



Adult Registration Help Guide - **RETURNING 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](#).

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.

If you have at any time registered online with Mass Youth Soccer and/or have parent information in U.S. Soccer Connect (USSC), you are a **returning user**.

- If you do not know your username or password, use the 'forgot password' function in the top left corner of the registration page. An email will be sent to you.
- **The email you receive will let you know if you are in the system** and will let you create your username and password; **do not create a new registration account.**
- For additional support, contact U.S. Soccer Connect Help Center at 855-703-2558.

How to complete your Mass Youth Soccer Adult Registration as a Returning User:

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. Enter your **Username and Password** and click on the green “Returning User” button.

4. Verify your information and edit as necessary. Click the green “Continue” button.

5. Click on the blue “Register as Coach/Admin” button across from your name.

Name	ID Num	DOB	Relationship	Registration
			Step-Mother	Register as Coach/Admin

6. Select Program as Adult/CORI Registration then press continue.

7. Review all information, update if necessary, and:
 - a. 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.
 - b. If you are involved in more than three organizations, notify Mass Youth Soccer and we will add those organizations to your Adult Registration.

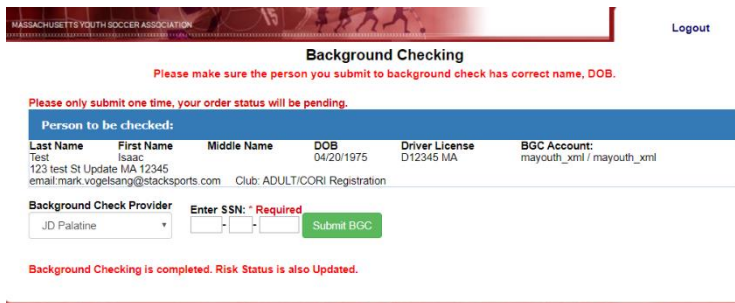
At the end of this page click the green Save and Next Page button.

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

9. On the next page, click the green “No Payment due, continue” button to move on to your National Background Check and COR1 submission.

10. If your background checks are expiring during this registration year, they are up for renewal. You may need to scroll down to see the green “Continue to Background Check>>>” button.

11. Click **SUBMIT YOUR BACKGROUND CHECK**. Make sure that you **see your name and date of birth** here; if not, stop and call the U.S. Soccer Connect support team. Full Social Security number is required.



MASSACHUSETTS YOUTH SOCCER ASSOCIATION Logout

Background Checking
Please make sure the person you submit to background check has correct name, DOB.

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:
Test	Isaac		04/20/1975	D12345 MA	mayouth_xml / mayouth_xml

123 test St Update MA 12345
email: mark.vogelsang@stacksports.com Club: ADULT/CORI Registration

Background Check Provider Enter SSN: * Required Submit BGC

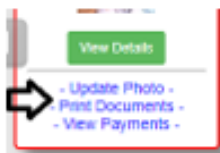
JD Palatine

Background Checking is completed. Risk Status is also Updated.

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.

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

- The CORI Verification is a one-time event unless you legally change your name.
- 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.

All information in this help guide can be found on the Massachusetts Youth Soccer Association website on the [Adult Registration Process webpage](#).