Thank you for participating with Mass Youth Soccer!

➔ Under Commonwealth of Massachusetts Law, all persons aged 18 and older who may have the opportunity to have direct and unmonitored access to children are required to be CORI Approved prior to working with children.

➔ Under U.S. Soccer/Mass Youth Soccer Policies, all adult participants are required to have a national background check, which includes both state & national sex offender registry checks and are also required to complete concussion training bi-annually.
   ◆ All background checks are initiated when completing your annual Mass Youth Soccer adult registration

➔ Under Federal Law, adult participants must take SafeSport Abuse Prevention training annually.
   ◆ See Mass Youth Soccer Registration Process webpage for more information on these requirements.

Review of Adult Registration & Risk Management Requirements:

● Complete Mass Youth Soccer Adult Registration (annually)
● Complete SafeSport Abuse Prevention Training (annually)
● Complete Concussion Training (bi-annually)
   ◆ CDC or U.S. Soccer Learning Center’s Introduction to Safe and Healthy Learning Environments
● Verification in registration system of above requirements; click HERE to check.
● CORI Verification

SafeSport Abuse Prevention and concussion training help guides are available on the right-hand side of the Adult Registration Process webpage.

Read all Mass Youth Soccer & your club/organization required policies.

Before you begin:

● Use the exact same spelling of your legal first and last name and the same email address for all soccer related accounts/registrations (ex: if your legal name is Jessica but you go by Jess, please use Jessica when registering). This will ensure proper integration of systems, auto approval/verification of training requirements when possible, and reduce the likelihood of duplicate accounts.
● Have a passport quality headshot ready: you will need this as a first-time user. *Note: this will be printed on your credential, so please do not use a picture of your license.*
● If you are listed as a parent of a player in the U.S. Soccer Connect registration system, you will need to connect to that account. Do not create a new account.
● **Unsure if you have an account, parent information has your shortened name, or you have any issues when registering,** please contact the U.S. Soccer Connect support team at (855) 703-2558.

**MASS YOUTH SOCCER ADULT REGISTRATION PROCESS**

This is an annual process that you will need to complete each year you volunteer/coach with Mass Youth Soccer, but you will only need to create an account **ONCE**.

1. Click on the [Mass Youth Soccer Adult Registration](#) link. Please read all the information on that page before you begin.

2. Click on the blue “Register Now” button at the bottom of the page.

3. Next, click on the blue “Create New Account” button.

4. Enter all required information, **making sure to use your full legal first and last name and an email address you will use for all soccer related registrations.** Take note of your username & password: this *may* be needed to log into the U.S. Soccer Connect (USSC) system in the future. Click “save & continue.”
5. Review your information and, if correct, click the green continue button.

6. Next, click on the blue “Register as Coach/Admin” button that is across from your name.

7. Select Program as **Adult/CORI Registration** then press continue.

8. Check or add all information and:
   a. Upload a passport quality photo (head shot of you only, no hat or sunglasses; this picture will be printed on your credential).
   b. Select all the organizations you will be volunteering/coaching for and the role(s) that you have within the organization(s). For example: you may be coaching with Lunenburg Youth Soccer and in the Town Select League. Make sure to add each organization in this form. You can add up to 3.
   c. If you are involved in more than three organizations, notify Mass Youth Soccer and we will add those organizations to your Adult Registration.

At the end of this page click the green “Save and Next Page” button.

9. Fully read, initial, and accept the Electronic Legal Agreements and then click the green “Agree & Continue” button.
10. On the next page, click the green “No Payment due, continue” button to move on to your National Background Check and CORI submission.

11. Click on the green “Continue to Background Check>>>” button. Disregard the blue “Print Receipts & Forms” button for now, you can log back into your account after completing your registration to access the required CORI Acknowledgement form that is printed as receipt.

12. Review information to confirm your legal first and last name and date of birth. If the information is incorrect, please update it or terminate the registration and call your organization’s Risk Manager so they can help you update your account prior to your background check being processed.

13. Click the green “Submit BGC” button to complete the process. Background checks take 4-7 business days to process.

For registration account help: please contact U.S Soccer Connect Help Line (855-703-2558) or contact your participating organization’s Registrar or Risk Manager.

CORI VERIFICATION INFORMATION
**CORI Verification** is the process of verifying your personal information and is a Commonwealth of Massachusetts Law. **This only needs to happen once**, by your organization’s Risk Manager, unless you change your legal name.

1. To print a CORI Acknowledgement Form, log into your [U.S. Soccer Connection account](http://www.ussoccerconnection.com).
2. Click on the “Print Documents” button under your photo.

3. Follow the ADULT/CORI Registration line and click on “Receipt & Forms.”

4. You will be presented with a pop-up PDF labeled as a receipt: this is your CORI Acknowledgement form.

**REMEMBER:**

- Your CORI background check is completed and processed upon registering. CORI Verification is a separate and different process.
- **DO NOT** upload your CORI Acknowledgement Form or your Driver’s License into your account. Your organization’s Risk Manager will upload a CORI Proof of Verification document for you.
- The CORI Verification is a one-time event unless you legally change your name.

Your organization’s Risk Manager will verify your personal information (CORI Verification).

- You will be required to show the CORI Acknowledgement Form, along with a government issued photo ID, **OR**
- Provide a notarized CORI Acknowledgement Form for verification purposes.

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*All information in this help guide can be found on the Massachusetts Youth Soccer Association website on the Adult Registration Process webpage.*