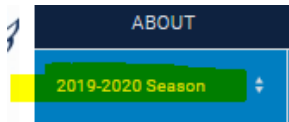


How to find CORI and National Background Check Clearance Information and Bulk Approve Photos, Abuse Prevention and Concussion Training Documents

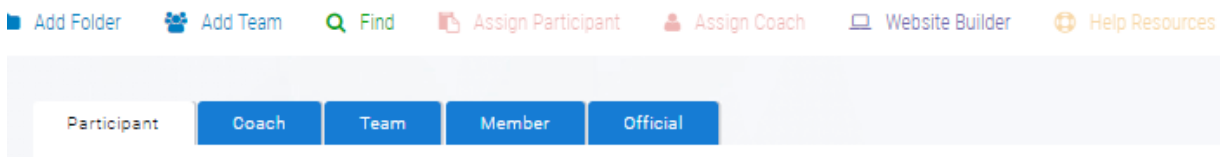
Note: National Background Check Status includes State and National Sex Offender Registry Searches

1. Log into your organization's U.S. Soccer Connect Administrator Registration website/URL and make sure you are in the current registration year.



2. Click on the light green, "Find" button.

3. Then click on the blue, "Coach" tab right below the Find button.



4. All your coaches will show below. Use the slide bar to slide across the screen until you see the CORI and, "BG Check" Risk Statuses and Expire date. You will also see the Photo (camera icon), Concussion (ambulance icon) and Abuse Prevention (person icon) Certificate of Approval information. You will also see the \$ icon that shows the adult as paid and the **Safety Certificate** (building icon) fields , **we do not use these two fields.**



How to update the Photo

1. Hover over the dots to see the status of the photo (see above photo), then click on the dot to update, crop or rotate the photo.

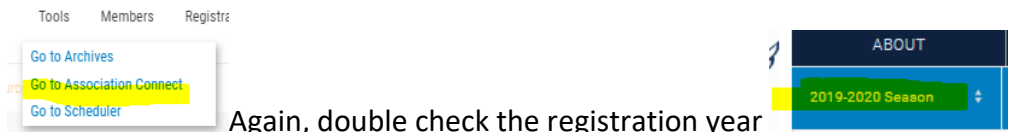
How to Bulk Approve the Photo, Concussion and Abuse Prevention Training documents

Note: If the adult takes the Abuse Prevention Training using the link provided from their U.S. Soccer Connect Adult Registration, they do not upload a Certificate of Completion and they are automatically approved; you will not see a certificate in the upload portal as it is a direct link to SafeSports.

Concussion training is different, the if the adult uploads a Center for Disease Control (CDC) Concussion Certificate of Completion that was taken during the current registration year, they will be automatically

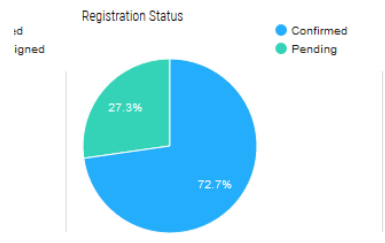
approved. If they upload a CDC Certificate of Completion with a date that does not match the current registration year an Administrator will need to review the uploaded Certificate and manually approve the adult.

1. Click on, "Tools" and click on Association Connect.

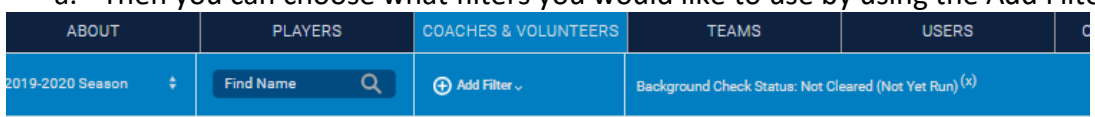


Again, double check the registration year

2. Click on the, "COACHES & VOLUNTEERS tab.
3. Then click on one of the circles



4. Clear all filters by clicking on the (x) by the Add Filter function.
 - a. Then you can choose what filters you would like to use by using the Add Filter function.



5. Click on the check box to the left of the adult's name for a single approval or check the box above the first adult's names to choose all.



Next look at the bottom of the page and click on the, "Status Update".



6. You will see the information to the side. You can choose what field you would like to update, or update all.

Support contact info

Club & League Connect: candlconnectsupport@stacksports.com

Team Connect: teamconnectsupport@stacksports.com

Support Phone: 866-892-0777

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

8/20/2019