



The following check list outlines the Adult Registration Process and Risk Management requirements.

### Adult Registration Checklist:

- 1. If you are not sure if your organization has a position available for you, please verify with your town/club prior to registering.
- 2. Review what is needed to register with Mass Youth Soccer and receive your required Mass Youth Soccer Adult Credential. This is found on the [Adult Registration Process](#) webpage.
- 3. **All** coaches must complete their Annual Mass Youth Soccer Adult Registration making sure to choose the organization they will be participating with.

*\* If you have ever registered online with any Mass Youth Soccer member org, you are Returning User. You must use the **same first and last name** for your **Club Connect and Mass Youth Soccer/U.S. Soccer Connect adult registration to avoid duplicate accounts.***

*\*Review your organization choices each registration year and update if applicable.*

- a. [New User Help Guide](#) – Never registered online with Mass Youth.
- b. [Returning User Help Guide](#)\*

#### Adults must be:

- CORI and National background check approved; you add all information to complete both checks when completing your adult registration.
- Complete the SafeSport Abuse Prevention Training for CURRENT year (if completed 1/1/2021 or later we will approve it for the 2021-22 reg year...)
- Complete the CDC concussion training (if completed 6/1/2020 or later we will approve it for the 2021-22 reg year...)
- Review all required **MA SAFE SOCCER** policies and COVID-19 protocols (located on the mayouthsoccer.org website).

4. **Club Connect Members Only** – You will have two registrations. **To be rostered to a team**, the coach must also register with their participating organization *via the Sports Connect - Club Connect registration platform*.

- ❖ If you have ever registered online with any Mass Youth Soccer member org, you *must use the same first and last name for your Sports Connect/Club Connect and Mass Youth Soccer adult registrations to avoid duplicate accounts*.
- ❖ If you are not sure how your name is listed in your Mass Youth Soccer adult registration, do not complete your club connect registration, **contact the U.S. Soccer Connect Helpline at (855) 703-2558**.

After creating an account, click on volunteer, click on the green button “find volunteer roles”, click head or assistant coach, complete the registration process and be sure to upload a picture.

5. Complete SafeSport Abuse Prevention Training using the *same full legal first and last name and email address* that was used to create your Mass Youth Soccer Adult Registration; this way, I will not upload my certificate of completion into my Mass Youth Soccer Adult registration system will auto approve me.

U.S. Soccer Connect goes directly to SafeSport/U.S. Soccer Learning Center to find your completed Safe Sport and concussion (Safe and Healthy Playing Environment course) trainings. You do not upload your certificate of completion; however, to be auto approved, you must have the exact same first and last name and email address in both your Mass Youth Soccer adult registration and SafeSport/U.S. Soccer Learning Center accounts.

- a. Reviewed the SafeSport Training Help Guide that is in the New/Returning User help guides.
- b. **Downloaded my certificate of completion and saved it to my computer.**
- c. **Online Training Help Desk at (720) 676-6417**

6. Complete my concussion training using the same full legal first and last name and email address that was used to create my Mass Youth Soccer Adult Registration/U.S. Soccer Learning Center account.

The U.S. Soccer Safe and Healthy Playing Environment course will auto approve your concussion requirement in your Mass Youth Soccer adult registration account if the same first and last name and email address were used to create both accounts.

\*For Centers for Disease Control concussion training, you must upload this Certificate of Completion into your **Mass Youth Soccer adult registration account**.

- a. Reviewed the CDC Concussion training that is in the New/Returning User help guide.
- b. CDC TRAIN Administrator Help Desk: [TRAIN@cdc.gov](mailto:TRAIN@cdc.gov)
  - I have saved both certificates of completion training documents to my computer as they may be needed later.

**NOTE:** If you see a check mark in a required training field, and it says verified, you cannot upload into that field, and you are verified for this registration year for that requirement. If you wish to upload a new certificate of completions for an already verified training requirement, you will need to contact your organizations Risk Manager for assistance.

- 7. Completed the **one-time** CORI Verification Process.
  - Downloaded and printed my [CORI Acknowledgement form](#).
  - Connected with **my participating organization's Risk Manager** for verification of my personal information that is listed on the CORI Acknowledgement form. This consists of showing the Risk Manager my CORI Acknowledgement form, my government issued photo ID, verbally confirming that the last six of my SSN are correct and signing the CORI Acknowledgement form in front of the Risk Manager **or** sending them a **Notarized CORI Acknowledgement form**.
- 8. I have read all Mass Youth Soccer "MA SAFE SOCCER" policies and those of my local organizations including the Mass Youth Soccer **COVID-19 HUB information**. In addition, I know where to find the contact information for reporting any misconduct and reasonable suspicion of Sexual or Physical abuse/neglect.
 

<https://www.mayouthsoccer.org/about/ma-safe-soccer/>
- 9. To complete your Adult Registration click the following link: [U.S. Soccer Connect Adult Registration Portal](#).
 

Once you have completed your Adult Registration, you should use the [U.S. Soccer Connect Login Portal](#) to find training links and review registration information.

### [How to manage "My Account"](#)

Instructions and link needed to log back into your Mass Youth Soccer "My Account" to **find required training links**, print your CORI Acknowledgement form and verify Risk Status and Risk Expire date, registration history and update your account information.

10. **I have all support numbers and email addresses on hand.**
1.  U.S. Soccer Connect – Club Connect
    - a. **Help line number is 1-866-892 0777.**
  2.  U.S. Soccer Connect
    - a. **Help line number is (855) 703-2558.**
  3.  Centers for Disease Control (CDC)
    - a. CDC TRAIN Administrator Help Desk: [TRAIN@cdc.gov](mailto:TRAIN@cdc.gov)
  4.  SafeSport Abuse Prevention
    - a. Online Training Help Desk at (720) 676-6417.
  5.  My participating organizations contact information and link to their website.
  6.  Your organization's Risk Manager
    - a. Risk Manager/Registrar - \_\_\_\_\_

The links to documents above are provided for your convenience. It is important to understand that all help guides could possibly be revised which would cause the links noted above to break. All help guides can be found on the right-hand side of the Mass Youth Soccer Adult Registration Process webpage.

<https://www.mayouthsoccer.org/adult-registration-process/>

Thank you for participating!