

All volunteers, including coaches and assistant coaches must have a cleared background check on file before they may volunteer for BYSA. The background checks are valid for two years.

DO NOT USE YOUR SMART PHONE TO COMPLETE THIS PROCESS. Get on a computer and use either Google Chrome or Firefox. We've seen the most success with those browsers.

HOW TO COMPLETE or REFRESH YOUR BACKGROUND CHECK REQUIREMENTS (see screenshot below):

- 1. Go to our registration site by clicking on the *Member Login* button on our <u>BYSA site</u>.
- 2. Log in and click on *Volunteer* tab on the left. (Give this page 30 seconds to fully load. It will look like nothing is happening, but that page is accessing external databases and will need a minute to pull it all together.) Once it loads, you will see something like the screenshot below.
- 3. Check the *Risk Status* checkbox. That is the where the background checks are initiated or updated. Then click on "Renew & Update".
- 4. For background checks, the system will require your **social security number**. (NOTE: Neither BYSA nor Sports Connect store your social security number. It is immediately encrypted and transmitted to the vendor for processing.)

	Cogout Cogout			Register Now! 0 🐂	
	My Roles & Certificates			= Back (1900) Citile	100 100.03
CALINDAR	O Ron Test - Head	Coach			
R VOLUNTEER	Details (Details	i) hei	e Girts		
A					
III MY CHARGE	Barlin Youth Sorrer Association B	Arlin Weath Sonnar Asso	ciation		
Messaes	Berlin Youth Soccer Association B	Berlin Youth Soccer Asso	ciation States	Compliant	
	Berlin Youth Soccer Association B	Berlin Youth Soccer Asso Expansion Dow 01/01/1900	Station States None	Compliant	
MESSAGES	Berlin Youth Soccer Association B	Berlin Youth Soccer Asso Explanation Date 01/01/1900 Plane	Station States None None	Compliant	
MESSAGES	Berlin Youth Soccer Association B Certification Risk Status Concession Certificate Concession Certificate	Verlin Youth Soccer Asso Expandion Dave 01/01/1900 None None	Ciation States None None	Compliant	
MESSAGES	Berlin Youth Soccer Association B	Verlin Youth Soccer Asso Explantion Date 01/01/1900 None None None	Ciation Status None None None	Compliant	

5. Complete the information on the pop-up screen and review the information being submitted for your screening such as name, address, etc. If a social security number is required, that will be displayed for entry and securely transmitted for your background check. Clicking confirm will send your request.

Vekone back, Hon Testi Your email address is registrar@sysaorg A Logout Register Now! 0 🏋 🌲 🏟 My Roles & Certificates A Back Ron Test - Head Coach CALENDAR 8 2020 Fall Socorr (BYSA) kaniter Girts Ready to Proceed? Details (Delete) You are about to initiate a background shark and this information before to ensure 4 to server (before conti-MY ORDERS Your Information Berlin Youth Soccer Associatio messages Certification 🗋 Risk-Status िн∞∞ Cl Concussion Certificate i.e. Coaching Certificate D Salvisport Carton Certrer

Updates to your risk status and dates will be displayed here as they are made available.