



## Adult Registration Help Guide - **NEW USER**

Thank you for participating with Mass Youth Soccer!

- Under the *Commonwealth of Massachusetts State 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 register checks. Both checks are initiated when completing your annual Mass Youth Soccer adult registration. Adults are also required to complete concussion training bi-annually.
  
- 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
- [CORI Verification](#)

**SafeSport Abuse Prevention and concussion training help guides are available on the right-hand side of the [Adult Registration Process webpage](#).**

### **Before you begin:**

- Use the exact same spelling of your legal first and last name and the same email address when registering on the platforms outlined below (*ex: if your legal name is Jessica but you go by Jess, please use Jessica when registering*). This will ensure proper integration of systems 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?** Please contact the U.S. Soccer Connect support team at (855) 703-2558.

## **MASS YOUTH 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.

Adult Registration



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 system registrations.** Take note of your username & password: this is how you will 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.

To switch the primary contact, please click [Switch Primary](#).

Add All Your Adult Family Members To Be Registered

If there is no family member to be added, please click continue.

[Add New Family Member](#) [Continue >>](#)

Name	ID Num	DOB	Gender	Relationship	Edit
	78313-985282		F	No Relationship	<a href="#">Edit</a>

6. Next, click on the blue “Register as Coach/Admin” button 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; this picture will be printed on your credential).
- 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.
- If you are involved in more than three organizations, notify Mass Youth Soccer and we will add those organizations to your Adult Registration.

NOT NOW

Select Play Level

Play Level\*

Adult Registration

Personal Information

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

Gender\* Birthdate\*

Male

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

Address Information

Address Line 1\*

Address Line 2\*

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)

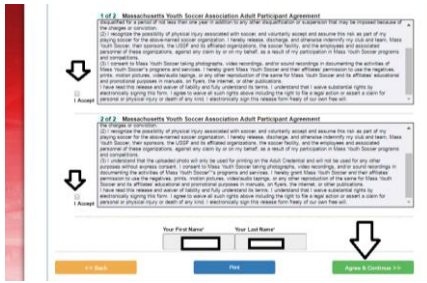
SECONDARY Please choose all roles that apply within your organization

President  Vice President

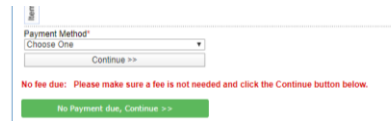
Treasurer  Secretary/Clerk

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

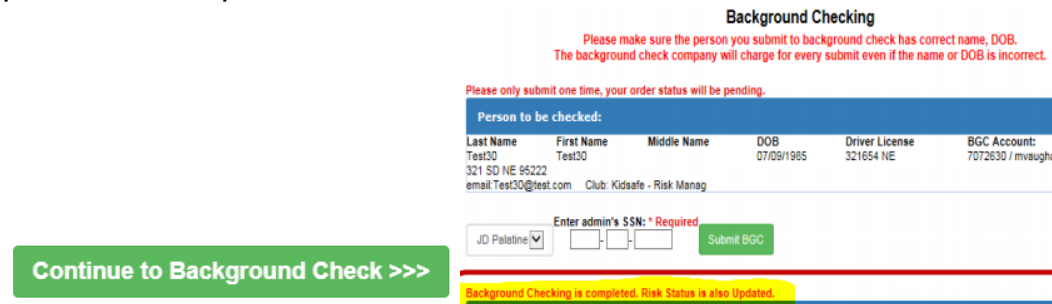
9. Fully read, initial, and accept the Electronic Legal Agreements and then click the green “Agree & Continue” button.



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.

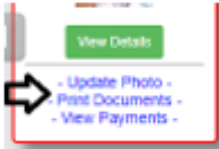
13. Click the green “Submit BGC” button to complete the process. **Background checks take 4-7 business days to process.**

**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](#).
2. Click on the "Print Documents" button under your photo.



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

Fall 2019 - Spring 2020

ADULT/CORI Registration

Admin

[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](#).*