



Massachusetts Youth Soccer Association, Inc.
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Adult and CORI Registration Instructions

EFFECTIVE MONDAY, AUGUST 17

STEP 1: New Process for Adult Registrations

1. On our state web site, www.mayouthsoccer.org, a web page for Adult registrations will contain the link to the Adult Registration Portal.
2. **IMPORTANT:** All adult registrants must have a color photo available to be uploaded on the computer/device being used when registering, as a part of the registration process. Editing capabilities are available after the photo is uploaded (cropping, resizing, and rotating).
3. Upon entering the Adult Registration portal there will be two options available. It is important that you identify which type of user you are.
 - a. **NEW USERS** - If registering with Mass Youth Soccer for the first time or it has been more than two years (prior to July 15, 2013) since a CORI registration has been completed you must create a new account.
 - b. **RETURNING USERS** - A returning user is anyone who has CORI registered with Mass Youth Soccer within the past two years (since July 15, 2013). Basic data has already been imported into the system and an inactive account has been created for this registrant. ***If you are a Returning User you must not create a new account.*** Select the **Forgot Username or Password** to retrieve access to this account and create a Username and Password. At a minimum the email address used when completing the most previous CORI registration must be entered to locate the account.
 - i. If an account can not be found based on the email address you will need to use the NEW USER option.
4. Once into the registration system instructions for completion are provided.
5. All of the information needed to complete an Adult Registration is typical data. Some of the data needed that may appear new to many is:
 - o Program Additional Information – Affiliated Organizations
 - You will be able to provide up to three organizations you are affiliated with under Mass Youth Soccer. Only one registration is needed. Each organization listed will have access to your registration data.
 - In addition, you must select your role with the organization(s). Multiple roles can be chosen. It is imperative that all officers and directors of all organizations select their current role/position.
 - Referees: The role of referee is purely for informational purposes only. All USSF Certified Referees will continue to recertify and CORI register through MSRC.
6. **Username and Password:** KEEP these handy as they will be needed for updates, annual registrations, and the CORI Registration process.

HELP! Affinity Sports will have a team of support staff available to provide you with any help needed. Affinity has a fully staffed call center that is open from 10am EST to 10pm EST Monday – Friday and from 10am to 7:30pm EST Saturday and Sunday. Also available 24 hours a day, 7 days a week, 365 days a year is their help request ticketing system, which is sent to all staff members day or night. Use **1-800-808-7195** for help.

STEP 2: New CORI Registration Process

The online CORI registration form has been moved onto the ShareView system.

- *In order to complete a CORI registration you must have registered using the new Adult Registration process. You will need your ShareView Username and Password.* The CORI registration form will be pre-populated with your personal information.
- To complete a CORI registration, you will need to receive an email invitation which includes the link for the registration. You will no longer be able to complete a CORI form without properly completing your Adult Registration.
- With the initial rollout, over the next six months, the following adults will receive email invitations after completing their Adult Registrations.
 - o All adults with current CORI certifications set to expire within one year. All of these adults will have registered as a New User.
 - o All adults who have never CORI registered with a Mass Youth Soccer organization and have completed an Adult Registration as a New User
- After the initial rollout, when you have your account set up, you will receive automatic emails when your CORI certification has five months until expiration. Reminder emails will also be sent at the three and one month dates until expiration.

Online CORI Registration Process

1. After you complete the Adult Registration process, the system will identify you and match your information with the uploaded CORI data from our old database.
2. An email with instructions on completing the CORI registration will go to all adults who had to register as New Users (those with a CORI expiring within a year and those without any CORI certification history)
3. If you are a New User, upon receipt of the email you will click on the link provided and open up your browser to the CORI Registration online form.
4. *You will need to enter the username and password you recorded after completing your Adult Registration.*
5. You will complete your CORI registration.
 - o **Note:** Only one CORI registration need be completed if you are affiliated with more than one organization. This single CORI registration will be used for all organizations selected during the Adult Registration process.
6. Upon completion of the CORI registration, you must print out your Mandatory CORI Submission Form using the “PRINT FORM” button.
 - o If you are affiliated with more than one organization, print or copy enough forms for each organization.
7. This will complete the online CORI registration Process

Paper CORI Form Submission Process

1. Upon completion of the online process and printing of the CORI Submission Form you must complete the form by hand filling in the blank sections.
2. After completing the printed form, you must submit your form in person to the CORI submitter for each organization with which you are affiliated. You must provide proof of identity by using your driver's license. If a driver's license is not available, some other form of U.S. Government issued photographic identification is suitable.
3. Both you, the CORI subject (adult completing the form), and your organization's CORI submitter(s) must sign the form using a pen (ink). No stamps, electronic signatures, or facsimiles are permitted. Must be "wet."
4. The organization's CORI submitter only need keep the original copy of the form on file.
There will be no need to keep and maintain photocopies of the identification used.