



Massachusetts Youth Soccer Association

Adult Registration and Required Training Help Guide

New 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. 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. Both background checks are completed by registering directly with Massachusetts Youth Soccer Association.

Adults must also complete the SafeSport abuse prevention training along with the Centers for Disease Control (CDC) concussion training and be verified/approved for all requirements noted above, prior to working with the children.

IMPORTANT PLEASE READ FIRST:

New User: Never registered online with Mass Youth Soccer (old Affinity or US Soccer Connect).

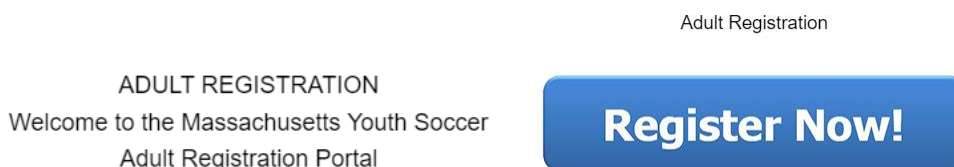
Please have a passport quality photo (**head shot of you only**) available for uploading during registration process. This is for an adult who has not completed their Adult Registration in the past. It is important to note that the system may find uploaded information and have you register as a Returning User. **If you are unsure as to how to continue call the U.S. Soccer Connect support team at (855) 703-2558.**

1. After you **fully read this help guide and the Adult Registration Process web page**, to start the process go to the Massachusetts Youth Soccer Associations website at www.mayouthsoccer.org and hover over the **ADMINISTRATION** tab, then click on the Adult Registration Process 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 near the bottom of the page

- 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.



- Next click on the **blue** button, **“Create New Account”** for new users.

- Add all required information below making sure to use your **FULL Legal first and last name** and **email address** that **you will also use** to complete your **SafeSport Abuse Prevention training** and your **Centers for Disease Control (CDC) concussion training**. Then create your Username and Password and click on the green **“Save & Continue”** button.

5. 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" that is across from your name.

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

8. Check or add all information and upload a passport quality photo (**head shot of you only, no hat or sunglasses**). Make sure to **select all the local organizations** you will be volunteering/coaching for, and the role(s) that you have within the organization(s). At this point you can add up to three organizations. If you are involved in more than three organizations, please let Mass Youth Soccer know and we will add those organizations

to your Adult Registration for you. **At the end of this page click the green Save and Next Page button.**

The screenshot shows the 'Register Now as Admin' form. Arrows point to the following fields:

- Not Now** button at the top left.
- Select Play Level** dropdown menu, with 'Adult Registration' selected.
- Personal Information** section, including:
 - Legal First Name*, Initial, Legal Last Name*, Suffix
 - Gender* (Male selected), Birthdate*
 - Photo upload area with a red arrow pointing to the 'Click here to show photo or certification upload*' link.
- Address Information** section, including:
 - Address Line 1*, Address Line 2
 - City*, State/Province* (MA selected), Zip/Postal Code*
 - Home Phone**, Cell Phone**, Work Phone**, Fax
- Program Additional Information** section on the right, including:
 - Primary organization selection dropdown.
 - Roles selection: President (checked), Vice President, Treasurer, Secretary/Clerk, Registrar, CORI Submitter, Director, Director of Coaching, Head Coach, Assistant Coach, Team Manager, Trainer, Referee, Other (performs other duties).
 - Secondary organization selection dropdown.
 - Secondary roles selection: President, Vice President, Treasurer, Secretary/Clerk, Registrar, CORI Submitter, Director, Director of Coaching, Head Coach, Assistant Coach, Team Manager, Trainer, Referee, Other (performs other duties).

9. **Make sure to fully read and accept the Electronic Legal Agreements** and then click the green “Agree & Continue” button.

The screenshot shows the 'Accept EIA' section. It contains two agreements, each with a '1 Accept' checkbox and a '2 of 2' indicator. The agreements are:

- Massachusetts Youth Soccer Association Adult Participant Agreement**
- Massachusetts Youth Soccer Association Adult Participant Agreement**

 Below the agreements are fields for 'Your First Name*' and 'Your Last Name*', and a green 'Agree & Continue >>>' button with a downward arrow pointing to it.

10. Next click on the “No Payment due, continue” button to move on to your National Background Check and CORI submission.

The screenshot shows the 'Make Payment' section. It includes:

- A 'Registration Fee' field with a greyed-out amount.
- A 'Payment Method*' dropdown menu with 'Continue >>>' as the selected option.
- A red message: 'No fee due: Please make sure a fee is not needed and click the Continue button below.'
- A green button: 'No Payment due, Continue >>>'.

11. You will now see and **must click on the green “Continue to Background Check>>>”** button. Disregard the blue “Print Receipts & Forms” button for now, you can log back

SAFESPORT ABUSE PREVENTION TRAINING

Next, as noted above, you are required to complete the SafeSport Abuse Prevention and the Centers 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 and is run on a four-year cycle. You must take the initial course that is approximately 1&1/2 hours long; then a refresher course that is approximately 20 minutes long for the next three years of participation; year five will be an Initial/full training course (1 to 1&1/2 hours long) ensued by a refresher course for the next three years 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.**

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

SIGN IN ➔

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 in your account 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. If you have already created a SafeSport account, it will notify you that an account already exists and prompt you to log in by clicking 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 matching criteria as noted above 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 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 (only accepted 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.

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

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.

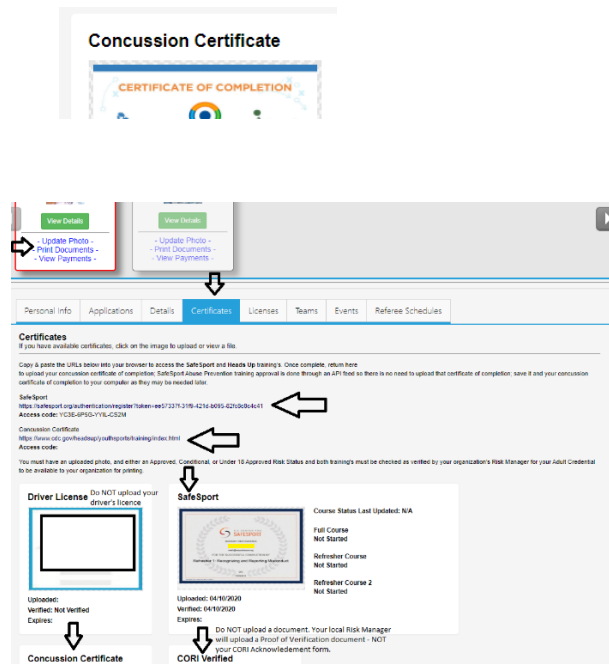
How to complete your Centers for Disease Control Concussion Training and Upload your Certificate of Completion

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 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.mayouthsoccer.org/assets/61/6/create_an_account_cdc_train_headsup_massachusetts_\(002\).pdf](https://www.mayouthsoccer.org/assets/61/6/create_an_account_cdc_train_headsup_massachusetts_(002).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](#).