



## Massachusetts Youth Soccer Association

### Adult Registration and Required Training Help Guide - New User

Bulleted points below are hyperlinked to help guides within this document.

- Under the Commonwealth of Massachusetts State Law, all adults (persons age 18 and older) who may the opportunity to have direct and unmonitored access to children are required to be CORI Approved prior to working with children.
- Due to new U.S. Soccer/Mass Youth Soccer policies all adults are also required to have a national background check;
  - includes both State and National Sex Offender Registry checks.
  - Both background checks are initiated when completing your Annual [Massachusetts Youth Soccer Adult Registration](#).
- Adults must also complete the [SafeSport abuse prevention training](#).
  - Instructions are on page 5 of this document.
- Adults must also complete [concussion training](#).
  - Concussion training is on page 6 of this document.
- And be verified/approved in the registration system for all requirements noted above, prior to working with the children.
- [In addition, you must be CORI Verified](#)

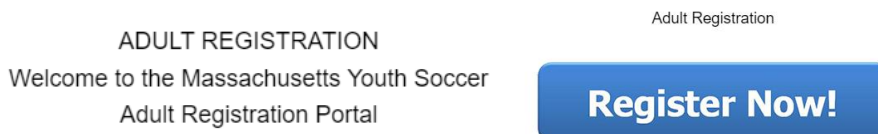
#### **IMPORTANT PLEASE READ FIRST:**

**New User: Never registered online with Mass Youth Soccer (old Affinity or US Soccer Connect).** If you have parent information in U.S. Soccer Connect, you should register as a returning user, using the forgot password function to link to that account.

**\*If you are unsure on whether you have registered with Mass Youth Soccer before or have parent information in the system, please contact the U.S. Soccer connect support team at (855) 703-2558.**

**Please** have a passport quality photo (**head shot of you only**) available for uploading during registration process. This is for an adult who has not completed their Adult Registration in the past. It is important to note that the system may find uploaded information and have you register as a Returning User. **If you are unsure as to how to continue call the U.S. Soccer Connect support team at (855) 703-2558.**

1. After you fully read this help guide, to start the process click on the” [U.S. Soccer Connect Adult Registration Portal](#) ” Link.
2. Once you click on the Adult Registration link, you will see, “Welcome to the Massachusetts Youth Soccer Adult Registration Portal”. **Please read all information that has been provided** to you, as this will make the process go quicker. Then click on the, “**Register Now**” (blue) button found **at the bottom** of the Adult Registration landing page.



3. Next click on the **blue** button, “**Create New Account**” for new users.

4. Add all required information below making sure to use your **FULL Legal first and last name** and **email address** that **you will also use** to complete your **SafeSport Abuse Prevention** training and your **Centers for Disease Control (CDC) concussion training**. Then create your Username and Password and click on the green “**Save & Continue**” button.

5. Review your information and if all information is correct, click the green continue button.

Name	ID#	DOB	Gender	Relationship	Edit
	78313-365282		F	No Relationship	Edit

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

Name	ID Num	DOB	Relationship	Registration
			Step-Mother	<a href="#">Register as Coach/Admin</a>

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

Select Program

Program\*  
Select one ----  
Select one ----  
[Adult/CORI Registration](#)

- 8. Check or add all information and upload a passport quality photo (**head shot of you only, no hat or sunglasses**). Make sure to **select all the local organizations** you will be volunteering/coaching for, and the role(s) that you have within the organization(s); you can add up to three organizations. 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.**

NOT NOW

Select Play Level

Play Level\*  
Adult Registration

Personal Information

Legal First Name\* Initial Legal Last Name\* Suffix

Gender\* Male Birthdate\*

Click here to show photo or certification upload\*  
Required: 'Photo'

Address Information

Address Line1\*  
Address Line2  
City\* State/Province\* Zip/Postal Code\*  
Home Phone\*\* Cell Phone\*\*

Program Additional Information

Please select your primary organization (SID# is for Internal Use Only)\*

Please choose all roles that apply within your organization\*

President  Vice President  
 Treasurer  Secretary/Clerk  
 Registrar  CORI Submitter  
 Director  Director of Coaching  
 Head Coach  Assistant Coach  
 Team Manager  Trainer  
 Referee  Other (performs other duties)

SECONDARY Please select your secondary organization (SID# is for Internal Use Only)

SECONDARY Please choose all roles that apply within your organization

President  Vice President  
 Treasurer  Secretary/Clerk

- 9. Make sure to fully read and accept the Electronic Legal Agreements and then click the green "Agree & Continue" button.

1 of 2 Massachusetts Youth Soccer Association Adult Participant Agreement

2 of 2 Massachusetts Youth Soccer Association Adult Participant Agreement

Your First Name\* Your Last Name\*

Go Back [Next](#) [Agree & Continue >>](#)

- 10. Next click on the "No Payment due, continue" button to move on to your National Background Check and CORI submission.

Payment Method\*  
Choose One  
Continue >>

No fee due: Please make sure a fee is not needed and click the Continue button below.

[No Payment Due, Continue >>](#)

11. You will now see and **must 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. **Make sure to SUBMIT YOUR BACKGROUND CHECK.**

[Continue to Background Check >>>](#)

**Background Checking**

Please make sure the person you submit to background check has correct name, DOB.  
The background check company will charge for every submit even if the name or DOB is incorrect.

Please only submit one time, your order status will be pending.

Person to be checked:

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Test30	Test30		07/09/1985	321654 NE	7072630 / mvaught

321 SD NE 95222  
email:Test30@test.com Club: Kidsafe - Risk Manag

Enter admin's SSN: \* Required  
JD Palatine [ ] [ ] [ ] [ ] [Submit BGC](#)

Background Checking is completed, Risk Status is also Updated.

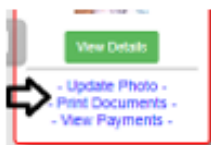
Make sure you see **your legal first and last name and correct date of birth here**. If the information is incorrect, please update it or terminate the registration and call the Risk Manager for your organization so they can help you update your account prior to your background check being processed.

**Background checks take 4-7 business days to process.**

## CORI VERIFICATION INFORMATION

To print your CORI Acknowledgement Form (**CORI Verification is the process of verifying your personal information and is a Commonwealth of Mass law and a one-time event**), use the directions below. You are required to **show the form to your participating organization's Risk Manager along with a government issued photo ID for verification purposes.**

1. Log back into your “My Account” and click on “Print Documents” button under your photo .



2. Next, follow the ADULT/CORI Registration line and click on “Receipt & Forms”.

Fall 2019 - Spring 2020

ADULT/CORI Registration

Admin

[Receipt & Forms](#)

3. You will then be presented with a pop-up PDF labeled as a receipt, this is your CORI Acknowledgement form.
- Your CORI background check is completed and processed upon registering. CORI Verification is a separate/different processes.
  - 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.

- c. **CORI Verification is a one-time event.** Once your organization marks you as CORI Verified, you do not need to repeat the CORI Verification process.

To log into your account, click [here](#).

### **SAFESPORT ABUSE PREVENTION AND CONCUSSION INFORMATION**

You are required to complete SafeSport Abuse Prevention and the concussion trainings. **The links to the Center for SafeSport and Center for Disease Control (CDC) training are in your Mass Youth Soccer “My Account” adult registration under the “Certificates” tab.**

### **SAFESPORT ABUSE PREVENTION TRAINING**

**SafeSport** is a yearly requirement; the first course is Core training (1.5 hours).

- Adult Participants that continue to participate must complete a refresher course on an annual basis (20 minutes), beginning the calendar year after completing the SafeSport Trained Core training.
  - Every four years, Adult Participants will complete the SafeSport Trained Core training.
  - NEW: Mass Youth Soccer Adult Registration/U.S. Soccer Connect is now connected to the U.S. Soccer Learning Center along with the U.S. Center for SafeSport.
    - U.S. Soccer Connect goes directly to SafeSport/U.S. Soccer Learning Center to find your completed training, 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 adult registration and SafeSport/U.S. Soccer Learning Center accounts.**
  - **RETURNING SafeSport USERS, read step 6.**
1. **NEW Safe Sport USERS, to create your SafeSport account, you MUST use the exact same first and last name and email address you used for your Mass Youth Soccer adult registration.**
    - If you do, your certificate will be automatically saved to your Mass Youth Soccer account.
    - If you do not use the same name and email address, you will need to upload your certificate to [your Mass Youth Soccer account](#).
  2. After you register online with Mass Youth Soccer, **go back and log into your Mass Youth Soccer Adult Registration, “My Account”:**  
<https://mayouthsoccer.sportsaffinity.com/Foundation/Login.aspx?sessionguid=>
    1. **Click on the “Certificates” tab that is located under your photo.**
  3. Click on the SafeSport training link with Enrollment Key.

4. Complete the popup “Sign Up” form adding all required information to create your account, choose your “Role” and add the name of the sport you are participating in (Soccer), and then click the blue “Sign Up” button and agree to terms and conditions.
5. **Click on “CATALOG”** and enroll in the “SafeSport Trained – U.S. Soccer Federation” course and take the 90-minute Core training. The enrollment key may show next time you log back into your SafeSport account, click on it and continue.
6. **Returning SafeSport user**, follow step 2 and 3, then login (top right of landing page) and follow all prompts. After you log into your account the enrollment key will popup, click on enroll, then my courses next, click on the catalog button to show all available courses.
  - a. **Download your certificate of completion.**
  - b. If not auto approved in your Mass Youth Soccer adult registration account within 24 hrs., upload your certificate into your Adult Registration account for manual verification/approval.
  - c. **To upload certificate: Log into your Mass Youth Soccer Adult Registration, “My Account”:**  
<https://mayouthsoccer.sportsaffinity.com/Foundation/Login.aspx?sessionguid=> and follow the direction noted in # 3 under concussion training.

**NOTE:** You will not see an expiration date in your adult registration account for trainings. The expiration date is based off the policy information noted above. SafeSport training must be taken anytime within the calendar year of which the adult is registering into i.e., Fall 2021 – Spring 2022 training must have been completed January 1, 2021, or later... If you see a cloud with an upload arrow, it is time to take/retake that training. If you see a ✓ and the word verified, you cannot upload your new certificate and may be all set for this registration year. If you are unsure how to proceed or need assistance, contact your organizations Risk Manager.

For **assistance with any SafeSport account** contact the SafeSport help desk at: <https://safesport.atlassian.net/servicedesk/customer/portal/4> or [CLICK HERE](#) or call 1-720-676-6417

## CONCUSSION TRAINING

### Centers for Disease Control (CDC) or U.S. Soccer Safe and Healthy Playing Environment courses

**Concussion Training Policy Info** - Mass Youth Soccer has a two-year approval policy.

- If you completed your training June 1<sup>st</sup> or later, of the prior year you are registering into, you are in fulfilment of the Mass Youth Soccer policy of two years, i.e., for Fall 2021 – Spring 2022 training must have been completed June 1, 2020, or later.
- You must check with your local organization as your league may have a one-year policy.

**NEW:** For the 2021 - 2022 registration year - along with the Centers for Disease Control (CDC) Heads Up concussion course, Mass Youth Soccer also accepts the U.S. Soccer Learning Center concussion training (Safe and Healthy Playing Environments Course).

- U.S. Soccer Connect goes directly to the U.S. Soccer Learning Center to find your completed Safe and Healthy Playing Environments course training. 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 adult registration and U.S. Soccer Learning Center accounts.**
- CDC Certificates of completion **must be uploaded into your adult registration account.** Please read all information carefully prior to clicking on the course training link.

The CDC concussion course is administered in the CDC TRAIN site; new in 2020. The **CDC How to create a new account** link is in your adult registration account and in # 2 below.

## How to complete your Centers for Disease Control Concussion Training and Upload your Certificate of Completion

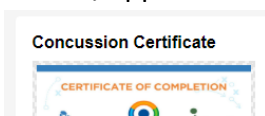
It will **save you more time** if you read both this, and the CDC training help guide.

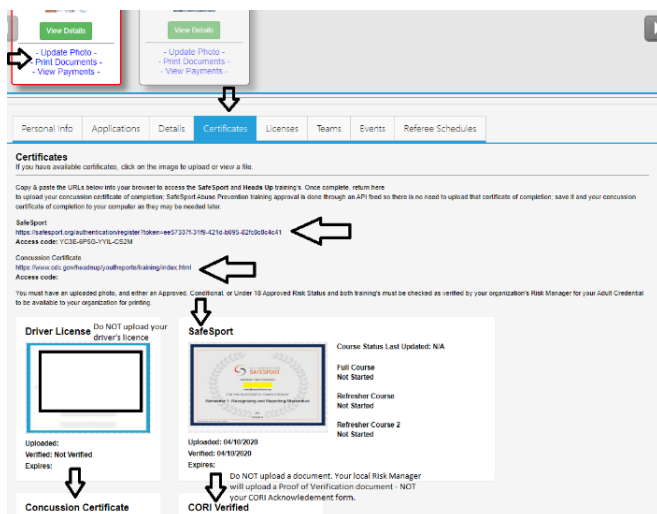
1. [Log](#) into your Mass Youth Soccer Adult Registration account (“My Account”) and clicking on the **“Certificates”** tab.



2. Next, click on the [CDC.gov/headsup](https://www.cdc.gov/headsup) link (help guide) to review the instructions on how to create an account which also includes the link below to take the course.
  - a. To start the training, you will select **“a”** on the lower section of page three of the help guide, **“coaches’ version”**: <https://www.train.org/cdctrain/course/1089818/>
3. Once you have completed the concussion training you are required to upload your certificate of completion. This is done by:
  - a. **Logging back into** your “My Account” and then clicking on the **“Certificates”** tab.
  - b. Next, click on the **“Concussion Certificate”** box to upload your Certificate of Completion.

You are all set; just notify your participating organization’s Administrator so they can mark you as Verified/Approved.





**NOTE:** You will not see an expire date in your adult registration account for these trainings. The expire date is based off the policy information listed above. If you see a cloud with an upload arrow, it is time to take/retake that training. If you see a ✓ and the word verified, you cannot upload your new certificate and may be all set for this registration year. If you are unsure how to proceed, or need assistance, contact your organizations Risk Manager.

For CDC Concussion Training Support: CDC TRAIN Administrator: [TRAIN@cdc.gov](mailto:TRAIN@cdc.gov)

For registration account help call the **US Soccer Connect Help line at 855-703-2558** or contact your participating organization's Registrar or Risk Manager.

To log into your account, click [here](#)

All information above can be found on the Massachusetts Youth Soccer Associations website at [www.mayouthsoccer.org](http://www.mayouthsoccer.org) by hovering over the **ADMINISTRATION** tab, then click on the Adult Registration webpage link. This will bring you to the [Adult Registration Process webpage](#).