



Massachusetts Youth Soccer Association

Adult Registration and Required Training Help Guide - Returning User

Bulleted points below are hyperlinked to help guides within this document.

- Under the Commonwealth of Massachusetts State Law, all adults (persons age 18 and older) are required to be CORI Approved prior to working with children.
- Due to new U.S. Soccer/Mass Youth Soccer policies all adults are also required to have a national background check;
 - includes both State and National Sex Offender Registry checks.
 - Both background checks are initiated when completing your Annual [Massachusetts Youth Soccer Adult Registration](#).
- Adults must also complete the [SafeSport abuse prevention training](#).
 - Instructions are on page 5 of this document.
- Adults must also complete [concussion training](#).
 - Centers for Disease Control Concussion training is on page 6 of this document.
- And be verified/approved in the registration system for all requirements noted above, prior to working with the children.
- [In addition, you must be CORI Verified](#)

IMPORTANT PLEASE READ FIRST:

Returning User: Have at any time registered online with Mass Youth Soccer.

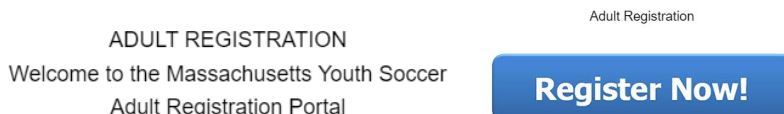
***If you are unsure on whether you have registered with Mass Youth Soccer before, please contact the U.S. Soccer Connect support team at (855) 703-2558. ***

If you registered with Mass Youth Soccer previously and **do not know your username** or password:

1. **Use the forgot password** function in the top left corner of the registration landing page **and wait for an email to be sent to you.**
2. **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.**
3. The U.S. Soccer Connect Help Center is also available by clicking on the "**Help Center**" link in the top left corner of the registration landing page.

How to complete your Adult Registration as a Returning User:

1. After you fully read this help guide, to start the process click on the” [U.S. Soccer Connect Adult Registration Portal](#) ” Link.
2. Once you click on the Adult Registration link, you will see, “Welcome to the Massachusetts Youth Soccer Adult Registration Portal”. **Please read all information that has been provided** to you, as this will make the process go quicker. Then click on the, “Register Now” (blue) button found at the bottom of the Adult Registration landing page.



3. Next enter your **Username and Password** and click on the **green**, “Returning User” button.

4. Verify your information **and edit if need be**.
5. After you review your information and if all information is correct, click the green continue button.

6. Next click on the blue button, “Register as Coach/Admin” button across from your name.

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

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

8. Check or update the information and make sure to **select all organizations** you will be volunteering/coaching for, and the role(s) that you have within those organization(s). You can add up to three organizations. If you are involved in more than three organizations, notify Mass Youth Soccer and we will add them to your Adult Registration for you. **At the end of this page click the green Save and Next Page button.**

9. Please read and complete all questions. **Make sure to accept all the Electronic Legal Agreements.** If your Risk Status is set to expire during this registration year you will move on to the **National Background check submission.**
- Under the legal agreements, you will see **two boxes**, you should see **your name in those boxes**. If you do not see your name, background checks cannot be processed. Do NOT continue, call the U.S. Soccer Connect help line. Once issue is resolved, log back in with your new username and password to complete the process. Then, Click the green “Agree & Continue” button.

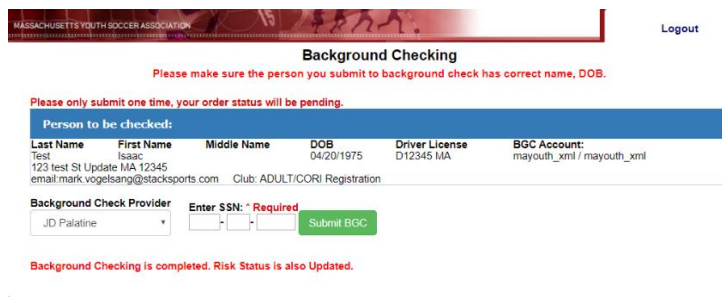
10. Next click on the “No Payment due, Continue” button.

11. If **your background checks are expiring during this registration year**, they are up for renewal, and you will see the green “Continue to Background Check>>>” button.

12. Make sure to SUBMIT YOUR BACKGROUND CHECK.

[Continue to Background Check >>>](#)

Also, make sure 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: JD Palatine Enter SSN: Required - -

Background Checking is completed. Risk Status is also Updated.

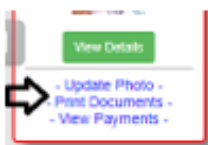
CORI VERIFICATION INFORMATION

If you have not previously done so (**CORI Verification is a one-time event**), print the **CORI Acknowledgement Form** and bring it to your local organization's Risk Manager along with a government issued photo ID for verification purposes.

- a. If your organization has already marked you as CORI Verified, you do not need to take any action.

If you did not print the CORI Acknowledgement form at the time of registration and need to do so:

1. **log back into your My Account** and click on "Print Documents" button under your photo .



2. You will then be presented with a pop-up PDF labeled as a receipt, this is your CORI Acknowledgement form.

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.

To log into your account, click [here](#).

SAFESPORT ABUSE PREVENTION AND CDC CONCUSSION INFORMATION

You are required to complete SafeSport Abuse Prevention and the concussion trainings. **The links to SafeSport and Center for Disease Control (CDC) training are in your “My Account” adult registration under the “Certificates” tab.**

SAFESPORT ABUSE PREVENTION TRAINING

SafeSport is a yearly requirement; the first course is Core training (1.5 hours).

- Adult Participants that continue to participate must complete a refresher course on an annual basis (20 minutes), beginning the calendar year after completing the SafeSport Trained Core training.
- Every four years, Adult Participants will complete the SafeSport Trained Core training.
- NEW: Mass Youth Soccer Adult Registration/U.S. Soccer Connect is now connected to the U.S. Soccer Learning Center.
 - U.S. Soccer Connect goes directly to SafeSport/U.S. Soccer Learning Center to find your completed training, you do not upload your certificate of completion; **however, to be auto approved, you must have the exact same first and last name and email address in both your adult registration and SafeSport/U.S. Soccer Learning Center accounts.**

- **RETURNING SafeSport USERS, read step 4 a, then click on the link in # 3.**

1. **NEW USERS, to create your SafeSport account, you MUST use the exact same first and last name and email address you used for your Mass Youth Soccer registration.**
 - If you do, your certificate will be automatically saved to your Mass Youth Soccer account.
 - If you do not use the same name and email address, you will need to upload your certificate to [your Mass Youth Soccer account](#).

2. **Copy this Access Code: YC3E-6P5G-YYIL-CS2M**

3. **Go to [SafeSport](#)**

4. **NEW USERS: In the pop-up window (Add Membership – U.S. Soccer), paste that access code into the "Access Code" field, then click "Save".**

4 a - NOTE FOR RETURNING USERS: If you have a SafeSport account, click the “Cancel” button. In the next window, click the “Sign in” link at the top-right side of the page.

SIGN IN → Once signed in, you are presented with your completed and available training. You can also update your email address along with other account information.

5. Add all required information to create your account and save it.

6. **SafeSport will send an email to verify the account;** log back into your SafeSport account and begin the training.
 - a. **Download your certificate of completion.**
 - b. If not auto approved in 24 hrs., upload your certificate for manual verification/approval.
 - c. **To upload certificate: Log into your Mass Youth Soccer Adult Registration, “My Account”:**
<https://mayouthsoccer.sportsaffinity.com/Foundation/Login.aspx?sessionguid=> and follow the direction noted in # 3 under concussion training.

NOTE: You will not see an expiration date for trainings in your adult registration account. The expiration date is based off the policy information; SafeSport training must be taken anytime within the calendar year of which the adult is registering into i.e., Fall 2021 – Spring 2022 training must have been completed January 1, 2021, or later... If you see a cloud with an upload arrow, it is time to take/retake that training. If you see a ✓ and the word verified, you cannot upload your new certificate and may be all set for this registration year. If you are unsure how to proceed, or need assistance, contact your organizations Risk Manager.

For SafeSport Technical support: Issues with online training access, please contact the Online Training Help Desk at (720) 676-6417.

CONCUSSION TRAINING

Centers for Disease Control (CDC) or U.S. Soccer Safe and Healthy Playing Environment courses

Concussion Training Policy Info - Mass Youth Soccer has a two-year approval policy.

- If you completed your training June 1st or later, of the prior year you are registering into, you are in fulfillment of the Mass Youth Soccer policy of two years, i.e., for Fall 2021 – Spring 2022 training must have been completed June 1, 2020, or later.
- You must check with your local organization as your league may have a one-year policy.

NEW: For the 2021 - 2022 registration year - along with the Centers for Disease Control (CDC) Heads Up concussion course, Mass Youth Soccer also accepts the U.S. Soccer Learning Center concussion training (Safe and Healthy Playing Environment Course).

- U.S. Soccer Connect goes directly to the U.S. Soccer Learning Center to find your completed Safe and Healthy Playing Environment course training. You do not upload your certificate of completion; **however, to be auto approved, you must have the exact same first and last name and email address in both your adult registration and U.S. Soccer Learning Center accounts.**
- CDC Certificates of completion **must be uploaded into your adult registration account.** Please read all information carefully prior to clicking on the course training link.

The CDC concussion course is administered in the CDC TRAIN site; new in 2020. The **CDC How to create a new account** link is in your adult registration account and # 2 below.

How to complete your Centers for Disease Control Concussion Training and Upload your Certificate of Completion

It will save you more time if you read both this, and the CDC training help guide.

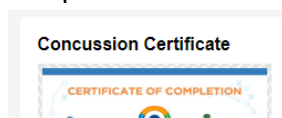
If you have a current CDC Train account (prior to March 1, 2020), use the link below to log in to take the coaches version of the training.

CDC Train Concussion Course: <https://www.train.org/cdctrain/course/1089818/>

1. New users: [Log](#) into your Mass Youth Soccer Adult Registration account (“My Account”) and clicking on the **“Certificates”** tab.



2. Next, click on the [CDC.gov/headsup](https://www.cdc.gov/headsup) link (help guide) to review the instructions on how to create an account which also includes the link to take the course.
 - a. To start the training, you will select **“a”** on the lower section of page three of the help guide, **“coaches’ version”**: <https://www.train.org/cdctrain/course/1089818/>
3. Once you have completed the concussion training you are required to upload your certificate of completion. This is done by:
 - a. [Logging back](#) into your “My Account” and then clicking on the **“Certificates”** tab.
 - b. Next, click on the **“Concussion Certificate”** box to upload your Certificate of Completion.



You are all set; just notify your participating organization’s Administrator so they can mark you as Verified/Approved.

The screenshot shows the 'Certificates' section of a user account. At the top, there are two 'View Details' buttons with dropdown menus for 'Update Photo', 'Print Documents', and 'View Payments'. Below these are navigation tabs: Personal Info, Applications, Details, Certificates (selected), Licenses, Teams, Events, Referee Schedules. The 'Certificates' section contains instructions on how to upload a certificate and lists two certificates:

- Driver License:** Do NOT upload your driver's licence. Upload date: Verified: Not Verified. Expires: [down arrow].
- SafeSport:** Course Status Last Updated: N/A. Full Course: Not Started. Refresher Course: Not Started. Refresher Course 2: Not Started. Upload date: 04/10/2020. Verified: 04/10/2020. Expires: [down arrow]. Note: Do NOT upload a document. Your local Risk Manager will upload a Proof of Verification document - NOT your CORI Acknowledgement form.

At the bottom, there are two boxes: 'Concussion Certificate' and 'CORI Verified'. Arrows in the original image point to the 'View Details' buttons and the 'Concussion Certificate' box.

NOTE: You will not see an expire date in your adult registration account for these trainings. The expire date is based off the policy information listed above. If you see a cloud with an upload arrow, it is time to take/retake that training. If you see a ✓ and the word verified, you cannot upload your new certificate and may be all set for this registration year. If you are unsure how to proceed, or need assistance, contact your organizations Risk Manager.

For CDC Concussion Training Support: CDC TRAIN Administrator: TRAIN@cdc.gov

For registration account help call the **US Soccer Connect Help line at 855-703-2558** or contact your participating organization's Registrar or Risk Manager.

To log into your account, click [here](#)

All information above can be found on the Massachusetts Youth Soccer Associations website at www.mayouthsoccer.org by hovering over the **ADMINISTRATION** tab, then click on the Adult Registration webpage link. This will bring you to the [Adult Registration Process webpage](#).