How to Register an Under 18 Player with Registration Data in Sports Connect as an Adult Participant

This is a two-step process:

- **Step One (Administrators or Sports Connect): Create a Parent Record for the Player**
- **Step Two (Parents/Guardians): Under 18 Adult Registration**

The final page of this guide explains the additional training requirements and next steps for these registrations. Click here to jump to this section.

**Step One: Create a Parent Record for the Player.**

*Use these instructions if:* the individual under 18 years of age has ever been or is currently registered under your organization as a player and must now register as an adult.

*If the individual under 18 years of age continues to coach in subsequent seasons, you do not need to create an additional account. They should follow Step Two in this document using the same username that was initially created for them.*

➔ If you can’t find a player registration, they must register with your organization as a player and that registration must be in the Mass Youth Soccer registration database.

➔ The Under 18 must be registered as a player prior to completing step one.

For trouble with this process or any registration issues, you must contact the Sports Connect Support Team at (855) 703-2558 for assistance.

The organization’s administrator will:

1. Log into Sports Connect.
2. Go to Player Lookup.
3. Select Season as “All Seasons.”
4. Enter the player’s name in the “Search For” box and click “Search”.

5. Click on the player’s name to enter their record.
6. Click on the “Parents” tab in the record.
7. Click on the “Add Parent” button.

8. Click “Add New Parent/Guardian.”

9. Enter the player’s name and gender. Choose “N/A” for “Relationship to Child.” You must add the player’s or parent/guardian’s email address. This will allow the parent/guardian to register the participant, use the password recovery function, and when possible trigger auto verification of required trainings.

10. Click “Edit” in the line of the newly created profile labeled “No Relationship.”

11. Create a new parent profile for the individual. You must add a username, create a password, and click update. This will be the login information that the parent/guardian will use to complete their player’s Mass Youth Soccer adult registration.
a. The password requirement is minimum of 7, maximum of 8 characters and must include one number and one capital letter. If you run into any issues, contact the Sports Connect support team.

b. For security reasons, the registrant should change the password once they are finished registering.

**Additional Information on Process & Training Requirements**

**Under 18 coaches are required to have an adult that is in fulfillment of all Mass Youth adult risk management requirements on the sideline.**

**SafeSport Abuse Prevention Training**
- Not required for under 18 adult registrants.
- Administrators will upload the "Under 18 Approved SafeSport" document to satisfy the SafeSport requirement. This will allow for the printing of their adult credential.
- Registrants turning 18 during the registration year should take the SafeSport training with parental consent when completing their initial registration.

**Concussion Training**
- Completion of this requirement is required.

**Background Checks**
- No background checks are processed on registrants under 18.
- They will receive a risk status of “Under 18 Approved” with the expiration date of their 18th birthday.

**Once the participant turns 18**
- Their risk status changes to expired and they must re-register linking to that same adult registration in Sports Connect (do not create a new adult registration). This will initiate their now required background checks.
- They are now required to complete the SafeSport Abuse Prevention Training.
How to Complete the Mass Youth Soccer Adult Registration Process

Step Two: Under 18 Adult Registration (with help of parent/guardian)

The under 18, with the help of a parent/guardian, will use the newly created username and password that was given to them to register. Below are step-by-step instructions on how to register online with Mass Youth Soccer.

1. Click on the Mass Youth Soccer Adult Registration portal.
2. Click on the Register Now button.
3. Click on “Login with Username” and add username and password.
4. Click “Login.”
5. You will see the registration season and registration type “ADULT/CORI Registration” - Click on the green “Continue>>” button.
6. Review the information and update if necessary, then click on the green “Continue>>” button again.
7. Click on the “Register as Coach/Admin” button.
8. Select Program as “Adult/CORI Registration.”
9. Upload a clear head shot photo of the registrant.
10. Fill in all the information.
11. Click on “Save & Next Page.”
12. Agree to all electronic legal agreements and waivers. Click “Agree & Continue>>.”
13. Click on “No Payment Due, Continue >>.” If you are under 18, you are done for now.
14. Once the risk status changes to expired (on 18 birthday), the now 18-year-old must re-register using the same username and password linking them to this adult registration in Sports Connect (do not create a new adult registration). This will initiate their now required background checks.
15. Once 18 years old, the participant is also required to take SafeSport Abuse Prevention training.
16. If you are 18, you will continue to background checks. Make sure to add your full social security number and click the “Submit” button at the end of the process.
IMPORTANT INFORMATION REGARDING NEXT STEPS:

Registrants under 18 are required to have an adult that is in fulfillment of all Mass Youth Soccer adult risk management requirements (credentialed) on the sidelines at all times.

**Risk Status:** Under 18s will receive a risk status of “Under 18 Approved” with the expiration date of their 18th birthday. On their 18th birthday, the risk status changes to expired, and they must re-register linking to that same adult registration in Sports Connect (do not create a new adult registration). This will initiate their now required background checks.

**Background Checks:** background checks are not processed on registrants under 18 years of age. Once they turn 18 and re-register (as noted above), that process will initiate their newly required background checks. It is the responsibility of the organization’s administrator to keep track of the risk expire dates and ensure that the adult completes both their newly required adult registration (to initiate background checks) and if not already done, their SafeSport training.

**SafeSport Abuse Prevention Training:** SafeSport training is not required for registrants under 18 years of age. Administrators will upload the Under 18 Approved document into the registrant's Sports Connect account to satisfy the SafeSport requirement and allow for credential printing.

If the registrant is turning 18 during the registration year, they should take the SafeSport training with parent/guardian consent when completing their initial registration.

**Concussion Training:** concussion training is a requirement for all registrants, regardless of age. We accept either the USSF Learning Center Introduction to Safe and Healthy Learning Environments course (preferred) or the Centers for Disease Control (CDC) Heads Up course. Both are managed differently and the appropriate help guides must be reviewed.

- **Help Guides:** help guides for the SafeSport Abuse Prevention training, CDC concussion training and U.S. Soccer Learning Center concussion training are available on the Adult Registration Process webpage.