

How to Register for CORI and Check Status in Korrio

Step-by-Step Guide for Adults Requiring a Background Check

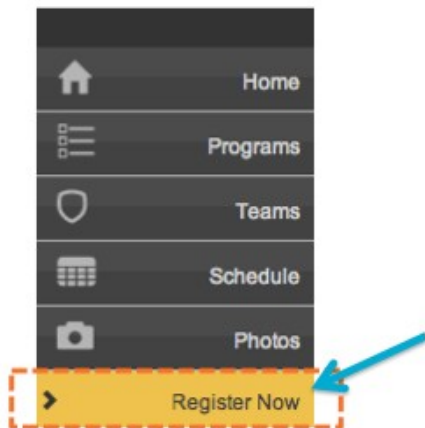
Mass Youth Soccer has prepared these instructions to support our members with a step-by-step guide for registering for a background check. Once again will be using Korrio, the cloud-based service for organizing sports that is the official platform of Mass Youth Soccer.

Why do I need to sign up for CORI in Korrio?

- Easy Status – by logging in to Korrio, you will now have the ability to see the status of your background check verification process and expiration date. Likewise, your club or town also has the same ability.
- Less hassle – with this automated tool, adults will only require a background check every 3 years, instead of ever year as we have in the past.
- Less hassle for Club/Town and MYSA Administrators – automated workflow saves everyone time and helps keep our kids safe.

PART 1: Registering for CORI

1. Go to your club's Korrio website. If you have not received the URL, please contact your registrar.
2. Click on **Register Now** from the left hand navigation



PLEASE NOTE:

As we continue there will be alternate directions for you to follow if you are new to Korrio or if you have an existing account. If you have an existing account follow the directions marked with a number and the letter b. (i.e. 3b)

3. If you are New to Korrio, click **Start** and proceed to step 4.

Massachusetts State Referees

Search for players, teams, events

Sign Up / Register

MassRef

Massachusetts State Referees Registration 0% complete

Already have an account?

Sign in below

Username

Password

SIGN IN

I forgot my username | I forgot my password

New to Korrio?

Create your account

START

1k About Blog Terms/Privacy Need Help?

3b. **If you have an account**, enter your username and password into the sign in screen (yellow arrow)

If you already have a Korrio account but do not have your username and password, click on **I forgot my username | I forgot my password** below **Sign In**.

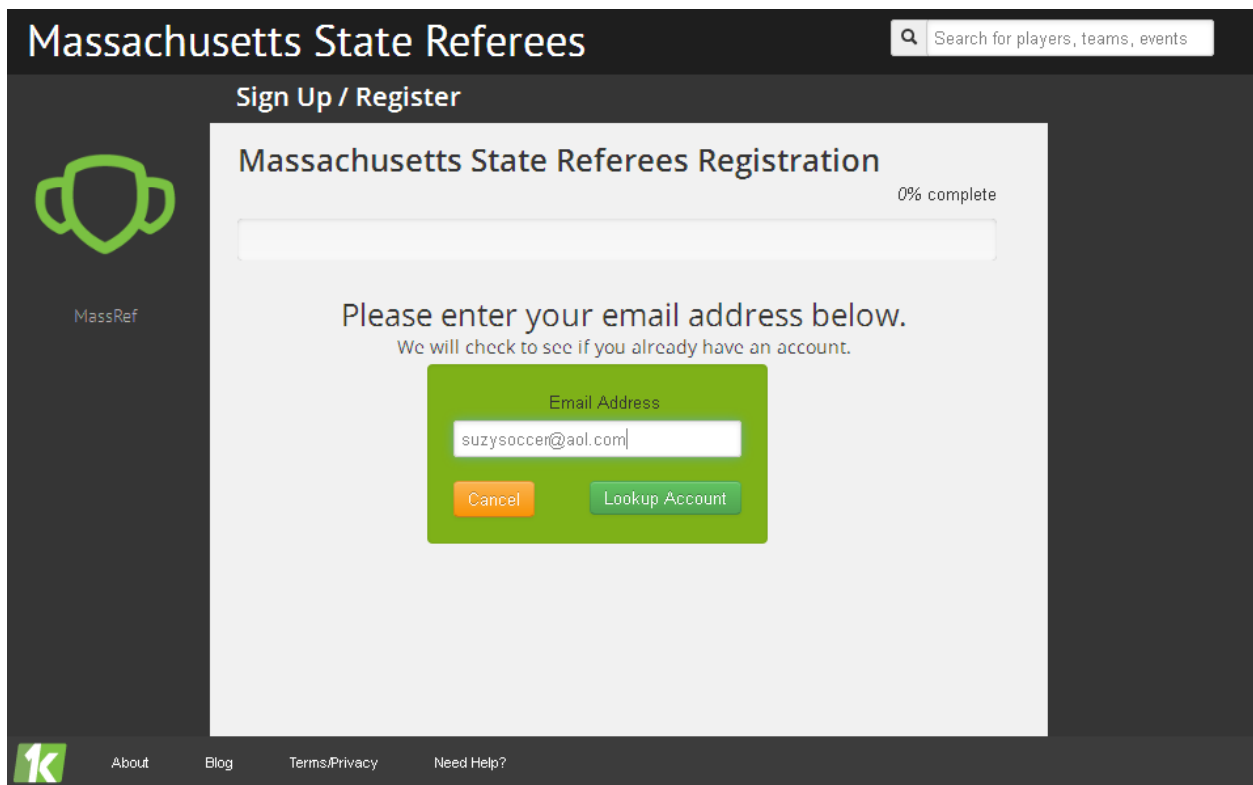
IMPORTANT NOTE: You may already have an account in the system if you had a CORI check for the Fall 2011, Spring 2012 or Fall 2012 season.

Enter your email address and click **Get New Password**.

IMPORTANT NOTE ON EMAIL ADDRESSES: Please use the same email address that you use for other club or town use. If you do not know what this is, please ask your club/town registrar. Using a different email will create duplicate accounts.

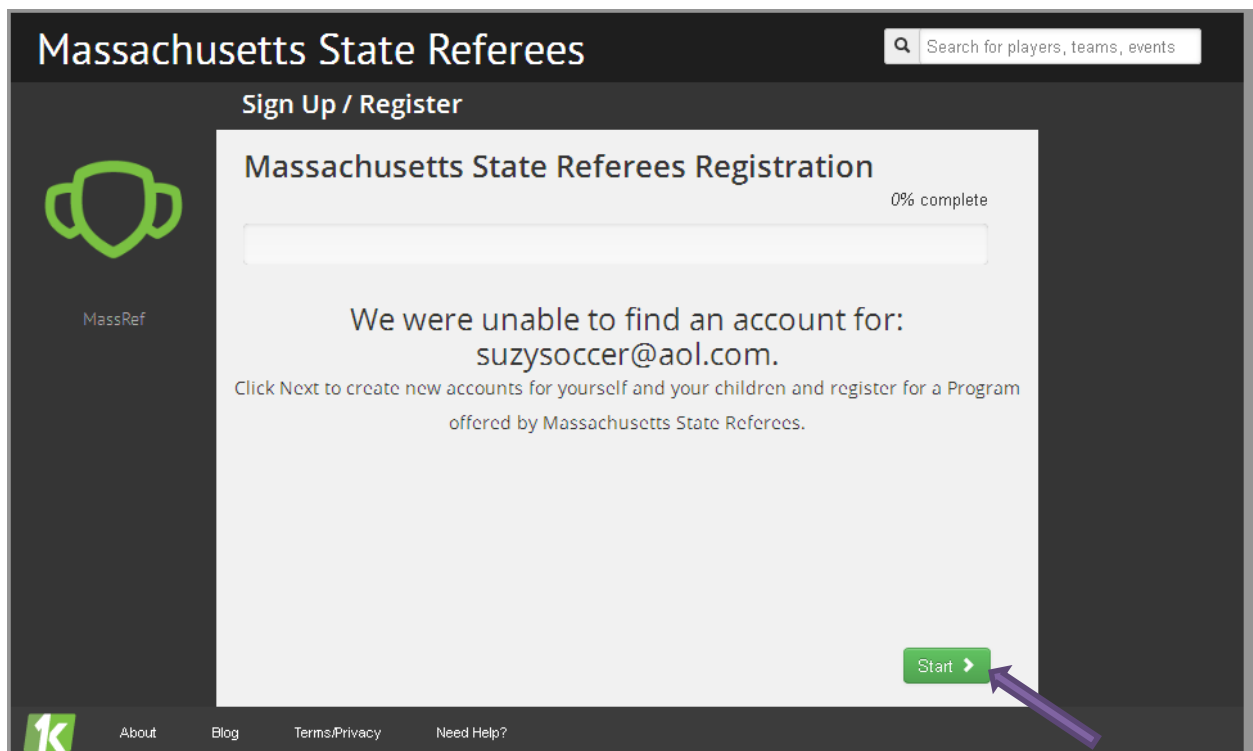
Once you have logged in Skip to step 5b.

4. To be sure we don't have you in the system already, we'll ask you to provide your email address to lookup your account.



The screenshot shows the 'Massachusetts State Referees' website. The header includes the site name and a search bar. The main navigation bar has 'Sign Up / Register'. On the left is a green shield logo with 'MassRef' below it. The central content area is titled 'Massachusetts State Referees Registration' with a '0% complete' indicator. It prompts the user to 'Please enter your email address below.' and states 'We will check to see if you already have an account.' Below this is a green box containing an 'Email Address' input field with 'suzysoccer@aol.com' entered, and two buttons: 'Cancel' (orange) and 'Lookup Account' (green). The footer contains a '1k' logo and links for 'About', 'Blog', 'Terms/Privacy', and 'Need Help?'.

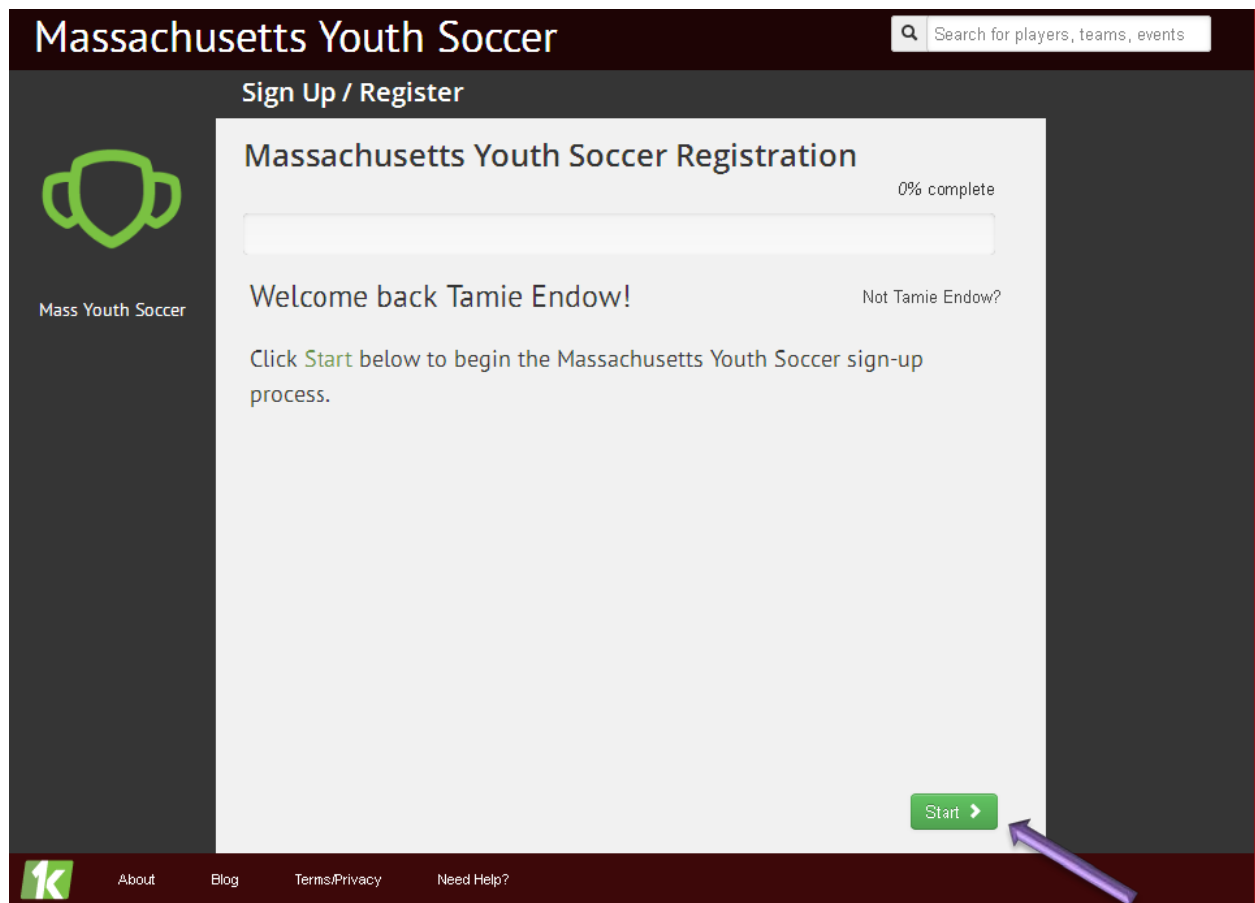
5. If we do not find your email address in our database, you will begin to create your account. Select start to begin the process.



This screenshot shows the same registration page after the email lookup. The message now reads: 'We were unable to find an account for: suzysoccer@aol.com.' Below this, it says 'Click Next to create new accounts for yourself and your children and register for a Program offered by Massachusetts State Referees.' At the bottom right of the central area is a green 'Start >' button, which is highlighted by a purple arrow. The rest of the page layout, including the header, navigation, logo, and footer, remains the same as in the previous screenshot.

Procede to Step 6

5b. If you have logged in with an existing account you will see the following screen.



Select start and skip to step 8.

6. Complete all of the requested information on the screen as shown below. Once complete select the Start button.

Massachusetts State Referees

Search for players, teams, events

Sign Up / Register



MassRef

Massachusetts State Referees Registration

5% complete

As the Parent / Adult,
We need to know a little more about you.

To receive alerts about last minute schedule changes, be sure we have your up-to-date contact information. After registering, log into your account to turn on alerts. Go to **My Profile** under "Edit Alerts and Notifications."

Your First Name

Middle

Last Name

Your Gender

Female

Date of Birth

Your Mailing Address

512 Old Union Tpke
Lancaster, MA 01523

Your Email Address

Your Phone Number

Mobile Phone Number

Work/Day Phone

Password

Password Strength

weak

Start >

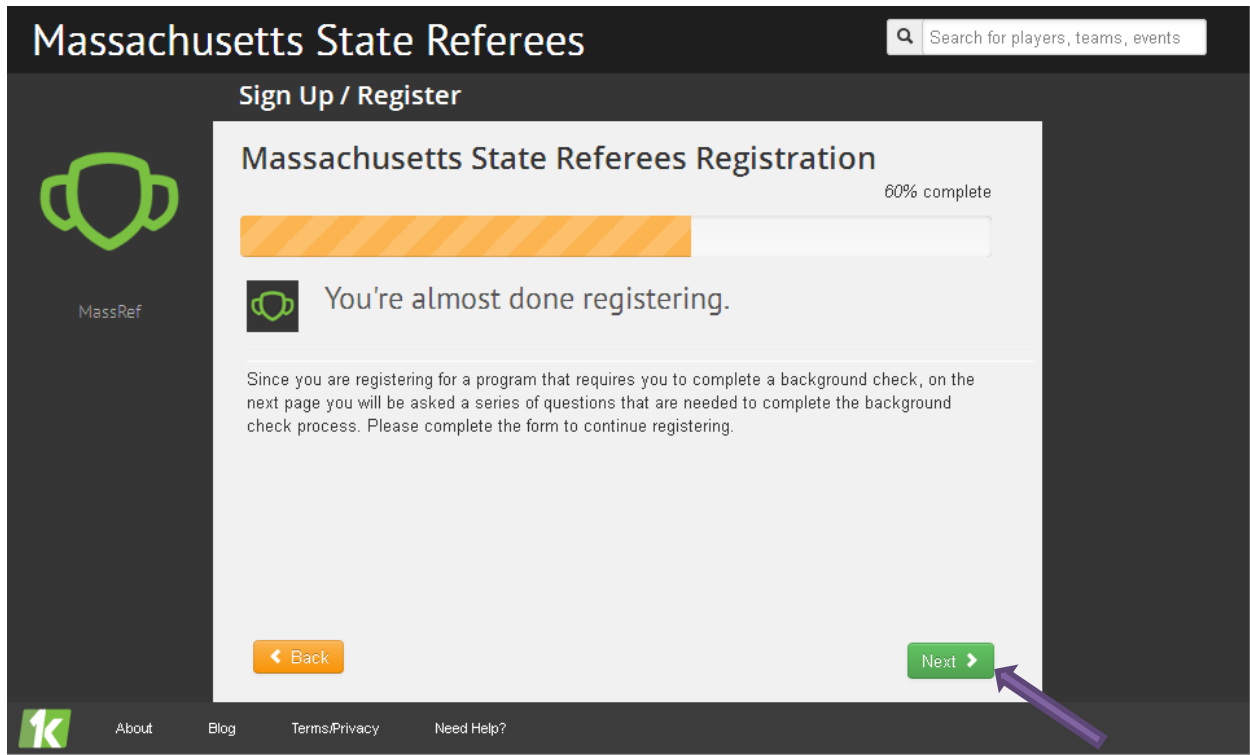
7. On the screen below choose yourself to register for the program. Once you have selected yourself, select next to proceed to the next screen.

The screenshot shows the 'Massachusetts State Referees' website with a 'Sign Up / Register' section. The main heading is 'Massachusetts State Referees Registration' with a progress bar indicating '5% complete'. Below this, a question asks 'Would you like to register yourself for a program?'. Underneath, it says 'Select one person below.' and displays a selection card for 'Suzy', 'Age 44', and 'December 11th, 1968'. A purple arrow points to this card. At the bottom of the selection area are 'Back' and 'Next' buttons. The footer includes a '1k' logo and links for 'About', 'Blog', 'Terms/Privacy', and 'Need Help?'. A search bar at the top right says 'Search for players, teams, events'.

8. Select CORI Registration Program, select next to proceed.

The screenshot shows the same 'Massachusetts State Referees' website, but the progress bar now indicates '30% complete'. The question is 'Which programs would you like to register Suzy for?'. Below this, there is a selection card for 'CORI REGISTRATION 2012 -2013' with a price of '\$0.00'. A purple arrow points to this card. At the bottom of the selection area are 'Back' and 'Next' buttons. The footer and search bar are identical to the previous screenshot.

9. Select Next.



Massachusetts State Referees

Search for players, teams, events

Sign Up / Register

Massachusetts State Referees Registration 60% complete

 MassRef

 You're almost done registering.

Since you are registering for a program that requires you to complete a background check, on the next page you will be asked a series of questions that are needed to complete the background check process. Please complete the form to continue registering.

[< Back](#) [Next >](#)



 [About](#) [Blog](#) [Terms/Privacy](#) [Need Help?](#)

10. Read through the questions and select the correct answer. Once complete fill in your name to create the electronic signature. Select next to proceed.

Massachusetts State Referees

Search for players, teams, events

Sign Up / Register



MassRef

Massachusetts State Referees Registration

31% complete



Volunteer Application and Disclosure Statement

I understand that my volunteer position is contingent upon review and approval of a truthfully completed and signed application and disclosure statement and receipt of a report declaring non evidence of criminal history from the background check provider. I further understand that if I am permitted to volunteer, I may be discharged for any misrepresentation or omission on the Application/Disclosure Statement of the Request for Criminal History.

The Kid Safe program instituted by the National Risk Management Committee mandates that volunteers be screened and a background check performed prior to being accepted as a volunteer and every 2 years thereafter as long as the volunteer is active in youth sports.

Date of Birth

12/11/1968

Have you ever been:

1. Convicted of any crimes against persons (as listed below)? ☐ No ☐ Yes
2. Found in any dependency action to have sexually assaulted or exploited any minor to have physically abused any minor? ☐ No ☐ Yes
3. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor? ☐ No ☐ Yes
4. Found in any final decisions issued by a disciplinary board to have sexually abused or exploited any minor or to have physically abused any minor? ☐ No ☐ Yes
5. Convicted of any crimes against property (as listed below)? ☐ No ☐ Yes

Answering Yes to any of the above inquiries will not necessarily disqualify you from volunteering, but will require further inquiries before you will be permitted to begin your activities.

You will be requested to complete a REQUEST FOR CRIMINAL HISTORY authorization by the CHILD/ADULT ABUSE INFORMATION ACT. The request will permit youth sports organization, to obtain a report of your criminal convictions, disciplinary board final decisions and subsequent criminal charges associated with the conduct that is the subject of the disciplinary board final decision, and the record of civil adjudications pertaining to offenses against children. If there is no such history on record with the background check provider, you will receive a notice entitled, IDENTIFICATION DECLARING NO EVIDENCE. If there is no such record, we will immediately notify you. The youth sports organization will use the report only for the purposes of making its decision whether to permit you to act as a volunteer, and for no other purpose.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE IN WHICH I'M APPLYING THAT THE FOREGOING IS TRUE AND CORRECT.

Note: You must use your full legal name for your Electronic Signature.

Electronic Signature:

Date:

2012-12-11

CRIMES AGAINST PERSONS:
Murder; Kidnapping; Assault; Assault of a child; Custodial assalut; Harassment; Stalking; Reckless endangerment; Coercion; Rape; Rape of a child; Robbery; First degree arson; First degree burglary; Residential burglary; Manslaughter; Extortion; Indecent liberties; Incest; Vehicular homicide; Vehicular assault; Promoting prostitution; Communication with a minor for unlawful purposes; Unlawful imprisonment; Sexual exploitation of minors; Criminal mistreatment; Child abuse or neglect; Custodial interference; Child molestation; Sexual misconduct with a minor; Patronizing a juvenile prostitute; Child abandonment; Promoting pornography; Selling or distributing erotic material to a minor; Violation of child abuse restraining order; Child buying or selling; Prostitution; Felony indecent exposure; etc.

CRIMES AGAINST PROPERTY;
Theft of money; Auto theft; Fraud; Perjury; Second degree burglary; Vehicle prowling; Possession of stolen property; Criminal trespass; Arson; etc.

Back

Next



AboutBlogTerms/PrivacyNeed Help?

11. Select next and proceed



The screenshot shows the 'Massachusetts Youth Soccer Registration' page. At the top, there's a search bar and a 'Sign Up / Register' link. The main heading is 'Massachusetts Youth Soccer Registration' with a progress indicator showing '85% complete'. Below this is a section titled 'Agreements' with a sub-header 'Before you can register for these programs, we need you to agree to these waivers, terms of service, and other agreements.' There is a checkbox for 'CORI Background Information Release'. A note states: 'Note: Once you accept these agreements you will not be asked to accept them again.' At the bottom of the form, there are two buttons: 'Back' and 'Next'. A purple arrow points to the 'Next' button.

Massachusetts Youth Soccer

Sign Up / Register

Massachusetts Youth Soccer Registration

85% complete

Agreements

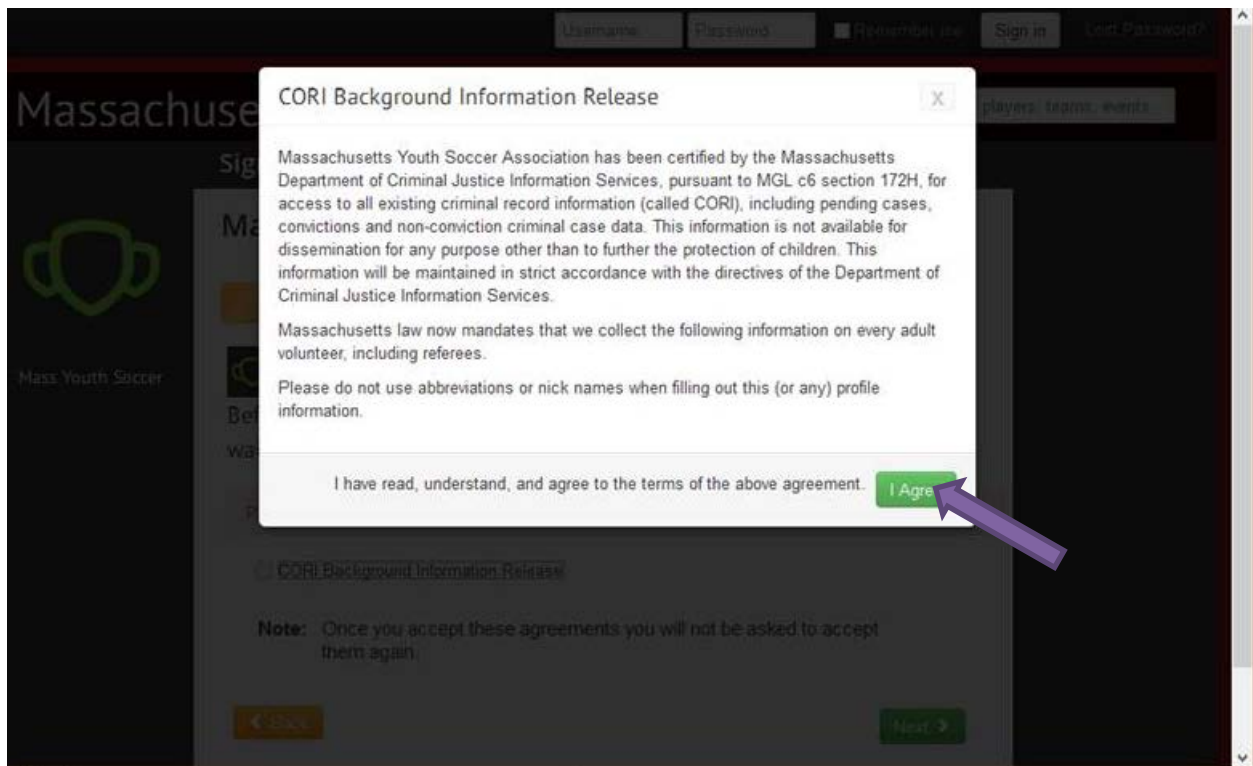
Before you can register for these programs, we need you to agree to these waivers, terms of service, and other agreements.

☐ CORI Background Information Release

Note: Once you accept these agreements you will not be asked to accept them again.

[< Back](#) [Next >](#)

12. Please review and select I agree.



The screenshot shows a modal dialog box titled 'CORI Background Information Release'. The text inside explains that the Massachusetts Youth Soccer Association has been certified by the Massachusetts Department of Criminal Justice Information Services, pursuant to MGL c6 section 172H, for access to all existing criminal record information (called CORI), including pending cases, convictions and non-conviction criminal case data. It also states that this information is not available for dissemination for any purpose other than to further the protection of children. The dialog box also mentions that Massachusetts law now mandates that they collect the following information on every adult volunteer, including referees. At the bottom, there is a checkbox for 'CORI Background Information Release' and a note: 'Note: Once you accept these agreements you will not be asked to accept them again.' There are two buttons: 'Back' and 'Next'. A purple arrow points to the 'I Agree' button.

Massachusetts Youth Soccer Association has been certified by the Massachusetts Department of Criminal Justice Information Services, pursuant to MGL c6 section 172H, for access to all existing criminal record information (called CORI), including pending cases, convictions and non-conviction criminal case data. This information is not available for dissemination for any purpose other than to further the protection of children. This information will be maintained in strict accordance with the directives of the Department of Criminal Justice Information Services.

Massachusetts law now mandates that we collect the following information on every adult volunteer, including referees.

Please do not use abbreviations or nick names when filling out this (or any) profile information.

☐ CORI Background Information Release

Note: Once you accept these agreements you will not be asked to accept them again.

[< Back](#) [Next >](#)

I have read, understand, and agree to the terms of the above agreement. [I Agree](#)

13. Select next.

Massachusetts State Referees

Search for players, teams, events

Sign Up / Register

MassRef

Massachusetts State Referees Registration

90% complete

You are about to Register for the Following Programs

 remove	Suzy for CORI REGISTRATION 2012 -2013 Price: \$0.00	
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Total	No Charge
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[< Back](#) [Next >](#)

1k About Blog Terms/Privacy Need Help?

12. Congratulations, you are now complete!

Massachusetts State Referees

Search for players, teams, events

Sign Up / Register

MassRef

Massachusetts State Referees Registration

100% complete

You have completed the registration process.

Registration Date: Dec 11, 2012

Item	Price
Attendee: Suzy Soccer Program: CORI REGISTRATION 2012 -2013 Thank you for Registering for a CORI check. ♦ Once you complete this process your CORI will be valid for 3 years.	No Charge

Order Total:
\$0.00

Note: The following new Korrio accounts were created.

Name	Login
Suzy Soccer	suzysoccer

A confirmation email has been sent to you at suzysoccer@aol.com

1k About Blog Terms/Privacy Need Help?

Need Help? If you need help, identifying the URL of your club's Korrio website, please contact the CORI submitter for your organization. If you are having problems with your log in, password or any other general support questions, please contact Tamie Endow, CORI Administrator, Massachusetts Youth Soccer at tendow@mayouthsoccer.org, or 978-466-8812 x235.