



## How to Register an Under 18 Player with Registration Data in U.S. Soccer Connect as an Adult Participant

This is a two-step process:

- [Step One \(Administrators\): Create a Parent Record for the Player](#)
- [Step Two \(Parents\): How to Complete the Mass Youth Soccer Adult Registration Process](#)

### Step One: Create a Parent Record for the Player

Using the player's registration to create a parent record. This is the only way the player can register which will allow them to initiate background checks once they reach 18 years of age. Administrators, use these instructions if:

- The under 18 years of age player has ever been or is currently registered under your organization and must now register as an adult.

If no registration history is found, the player's parent can create a new account. **NOTE: If you know that the player has registration data in the system under a different organization, you or the parent can contact the U.S. Soccer Connect support at (855) 703-2558 for assistance.**

The organization's administrator will:

1. Log into [U.S. Soccer 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.

- Click on the "Parents" tab in the record.

Edit Player

Billy Test

37763-635324

Player Information | Historic Data | Preferences | Applications | Transfer | **Parents** | Disciplinary | Events

Legal First Name\*Middle / Initial Legal Last Name\* Suffix  
 Billy Test

- Click on the "Add Parent" button.

billy test

37763-635324

Player Information | Historic Data | Preferences | Applications | Transfer | **Parents** | Disciplinary | Events

Parents / Guardians

Name	Relation	Primary	NG*	
John Test	No Relationship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">edit</a>

\* check Not a Guardian to exclude contact from player form printing

Shown on the left are all the parents/guardians of this player.

Please select a parent/guardian to edit or remove from the left, or use the Add Parent button below to add another parent.

[Add Parent](#)

- Click "Add New Parent/Guardian."

**Add Additional Member to Existing Family Account**

Add extra family members then click Edit to update detail info.

**Account Primary Contact**

Name: John Test  
 Address: 123 test St Update, MA 12345  
 Phone: (123) 456-7890(h) (123) 456-7890 (c)  
 Email: mrelic@mayouthsoccer.org

**Family Members**

IDNum	FirstName	MiddleName	LastName	DOB	Relationship	Edit
69976-257063	John		Test	01/05/1980	No Relationship	<a href="#">Edit</a>
37763-635324	Billy		Test	07/01/2004	Player	<a href="#">Edit</a>

[Add New Player](#) [Add New Parent/Guardian](#)

- Enter Player's Name and Gender. Choose "N/A" for "Relationship to Child." Add player's email address to allow for password recovery and when possible, SafeSport auto verification.

**Add Additional Member**  
 Add extra family member

**Account Primary Contact**

Name: John Test  
 Address: 123 test St Update, MA 12345  
 Phone: (123) 456-7890(h) (123) 456-7890 (c)  
 Email: mrelic@mayouthsoccer.org

**Family Members**

IDNum	FirstName	MiddleName	LastName	DOB	Relationship	Edit
69976-257063	John		Test	01/05/1980	No Relationship	<a href="#">Edit</a>
58467-153898	Billy		Test	07/01/2004	Player	<a href="#">Edit</a>

[Add New Player](#) [Add New Parent/Guardian](#)

**New Parent or Guardian Info:**

First Name\* Initial Last Name\* Suffix  
 Billy Test

Relationship To Child\* Gender\*  
 N/A Male

Address  
 123 test St

City State Zipcode  
 Update Massachusetts 12345

Country  
 United States of America

Home Phone Number  
 Work Phone Number  
 Cell Phone Number  
 Email

- Click "Edit" in the line of the newly created profile labeled "No Relationship."

**Add Additional Member to Existing Family Account**

Add extra family members then click Edit to update detail info.

**Account Primary Contact**

Name: John Test  
 Address: 123 test St Update, MA 12345  
 Phone: (123) 456-7890(h) (123) 456-7890 (c)  
 Email: mrelic@mayouthsoccer.org

**Family Members**

IDNum	FirstName	MiddleName	LastName	DOB	Relationship	Edit
69976-257063	John		Test	01/05/1980	No Relationship	<a href="#">Edit</a>
58467-153898	Billy		Test	07/01/2004	Player	<a href="#">Edit</a>
90506-152589	Billy		Test		No Relationship	<a href="#">Edit</a>

[Add New Player](#) [Add New Parent/Guardian](#)

11. Create a new parent profile for the individual. Add the email address as the username, create a password, and click update. This will be the login information that the parent will use to complete their child'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.
  - b. For security reasons, the registrant should change the password once they are finished registering.

The screenshot shows a registration form with the following sections:

- Profile Uploads:** Profile Photo, SafeSport, Concussion Certificate.
- Personal Information:** Legal First Name (Billy), Middle / Initial, Legal Last Name (Test), Suffix, Business Title, Alias (Nickname).
- Address:** Address 1 (123 test St), Address 2, Address 3.
- Contact:** Home Phone, Work Phone, Mobile Phone, SMS, Email Address.
- Additional Info:** Country (United States of America), State/Province (MA), Zip / Postal Code (12345), Gender (Male), Years Coaching Experience.
- Relationship:** Relationship to children (No Relationship), Alt Admin ID#.
- Additional Information Required:** (Empty field).
- Password Section (highlighted in red):**
  - User Name
  - Password (Only input a password if you want to change the users password.)
  - Confirm Password (The password and the confirm password fields must match.)

Buttons at the bottom: Cancel, Update. Profile created: 9/16/2021 10:28 AM.

**Note:**

- Under 18 coaches are required to have a credentialed adult (an adult that is in fulfillment of ALL Mass Youth adult risk management requirements) on the sideline.
- SafeSport training is not required for under 18 adult registrants.
  - Registrants turning 18 during the registration year should take the SafeSport training with parental consent when completing their initial registration.
- Administrators will upload the - [Under 18 Approved SafeSport document](#) to satisfy the SafeSport requirement. This will allow for the printing of their adult credential.
- Concussion training is required.
- Background checks will not be processed on under 18 individuals.
- This risk status is provided with a risk expiration date of their 18th birthday and on that day, they will go into the risk status of expired.
- Once the risk status changes to expired, the now 18-year-old, must reregister as a returning user linking to that same adult registration in U.S. Soccer Connect (**do not create a new adult registration**). This will initiate their now required background checks.
- Once 18, the adult participant is required to take SafeSport Abuse Prevention training.



## How to Complete the Mass Youth Soccer Adult Registration Process

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

The under 18, with the help of a parent, 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 [Adult/CORI Registration portal](#).
2. Add Username and Password.
3. Click on the green “Continue” button.
4. Click on “Edit” for the No Relationship account with your name (scroll up for popup form to edit).
5. Complete all requested information making sure to add your phone number.
6. Click “Save”.
7. Click on the green “Continue>>” button.
8. Click on the “Register as Coach/Admin” button across from your name.
9. Select Program as “Adult/CORI Registration.”
10. Upload a clear head shot photo of the registrant.
11. Fill in all the information.
12. Click on “Save & Next Page.”
13. Agree to all electronic legal agreements and waivers. Click “Agree & Continue>>.”
14. Click on “No Payment Due, Continue >>.” **If you are under 18, you are done for now.**
15. Once the risk status changes to expire (on 18 birthday), the now 18-year-old must re-register as a returning user linking to that same adult registration in [U.S. Soccer Connect](#) (do not create a new adult registration). This will initiate their now required background checks.
16. Once 18 years old, the participant is also required to take SafeSport Abuse Prevention training.
17. **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.

**The U.S. Soccer Connect Help line number is (855) 703-2558.**

- Note: *Under18 registrants are required to have an adult that is in fulfillment of all Mass Youth Soccer adult risk management requirements (credentialed) on the sideline at all times*

- Background checks will not be processed on them
- SafeSport training is not required; for under 18 adult registrants, administrators will upload the Under 18 Approved document to satisfy the SafeSport requirement
- **If the registrant is turning 18 during the registration year, they should take the SafeSport training with parental consent when completing their initial registration.**
- The under 18 *will* have to satisfy the concussion training requirement.

Help guides for all SafeSport Abuse Prevention training, CDC concussion training and U.S. Soccer Learning Center concussion training are all available on the right hand side of the [Adult Registration Process webpage](#).