



Massachusetts Youth Soccer Association

Adult Registration Help Guide

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.
 1. **NOTE:** You have registration information in this NEW U.S. Soccer Connect system and **will use the "Forgot Password" function, see below.**
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.

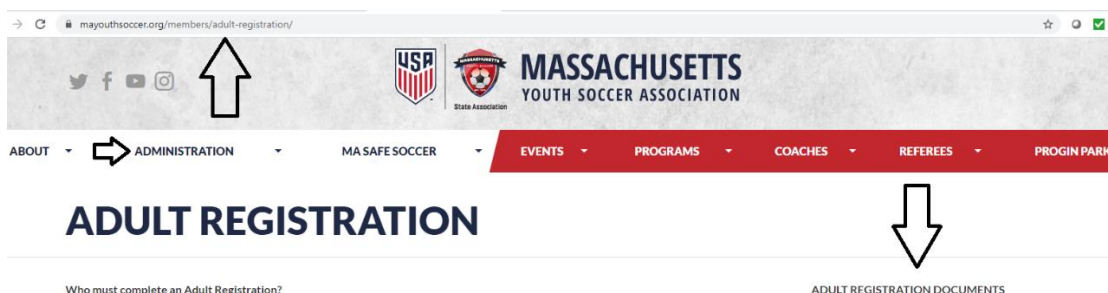
Those of you that registered with Mass Youth Soccer for the **first time last year in the legacy U.S. Soccer Connect system** and those that **do not know their username** or password but were previously registered in the old Affinity system:

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. U.S. Soccer Connect's 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 and hover over the **ADMINISTRATION** tab, then click on the Adult Registration web page 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 mid-page.



2. You will then 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.

Adult Registration

ADULT REGISTRATION
Welcome to the Massachusetts Youth Soccer
Adult Registration Portal

Register Now!

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.**

Traducir en Español

Create New Account

Coach/Admin Legal First Name* Initial Legal Last Name* Suffix

Gender*

Birthdate*

Address Line 1*

Address Line 2

City* State/Province* Zip/Postal Code*

Home Phone** Cell Phone**

Email Address*

Username*

Password*

Confirm Password*

<< Cancel Save & Continue >>

5. After you review your information and if all information is correct, click the green continue button.

Registration Instructions

Please correct any information if needed, and begin adding adult family members to be registered if they are not already listed.

Traducir en Español

Add Family Member >> Create Registration >> Accept EIA >> Make Payment >> Print Form

Account Primary Contact

Name: Address: Phone: Email:

To switch the primary contact, please click [Switch Primary](#)

Add All Your Adult Family Members To Be Registered

If there is no family member to be added, please click continue.

Add New Family Member Continue >>

Name	ID Num	DOB	Gender	Relationship	Edit
	78313-365282		F	No Relationship	Edit

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

Register

Select Program

Program*

Select one

Select one

Adult/CORI Registration

8. Check or add all information and if you are a new user upload a pass card quality photo (**head shot of you only**). 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.**

9. Please read and complete all questions. **Make sure to accept the Electronic Legal Agreements to move onto the National Background check submission.** 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.**

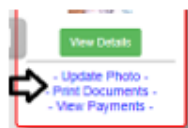
[Continue to Background Check >>>](#)

Full Social Security number is required.

13. If you have not previously done so, **print the CORI Acknowledgement Form and bring it to your local organization’s CORI Submitter along with a government issued photo ID for verification purposes.**

If you did not print the CORI Acknowledgement form at this time:

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



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 SafeSports (API feed) to retrieve your course data from SafeSport. **You must use the same first and last name and email address for both your adult registration account and SafeSport training account to be auto approved; you do not upload your certificate of completion if email and name matches both accounts.**

1. Copy the Access Code that is directly under the SafeSport training link.

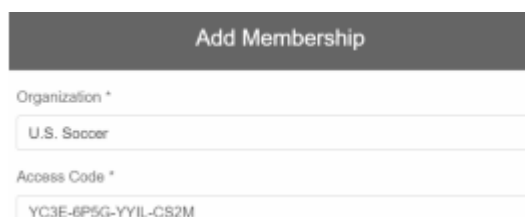
Safe Sport:

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

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

3. 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.



4. Paste the access code into the popup and click on “Save” button at the bottom.
5. Add required information. **IMPORTANT:** Your first name, last name, date of birth, gender, **AND email** must match the information input in Safe Sport to validate and approve completed courses.
 - a. 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, you are presented with the trainings that you completed and new ones that are available to you.
6. Continue through the steps to certify membership and complete the creation of an account with SafeSport.
7. After saving the information, **SafeSport ASO** will send an email to verify the account, you can then log back in and begin the training.
8. When you log back into your account, you will find the SafeSport Trained course.
9. Upon successful completion of the SafeSport Certification module on the SafeSport website (using the U.S. Soccer Connect link) coaches will be auto approved in Connect **and do not upload a Certificate of Completion.**

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. 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 CDC has made some updates to where the Heads-Up training lives. 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 1st 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

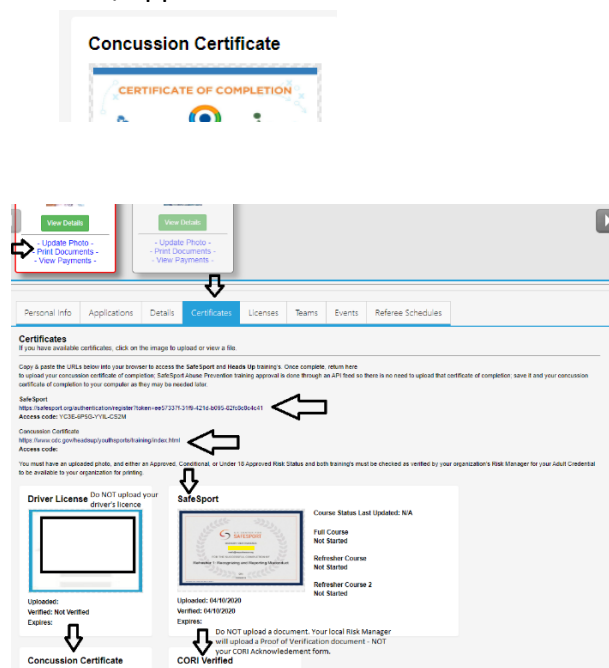
1. You can find the link to the instructions which includes the link to take the concussion training course, by logging into your Mass Youth Soccer Adult Registration account (“My Account”) and clicking on the **“Certificates”** tab.



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 for both the Adult Registration and creating your CDC account.
3. Once you have completed the 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 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.

CDC How to create a new account:

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

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

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