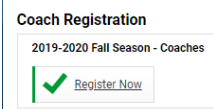


# How to complete an Adult Registration in U.S. Soccer Connect

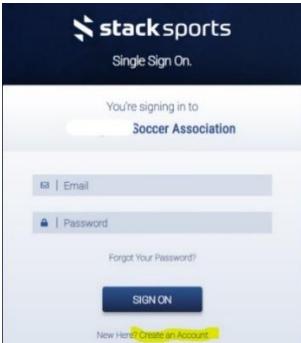
Read all information below prior to completing your Adult Registration.

- Read and complete the Registration Form; you must use **your full legal First, Last and Middle name** and the **same email address for all registrations**.
- You are required to upload a clear head shot photo of just yourself.
- SafeSports Abuse Prevention and Concussion Training is noted below.
- You must register with each Town/Club that you may be associated with; only a member of a Leagues Board of Directors will register with their respective League and all Town/Clubs that they may be associated with.

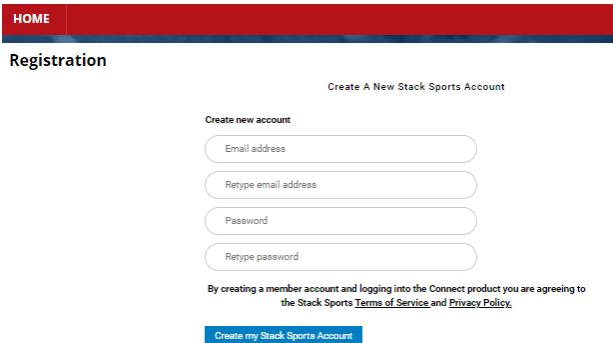
1. Go to your, Town or Club’s Registration website; **the link is provided at the bottom** of this doc.
2. Click on the Register Now button



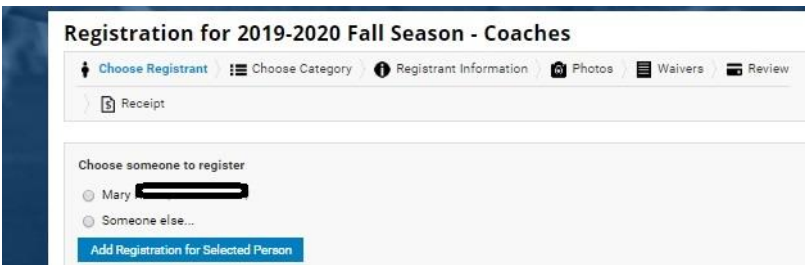
3. Click on the Create an Account if you are a new registrant. **Email Address must be the same for all registrations, DCC, CDC, and Abuse Prevention Training.**



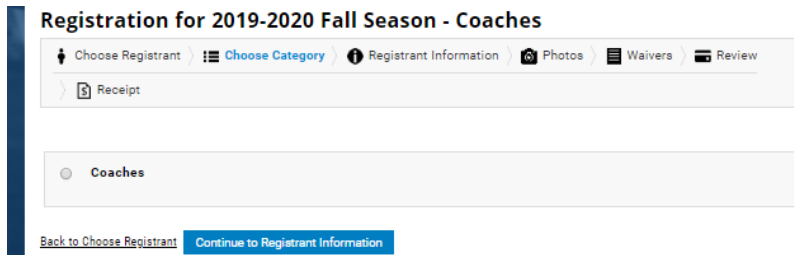
4. Add all requested information and click on the blue button, “Create my Stack Sports Account”.



5. Add all requested information using **LEGAL FIRST, MIDDLE AND LAST NAME**
6. Choose someone to register and click on, “Add Registration for Selected Person”.



- Click on event you are registering to (Adult Registration – Coach/Volunteer/BOD Member) and then click on the blue, “Continue to Registrant Information” button.

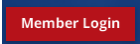


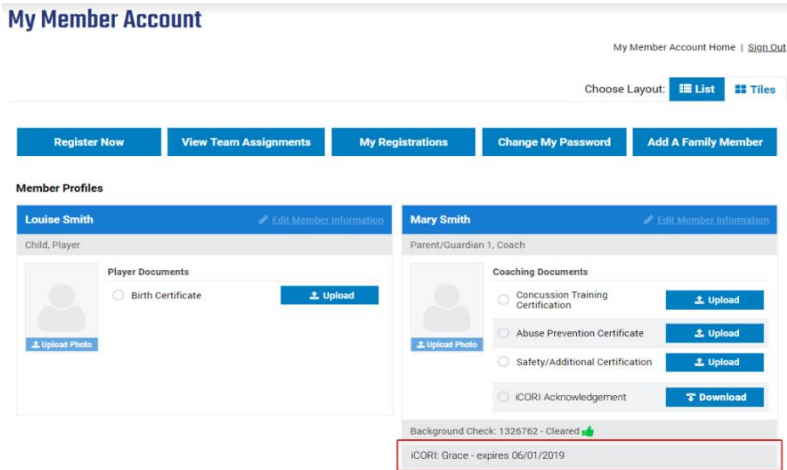
- Read and complete the Registration Form; you must use **your full legal First, Last and Middle name**.
- IMPORTANT:** The **Email Address** entered on the Registration form is used to manage account registration(s) (all registrations, adult and player) information, it also links to the Digital Coaching Center (DCC) and SafeSport Auto-Approval.
  - If you do not use the same email address for all family member registrations, the system will create a duplicate account.
  - If you do not use the same email address that was used to create your DCC account that holds your coaching license information, it will not show in your account.
  - If you do not complete your SafeSport Abuse Prevention Training using the link in your account that has your email address, you will not be auto approved.
- You must choose your primary role within your organization and please choose all secondary roles that apply to you.
- If you have not lived outside of the State of Mass in the last 7 years, please check no and type the word, “None” in the space provided for previous address.
- Make sure to CAREFULLY read and answer all KidSafe Disclosure Questions.
- Click on the, “Continue to photo” blue button and add your photo.
- Click on the, “Continue to Waivers” blue button and acknowledge and agree to all waivers,
  - You will see the blue, “Next Waiver” button until all are electronically signed.
    - National Background Check Waiver will include your Social Security Number; then you will proceed to the waivers listed below.
    - Request for a Criminal History Authorization.
    - Adult Participant Agreement
    - Acknowledgement of understanding what background checks and searches are performed.



- Make sure to click on the, “Confirm Registration” button to complete your Adult Registration.



Once you have completed your Adult Registration, you can log back into your account using the **red Member Login** button  located at the top of the registration landing page and view all your information; you can also print your CORI Acknowledgement form, take the Concussion and Abuse Prevention Training and upload your CDC Certificate of Completion; if you used the U.S. Soccer Connect link to take your Abuse Prevention Training, you do not upload a Certificate of Completion.



16. Print and bring your completed CORI Acknowledgement Form to your League, Town or Club's Risk Manager along with a copy of your government ID for verification; this form will be emailed to you once you after registration has been completed and you are confirmed by your Town/Club Registrar.
17. Abuse Prevention Training should be completed via the U.S. Soccer Connect API feed. **This will auto approve you and you will not upload a certificate of completion.** You will see the link to complete the Abuse Prevention Training in your Adult Registration account. Note: Initial training may take 1.5 hours, refresher course may take 30 minutes.
18. Concussion Training (CDC) link will also show in your Adult Registration account. If you use the link provided to you via your U.S. Soccer Connect current registration, you will upload your certificate of completion and be auto approved. If you have a current Certificate (does not expire during the current registration year), please upload it into your registration account and will need to be manually approved. Note: Concussion Certification can be approved for up to two years; check with your League, Town or Club Risk Manager for expire date.
19. Once all Risk Management requirements are met you will obtain your Mass Youth Soccer Adult Credential from your League, Town or Club Administrator.

It is **important** to save your **Certificate of Completion** training documents where they are easily accessible by you. It is **equally important** to remember your **Username and Password** as Adult Registration is an Annual Requirement.

**\*To start your Adult Registration: [LINK TO TOWN/CLUB DIRECTORY](#)**

Club & League Connect: [candlconnectsupport@stacksports.com](mailto:candlconnectsupport@stacksports.com)

Team Connect: [teamconnectsupport@stacksports.com](mailto:teamconnectsupport@stacksports.com)

Support Phone: 866-892-0777

Press 2 for support and press 1 for association, club and league, or team connect support