

Adult Participants - Bulk Confirm Registrations

Adults registering online will be in a pending status waiting on their background check to be run. **Once an adult is confirmed by the organizations Administrator**, the adult is put into the background check processing queue and all Background Checks and Sex Offender Record Searches are processed. **The organization is billed for all confirmed adults.**

Note: You are required to complete a Fee Submission form found on the Mass Youth Soccer [Organization Registration](#) webpage and send it to the Mass Youth Soccer Association Registrar along with payment via USPS.

IMPORTANT: If your organization uses U.S. Soccer Connect as their registration system, in order to roster your coaches, they will need to be confirmed in Connect.

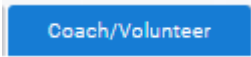
Follow the steps below to begin confirming your coach registrations:

1. Log into your organization's Administrative Website/URL
2. Select the main folder for your registration event in the Folder Tree on the left side of the page.



Test Adult Registration 2019- 2020

3. Click on the Coaches/Volunteer tab located to the right of the Registrants button.



Coach/Volunteer

4. Then click on the **Confirm Coaches/Volunteer** button.

REGISTRATION MANAGEMENT TOOLS



+ Add Coach / Volunteer



Confirm Coach / Volunteer



Find Coach / Volunteer



Print Forms

5. The Confirm Coaches screen will appear. Select a category or click Submit Page to see all pending coaches.

Confirm Registrants

Select Category

Show registrants for: All Categories



Submit Page

6. Check the Confirmed box.
7. Click Submit Confirm/Reject button.

NOTE: Once confirmed all Background Checks and Searches will be processed and **your organization will be billed for those adults.**

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

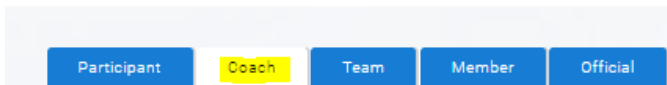
Adult Participants – Single Confirm Registration and ID Verify

Follow the steps below to begin confirming your coach registrations:

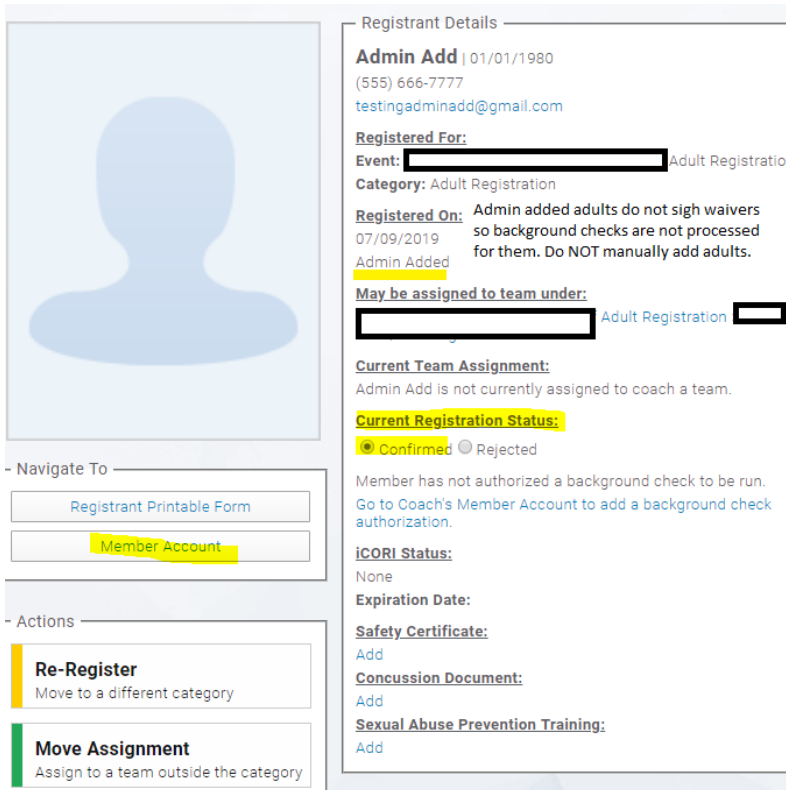
1. Log into your organization's Administrative Website/URL
2. Select the main folder for your registration event in the Folder Tree on the left side of the page.



3. Click on the green Find button located at the top of the page.
4. Next Click on the blue Coach tab. All your registered adults will be on the bottom half of this page.



5. Next, click on the adult's name, this brings you into their registration where you will find the Current Registration Status and can mark the adult as Confirmed.



Registrant Details

Admin Add | 01/01/1980
(555) 666-7777
testingadminadd@gmail.com

Registered For:
Event: [Redacted] Adult Registration
Category: Adult Registration

Registered On: Admin added adults do not sign waivers so background checks are not processed for them. Do NOT manually add adults.
07/09/2019
Admin Added

May be assigned to team under:
[Redacted] Adult Registration [Redacted]

Current Team Assignment:
Admin Add is not currently assigned to coach a team.

Current Registration Status:
 Confirmed Rejected

Member has not authorized a background check to be run.
Go to Coach's Member Account to add a background check authorization.

iCORI Status:
None

Expiration Date:

Safety Certificate:
Add

Concussion Document:
Add

Sexual Abuse Prevention Training:
Add

Navigate To

Registrant Printable Form

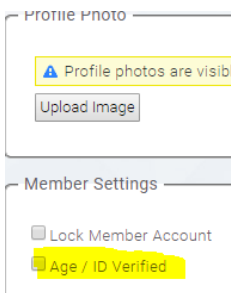
Member Account

Actions

Re-Register
Move to a different category

Move Assignment
Assign to a team outside the category

6. You can also click on the Member Account button located under the adult's photo and ID Verify the Adult.



Profile Photo

Profile photos are visible

Upload Image

Member Settings

Lock Member Account

Age / ID Verified