



## Massachusetts Youth Soccer Association

### Adult Registration and Required Training Help Guide

#### Returning User

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. This is completed by registering directly with Massachusetts Youth Soccer Association. 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) processed on their behalf and must complete the SafeSport abuse prevention training along with the Center of Disease Control (CDC) concussion training and also be approved for all prior to working with the children.

#### **IMPORTANT PLEASE READ FIRST:**

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

1. If you were **registered in the legacy U.S. Soccer Connect system for the Fall 2019 - Spring 2020** registration year. Note, if this is your first online registration with Mass Youth Soccer, you will not have a username or password.
2. If you were previously registered with Mass Youth Soccer in the old Affinity system that is now the New U.S. Soccer Connect system.

Those of you that registered with Mass Youth Soccer for the **first time last year in the legacy U.S. Soccer Connect system** and those that **do not know their username** or password but were previously registered in the old Affinity system:

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. **Unsure** on how to proceed, **call the U.S. Soccer Connect Help Line at (855) 703-2558.**
4. 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.

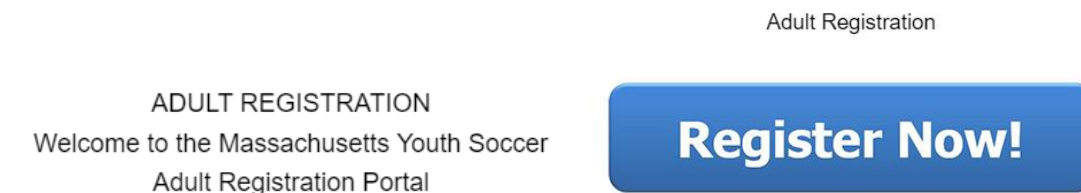
**Important:** If you see your name multiple times, to register, **choose the record that shows your date of birth.** Once registered, you can contact U.S. Soccer Connect to verify or remove duplicate information.

## How to complete your Adult Registration as a Returning User:

1. After you fully read this help guide, to start the process please go to the Massachusetts Youth Soccer Associations website at [www.mayouthsoccer.org](http://www.mayouthsoccer.org) and hover over the **ADMINISTRATION** tab, then click on the Adult Registration webpage link. This will bring you to the [Adult Registration webpage](#), where you will then click on the "[U.S. Soccer Connect Adult Registration Portal](#)" link that is located at the bottom of the page.



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 click on the **green**, "Returning User" button. **Username and Password are needed for Returning Users.**

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.

Register Only Members Who Participate This Season ( Fall 2020 - Spring 2021 )

Name	ID Num	DOB	Relationship	Registration
			Step-Mother	Register as Coach/Admin
			No Relationship	Register as Coach/Admin

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

8. Check or add all 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). At this point you can add up to three organizations. If you are involved in more than three organizations, please let us know 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.**

The screenshot shows a registration form with two main sections. On the left, the 'Select Play Level' section has a dropdown menu set to 'Adult Registration'. Below it is the 'Personal Information' section with fields for 'Legal First Name', 'Initial', 'Legal Last Name', 'Suffix', 'Gender', and 'Birthdate'. There is a link to upload a photo. The 'Address Information' section includes fields for 'Address Line 1', 'Address Line 2', 'City', 'State/Province', 'Zip/Postal Code', 'Home Phone', 'Cell Phone', 'Work Phone', and 'Fax'. On the right, the 'Program Additional Information' section has a dropdown for 'Please select your primary organization' and two sections for selecting roles (President, Treasurer, Registrar, Director, Head Coach, Team Manager, Referee) for both primary and secondary organizations. Arrows point to the 'Adult Registration' dropdown and the primary organization dropdown.

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, you have signed into your family account using a family members username and password. Background checks cannot be processed for you in this case. Call the U.S. Soccer Connect help line and have them update your username and password in your registration account prior to continuing. Once updated, log back in with your new username and password to complete the process. Then, Click the green “Agree & Continue” button.

The screenshot shows the 'Accept ELA' screen. At the top, there are navigation links: 'Add Family Member >>', 'Create Registration >>', 'Accept ELA >>', 'Make Payment >>', and 'Print Form'. Below these are two identical legal agreement boxes. Each box contains the following text:
 

1 of 2 Massachusetts Youth Soccer Association Adult Participant Agreement

I understand that the uploaded photo will only be used for printing on the Adult Credential and will not be used for any other purposes without express consent. I consent to Mass Youth Soccer taking photographs, video recordings, and/or sound recordings in documenting the activities of Mass Youth Soccer's programs and services. I hereby grant Mass Youth Soccer and their affiliates permission to use the negatives, prints, motion pictures, video/audio taping, or any other reproduction of the same for Mass Youth Soccer and its affiliates' educational and promotional purposes in manuals, on flyers, the internet, or other publications.

I have read this release and waiver of liability and fully understand its terms. I understand that I waive substantial rights by electronically signing this form. I agree to waive all such rights above including the right to file a legal action or assert a claim for personal or physical injury or death of any kind. I electronically sign this release form freely of my own free will.

I Accept

 Below the boxes are fields for 'Your First Name' and 'Your Last Name'. At the bottom, there are three buttons: '<< Back', 'Print', and 'Agree & Continue >>'. A green arrow points to the '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.

**Continue to Background Check >>>**

12. **Make sure to SUBMIT YOUR BACKGROUND CHECK.**

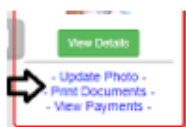
Also, make sure you **see your name and date of birth** here; if not, refer to number 9. Full Social Security number is required.

13. 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.

- CORI Verification is a one-time event.** 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:

- log back into your My Account** and click on “Print Documents” button under your photo .



- 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 INTO YOUR ACCOUNT.** Your organization's Risk Manager will upload a CORI Proof of Verification Document for you.

## **SAFESPORT ABUSE PREVENTION AND CDC CONCUSSION INFORMATION**

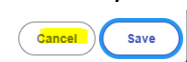
### **SAFESPORT ABUSE PREVENTION TRAINING**


Next, as noted above, you are required to complete the SafeSport Abuse Prevention and the Center for Disease Control (CDC) concussion trainings. **The link to each required training is in your "My Account" adult registration under the "Certificates" tab.**

**SafeSport** is a yearly requirement. You must take the initial course that is approximately 1&1/2 hours long; then a refresher course that is approximately 25 minutes long each year of participation. U.S. Soccer Connect goes directly to U.S. Soccer (API feed) to retrieve your course data. **You must use the same first and last name and email address for both your adult registration account and SafeSport training account and have chosen U.S. Soccer as your affiliated NGB to be auto approved.** It is recommended that you download your certificate of completion and save it to your computer. If you are not **auto approved/verified within 24 hours of course completion, please upload your Certificate of Completion for your organizations Risk Manager to manually approve.**

1. If you have never completed this training, **copy the Access Code** that is directly under the SafeSport training link and continue to step 2.

- a. If you already have a SafeSport account listing U.S. Soccer as your NGB, click on the link you see in your account, then the "Cancel" button on the landing page,



, then click on the "SIGN IN" link at the top of the page  to sign into your account and take the training that is available to you. At this point you can update your email address and other account information.

**Safe Sport:**


<https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c4>

**Access code:** YC3E-6P5G-YYIL-CS2M

2. Click on the SafeSport link that brings you to the "Add Membership" popup for U.S. Soccer

**IMPORTANT:** This button must be clicked so Connect knows to listen to Safe Sport for when you complete your Safe Sport online training.

3. Paste the access code into the popup and click on "Save" button at the bottom.

4. Add required information. **IMPORTANT:** Your first name, last name, date of birth, gender, **AND email** must match the information input in both SafeSport and your Adult Registration to auto approve/verify completed courses.
  - a. Again, if you have already created a SafeSport account, it will notify you that an account already exists and prompt you to log in by click on the “SIGN IN” link at the top of the page  . Once signed in verify that you have U.S. Soccer listed as your NGB. You will be presented with both the trainings that you completed and new ones that are available to you.
5. Continue through the steps to certify membership and complete the creation of an account with SafeSport.
6. After saving the information, **SafeSport ASO** will send an email to verify the account, you can then log back in and begin the training.
7. When you log back into your account, you will find the SafeSport Trained course.
8. Upon successful completion of the SafeSport Certification module on the SafeSport website coaches may be auto approved/verified in Connect (if using the U.S. Soccer Connect link and matching criteria has been entered) and would not upload a Certificate of Completion; however, if you are **not auto-approved/verified within 24 hours of course completion, upload your Certificate of Completion for your organizations Risk Manager to manually approve.**

**IMPORTANT:** The coach must complete the full Safe Sport module to be auto approved and receive their Safe Sport Certified Master Certificate. You must **FIRST** click the “**Begin Safe Sport Training**” button in Connect and **THEN** complete your Safe Sport online training.

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

## **CENTERS FOR DISEASE CONTROL (CDC) CONCUSSION TRAINING**

**CDC Concussion training - Mass Youth Soccer** has a two-year approval policy.

- If you took your training any time June 1, 2020 or after you are in compliance for the next two registration years.

You must check with your local organization as your league may have a one-year policy.

CDC Certificates of completion **must be uploaded into your adult registration account no matter how it is completed.** Please read all information carefully prior to clicking on the course training link.

First, note there are **\*New Instructions for CDC Concussion Training\***

**As of March 1, 2020, you are unable to use your login information from last year's course.** The course is being administered in a new system called CDC TRAIN; all adults will need to establish a new account with a new login and password to access the HEADS UP to Youth Sports Training. The link in your adult registration account and at the bottom of this document will show everyone how to create an account through CDC Train. If you created an account after March 1, 2020 you can use the link below and log into your existing account.

**Prior to creating your account, please read all instructions below.**

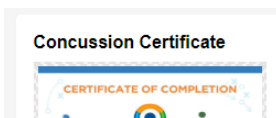
## **How to complete your Centers for Disease Control Concussion Training and Upload your Certificate of Completion**

1. You can find the link to the instructions which includes the link to take the concussion training course, by logging into your Mass Youth Soccer Adult Registration account ("My Account") and clicking on the **"Certificates"** tab.

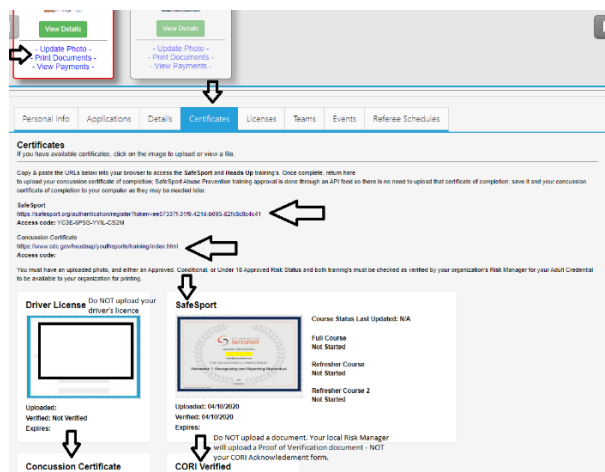


2. Once you click on the Certificates tab, you can click on the CDC .gov/headsup link to review the instructions on how to create an account which also includes the link to take the course.
  - a. Please use the same first and last name and email address for both the Adult Registration and creating your CDC account.
3. Once you have completed the training, save the certificate of completion to your computer as you are required to upload your certificate of completion into your adult registration account. 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 and upload your Certificate of Completion.

You are all set, and your participating organization's Administrator will mark you as Verified/Approved.







**NOTE:** You will not see an expire date for these trainings. The expire date is based off the policy information listed above.

Do not upload your government issues photo ID, nor your CORI Acknowledgement form to your account.

**CDC How to create a new account:**

[https://www.cdc.gov/headsup/pdfs/youthsports/Create\\_an\\_Account\\_CDC-TRAIN\\_HEADSUP.pdf](https://www.cdc.gov/headsup/pdfs/youthsports/Create_an_Account_CDC-TRAIN_HEADSUP.pdf)

**For CDC Concussion Training Support: CDC TRAIN Administrator: [TRAIN@cdc.gov](mailto:TRAIN@cdc.gov)**

If at any time you require help or have any questions regarding your adult registration, you may call the **US Soccer Connect Help line at 855-703-2558**, contact your participating organizations Registrar or Risk Manager, or you may contact the Mass Youth Soccer CORI/Risk Administrator via email at [CORI@mayouthsoccer.org](mailto:CORI@mayouthsoccer.org)

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