



## 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. 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 Centers for Disease Control (CDC) concussion training and also be verified/approved for all 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).**

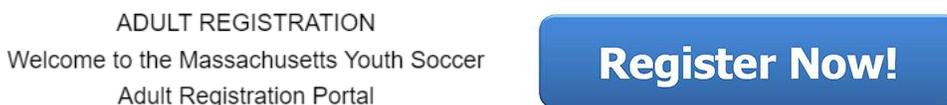
**Please** have a passport quality photo (**head shot of you only**) available for uploading during registration process. This is for an adult who has not completed their Adult Registration in the past. It is important to note that the system may find uploaded information and have you register as a Returning 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 web page**, to start the process please go to the Massachusetts Youth Soccer Associations website at [www.mayouthsoccer.org](http://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 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.

Adult Registration



- 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.

- 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.

Traduct 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

Name	IDNum	DOB	Gender	Relationship	Edit
<input type="text"/>	78313-385282	<input type="text"/>	F	No Relationship	<a href="#">Edit</a>

- Next click on the blue button, "Register as Coach/Admin" that is across from your name.

Register Only Members Who Participate This Season ( Fall 2020 - Spring 2021 )

Name	ID Num	DOB	Relationship	Registration
<input type="text"/>	<input type="text"/>	<input type="text"/>	Step-Mother <input type="button" value="Register as Coach/Admin"/>	<input type="button" value="Register as Coach/Admin"/>
			No Relationship	<input type="button" value="Register as Coach/Admin"/>

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

Register

Program\*

Select one

Select one

Adult/CORI Registration

- 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.**

**Not Now**

Select Play Level

Adult Registration

**Personal Information**

Legal First Name\* Initial Legal Last Name\* Suffix

Gender\* Birthdate\*

Male

Click here to show photo or certification upload\* Required: Photo

**Address Information**

Address Line 1\*

Address Line 2

City\* State/Province\* Zip/Postal Code\*

Home Phone\*\* Cell Phone\*\*

Work Phone\*\* Fax

**Program Additional Information**

Please select your primary organization (SID# is for Internal Use Only)\*

Please choose all roles that apply within your organization\*

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)

SECONDARY Please select your secondary organization (SID# is for Internal Use Only)

SECONDARY Please choose all roles that apply within your organization

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.

Accept EIA

1 of 2 Massachusetts Youth Soccer Association Adult Participant Agreement

I agree to participate in any of the programs of the Association for any other organization or association that may be required because of the change of membership or physical injury associated with soccer, and voluntarily accept and assume the risk as part of my playing soccer for the above-named soccer organization. I hereby release, discharge, and otherwise indemnify my club and team, Mass Youth Soccer, their sponsors, the USSF and its affiliated organizations, the soccer facility, and the employees and associated personnel of these organizations, against any claim by or on my behalf, as a result of my participation in Mass Youth Soccer programs and competitions.

I consent to Mass Youth Soccer using photographs, video recordings, and audio recordings in documenting the activities of Mass Youth Soccer's programs and services. I hereby grant Mass Youth Soccer and their affiliates' permission to use the registration, photo, video pictures, video/audio tapes, or any other reproduction of the same for Mass Youth Soccer and its affiliate, educational and promotional purposes (including, but not limited to, their internal or other publications). I have read this release and waive of liability and fully understand its terms. I understand that I have substantial rights by electronically signing this form. I agree to waive all such rights above including the right to file a legal action or assert a claim for personal or physical injury or death of any kind. I electronically sign this release form freely of my own free will.

I Accept

2 of 2 Massachusetts Youth Soccer Association Adult Participant Agreement

I agree to participate in any of the programs of the Association for any other organization or association that may be required because of the change of membership or physical injury associated with soccer, and voluntarily accept and assume the risk as part of my playing soccer for the above-named soccer organization. I hereby release, discharge, and otherwise indemnify my club and team, Mass Youth Soccer, their sponsors, the USSF and its affiliated organizations, the soccer facility, and the employees and associated personnel of these organizations, against any claim by or on my behalf, as a result of my participation in Mass Youth Soccer programs and competitions.

I consent to Mass Youth Soccer using photographs, video recordings, and audio recordings in documenting the activities of Mass Youth Soccer's programs and services. I hereby grant Mass Youth Soccer and their affiliates' permission to use the registration, photo, video pictures, video/audio tapes, or any other reproduction of the same for Mass Youth Soccer and its affiliate, educational and promotional purposes (including, but not limited to, their internal or other publications). I have read this release and waive of liability and fully understand its terms. I understand that I have substantial rights by electronically signing this form. I agree to waive all such rights above including the right to file a legal action or assert a claim for personal or physical injury or death of any kind. I electronically sign this release form freely of my own free will.

I Accept

Your First Name\* Your Last Name\*

Print

Agree & Continue >>

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

Make Payment

Registration Fee

Items Ordered

No items in order.

Payment Method\* Choose One

Continue >>

No fee due: Please make sure a fee is not needed and click the Continue button below.

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 into our account after completing your registration to access the required CORI Acknowledgement form that is printed as receipt.



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.**

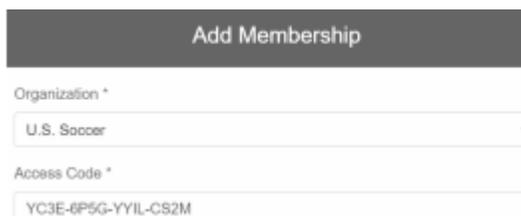
**SafeSport** is a yearly requirement. You must take the initial course that is approximately 1&1/2 hours long; then a refresher course that is approximately 20 minutes long each year of participation. U.S. Soccer Connect goes directly to U.S. Soccer (API feed) to retrieve your course data. You must 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. 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.**

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  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 U.S. Soccer Connect link and matching criteria has been entered) and would not upload a Certificate of Completion; however, if you are **not auto-approved/verified withing 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.

**Concussion Certificate**

CERTIFICATE OF COMPLETION

View Details | Update Photo | Print Documents | View Payments

Personal Info | Applications | Details | **Certificates** | Licenses | Teams | Events | Referee Schedules

**Certificates**  
If you have available certificates, click on the image to upload or view a file.  
Copy & paste the URLs below into your browser to access the SafeSport and Heads Up trainings. Once complete, return here to upload your concussion certificate of completion. SafeSport Abuse Prevention training approval is done through an API feed so there is no need to upload that certificate of completion; save it and your concussion certificate of completion to your computer as they may be needed later.

**SafeSport**  
https://safesport.org/submittioncenter/getuser?token=ee9722173-319-4216-8055-62108d04141  
Access code: 1102549507116-0204

**Concussion Certificate**  
https://www.cdc.gov/headsup/youthsports/awareguides.html  
Access code:

You must have an uploaded photo, and either an Approved Conditional or Under 10 Approved Risk Status and both trainings must be checked as verified by your organization's Risk Manager for your Adult Credential to be available to your organization for printing.

**Driver License** Do NOT upload your driver's license

**SafeSport**  
Course Status Last Updated: N/A  
Full Course Not Started  
Refresher Course Not Started  
Refresher Course 2 Not Started  
Uploaded: 04/16/2020  
Verified: 04/16/2020  
Expires:

Do NOT upload a document. Your local Risk Manager will upload a Proof of Verification document - NOT Your CORI Acknowledgement form.

**Concussion Certificate**

**CORI Verified**

**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](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](mailto: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](mailto:CORI@mayouthsoccer.org)

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