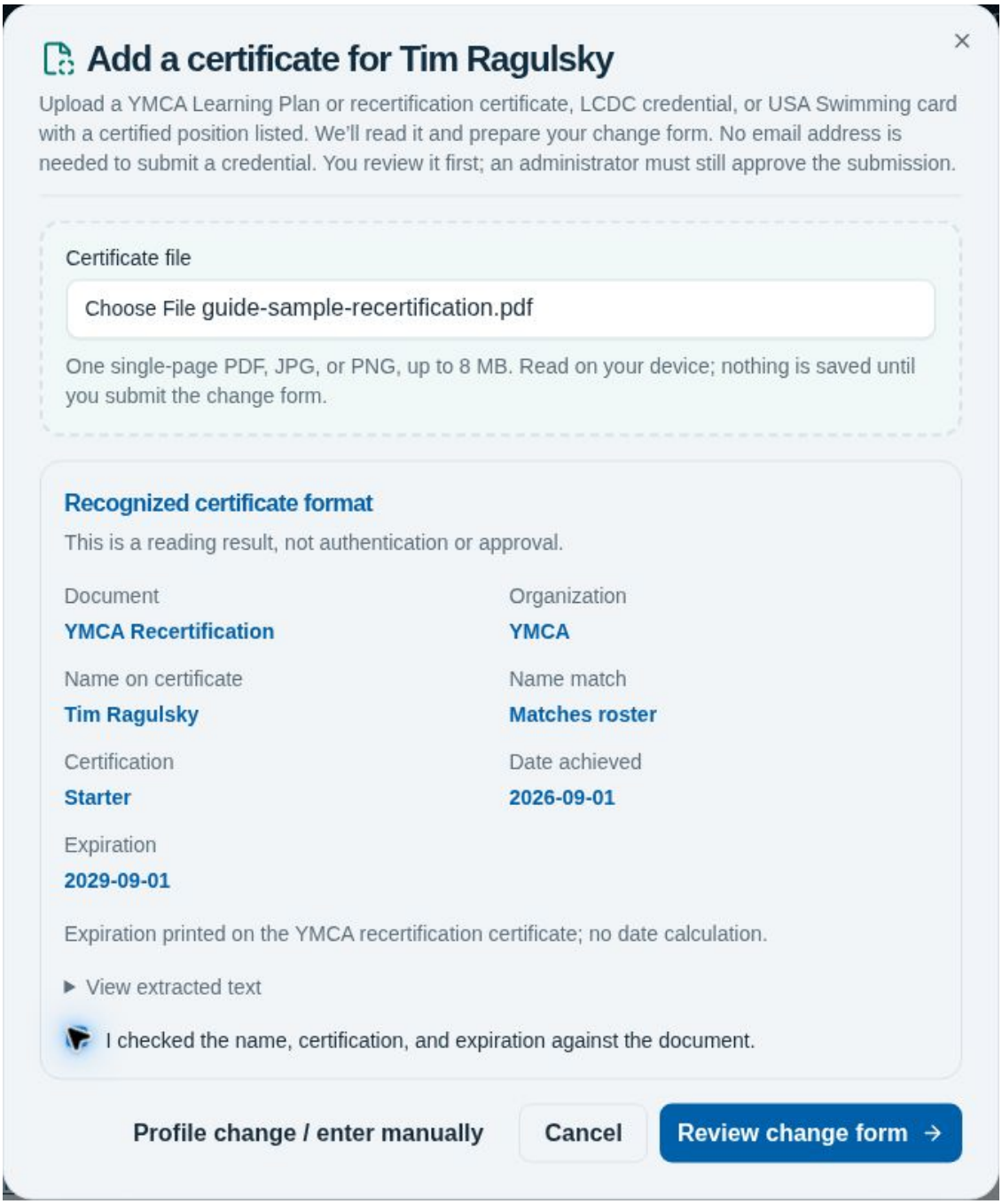
Only changing your profile?

Choose **Profile change / enter manually**. Profile changes require your current email address on file. This option also provides a fallback when a document cannot be read.

EXISTING OFFICIALS / 2 OF 3

Check the reading

Compare the name, organization, position and expiration with your document. Check the confirmation box, then choose **Review change form**.



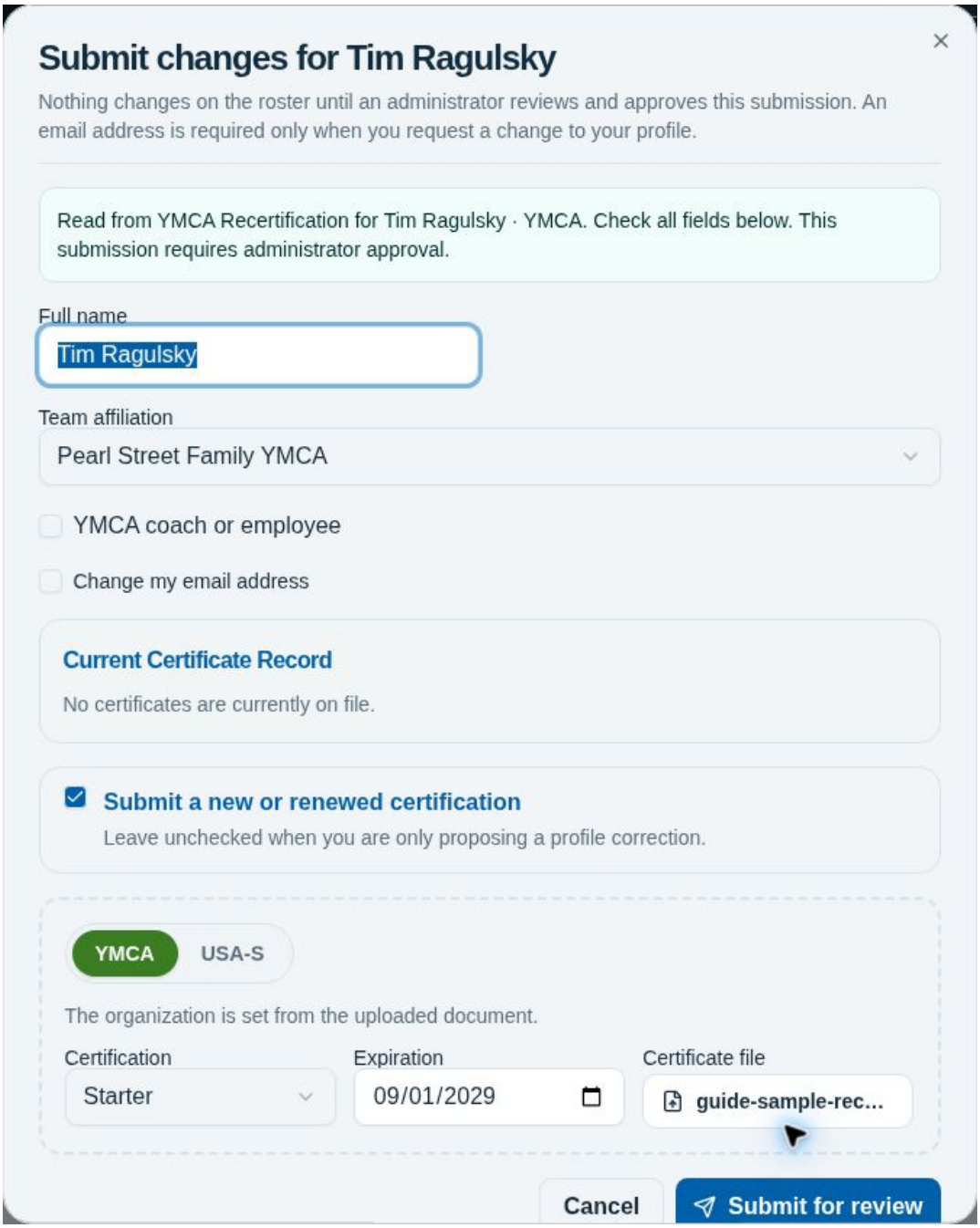
Example document used only for this walkthrough. No certificate was submitted.

Reading is not approval. If a warning appears, check it carefully and correct the change form. A recertification uses its printed expiration; it does not need the words “Learning Plan.”

EXISTING OFFICIALS / 3 OF 3

Review, then submit

The reader carries the file, certification and expiration into the change form. Correct anything needed, then click **Submit for review**.



Example document used only for this walkthrough. No certificate was submitted.

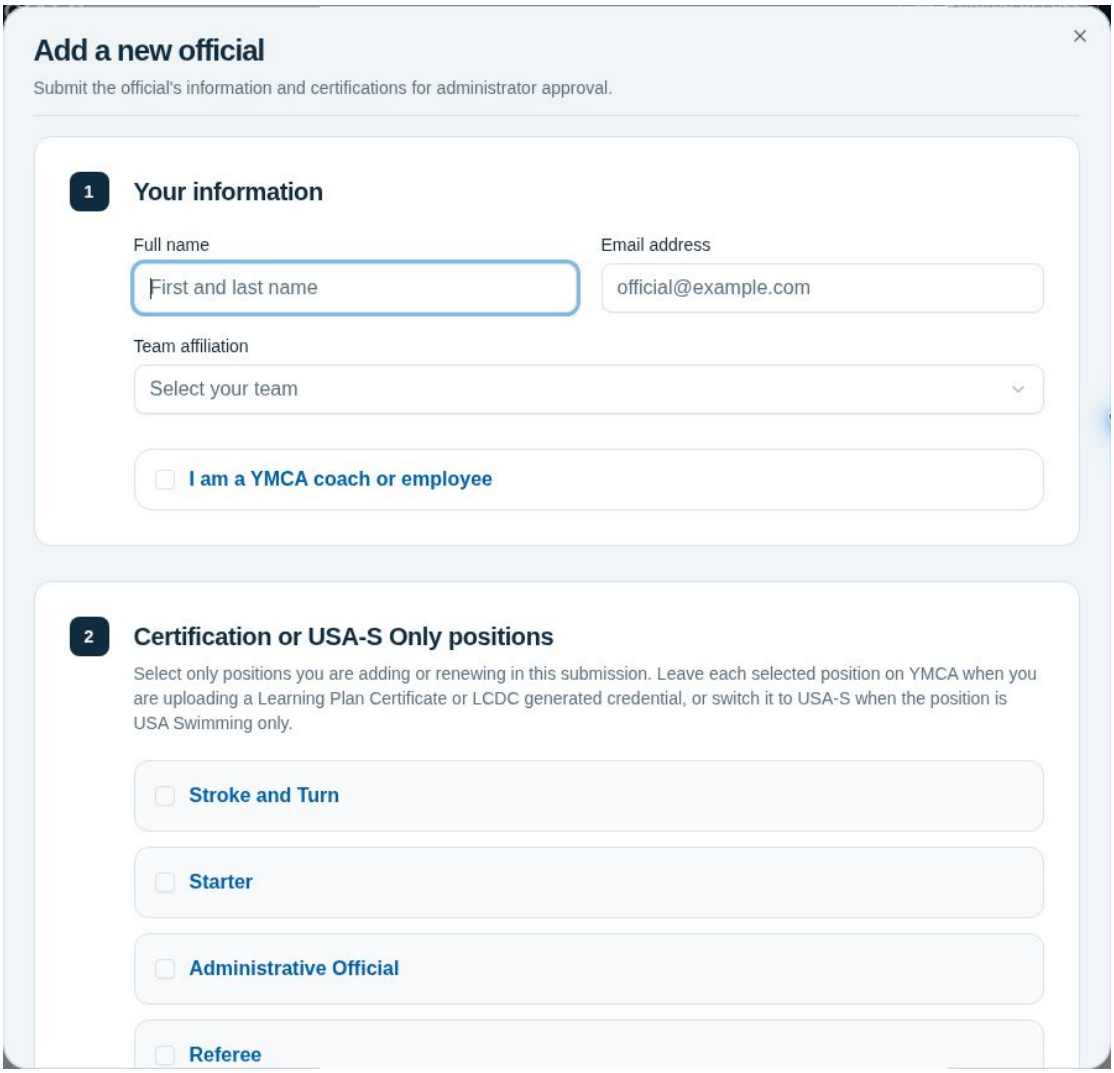
Certificate-only: leave your profile unchanged; no email is required. **Profile changes:** changing name, team, coach/employee status or email requires the current email on file.

Wait for **Changes submitted for review**. The accepted record changes only after approval. A pending renewal does not remove an existing accepted qualification.

NEW OFFICIALS

Joining the roster

Choose **Add New Official**. New officials use a separate application: enter the details and attach the certificates manually.



Upper portion of the application. Scroll down to complete the selected positions and submit.

1. Enter your name, email, team and YMCA coach/employee status.

2. Select only the positions you are adding. For YMCA, enter the expiration and attach supporting evidence. Choose USA-S for a USA Swimming-only position.

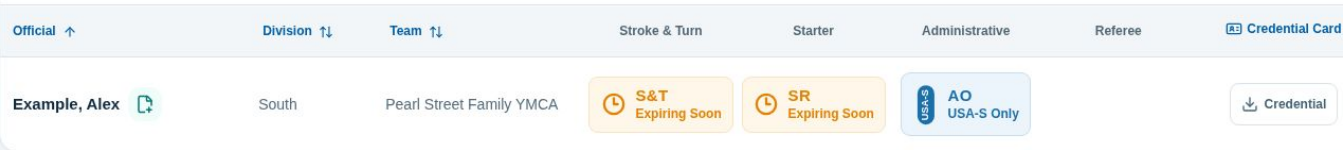
3. Choose **Submit certifications**. The official appears on the roster only after administrator approval.

Search the roster first to avoid a duplicate application. If an application is already pending, contact the administrator rather than creating another.

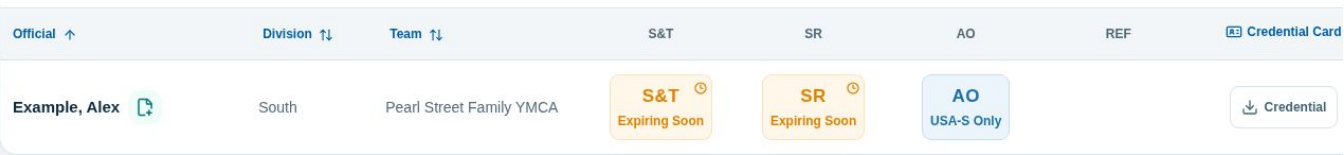
Read the roster

S&T = Stroke and Turn · SR = Starter · AO = Administrative Official · REF = Referee. Click a badge for details and dates.

Full view



Compact view



Alex Example is fictional preview data. Full view uses a vertical blue USA-S pill. Compact view keeps “USA-S Only” below the position without an extra pill.

Roster label	What it means
Certified	Current, approved YMCA certification with its supporting certificate on file.
Expiring Soon	Still current; expires within 90 days. Plan the renewal.
Pending	A submission is awaiting administrator review. Check current accepted proof separately.
Expired	The listed expiration has passed. Current evidence is needed.
Unverified	Qualification is listed, but current supporting evidence has not been verified on file.
USA-S Only	USA Swimming designation; use the USA Swimming credential for proof.
Blank cell	No qualifying source is shown for that position.

Names default to Last, First. Search using complete words; choose Full or Compact to fit your screen. Phones simplify the controls.

Bring current proof on deck

The PSSA card is optional. A current, unexpired YMCA Learning Plan Certificate or LCDC Credential may also be used as proof of certification.

Use the card or live verification

Choose **Credential** beside your name to download a PSSA card with eligible supporting certificate pages. On a phone, use **Verify PSSA Credential** when shown, or scan the card's QR code to open live verification.

The card and live page list only current, administrator-verified YMCA positions supported by a certificate on file. Pending, expired and unverified positions are omitted. USA-S Only positions are also omitted.

Referee checklist

1. Match the official's name and the position being assigned.

2. Check the listed expiration date. An old printed card may be out of date; use the QR page for current site information.

3. If a position is missing, request current supporting evidence. Use the USA Swimming credential for a USA-S-only designation.

YMCA certificate	Positions it can support
Referee	REF, SR, S&T and AO
Starter	SR and S&T
Administrative Official	AO
Stroke and Turn	S&T

Referee access and roster tools

Choose **Referee Access** and enter your name and the referee password when access is protected. Access lasts one hour. **Roster Actions** provides email, export and print tools when enabled; select officials or use the shown roster. Referee access does not permit approvals.

Need help? timr.swims@gmail.com