

Step 1 (15-20 minutes): Register online

Full information from Mass Youth Soccer is on their [MA Safe Soccer](#) and [Adult Registration](#) web pages. MYS help guides are available on the right side of the Adult Registration page. Or, for registration and training dashboard questions, contact the Soccer Connect help line at 855-703-2558.

Start with the new MA Youth Soccer Connect site: [Adult Registration Portal](#) (site #1.1 password A)

Click on the blue Register Now button at the bottom of the page

New Volunteers: Input a username/email and password and click blue “Create an Account” button

Important note: if you have previously volunteered with HYSA you are a Returning User; do not create a new registration account, because it will not be connected to your previous background checks and training.

Input your **legal full first name** (no nicknames!) and last name, address, etc.

Click on the green “Save & Continue” button.

Review your information then click on the green “Continue” button.

Click on the blue “Register as Coach /Admin” button

Select “Adult/CORI Registration”.

Fill out all of the requested information, including birthdate, gender, height, driver’s license expiration and number, and your parents’ full names.

Make sure **Holliston Youth Soccer is selected as your Primary Organization** so HYSA can see your registration.

Select Y (yes) or N (no) to answer the Kidsafe Disclosure questions

Click on the “Save & Continue” button

Click on “Choose File” button to upload a photo of yourself. Photos must be a head shot of just you (no group shots), facing the camera, without hat or sunglasses. You will be able to crop the photo as necessary once it’s uploaded.

Click on the “Save & Next Page” button

Click on the three “I Accept” buttons next to the 3 Electronic Legal Agreements (Adult Participation Registration Agreement, Authorization for Background Check, and Request and Acknowledgment for CORI)

Scroll down to the bottom and click on the green “Agree & Continue” button

Click on the green “No Payment Due, Continue” button

Click on the green “Continue to Background Checks” button

Click on the green “Submit BGC” button

Then – return to the Training Portal to print your CORI Acknowledgment Form

Either start with the confirmation email you received after registering with Soccer Connect, titled “Thank you for Registering”. At the bottom there is a link which says “Adult Registration Login URL”, but is actually to the [Soccer Connect Training Portal](#) (site #1.2, password A) which is a connected but separate site.

Or go directly to the [Soccer Connect Training Portal](#) (site #1.2, password A)

Log on with your Soccer Connect username and password (A) from above.

Click on the “My Account” on the top blue band

Click on the “Print Documents” under your photo

A window will (eventually) pop up titled Print Documents.

Click on the “Receipt & Forms” which is on the right next to the line saying Season = [current] and Organization = Adult/CORI Registration. This will open the PDF.

Print the form, sign it, and send with a photocopy of your driver’s license (or other government photo ID) to

HYSA
attn Risk Manager
PO Box 6003
Holliston MA 01746

Or, scan/photograph the signed form and your license, and email them to hollistonsoccer@yahoo.com.

Background checks generally take 4-7 days to process.

Congratulations! You have finished Part 1 of 3

Next up: two training modules

Step 2 (1-2 hours): online SafeSport/Abuse Prevention Training

Full information from Mass Youth Soccer is on their [MA Safe Soccer](#) and [Adult Registration](#) web pages. MYS help guides are available on the right side of the Adult Registration page. Or, for specific Safesport technical support, contact the online training help desk at 720-676-6417.

Either go directly to the SafeSport Site: [SafeSport Training](#) (site #2, password B)

Or start with the confirmation email you received after registering with Soccer Connect, titled “Thank you for Registering”. At the bottom there is a link which says “Adult Registration Login URL”, but is actually to the [Soccer Connect Training Portal](#) (site #1.2, password A).

Log on with your Soccer Connect username and password (A) from Step 1/Registration.

Click on the “My Account” on the top blue band

Click on “Certificates” below your photo

Click on the link to the SafeSport Site: [SafeSport Training](#) (site #2, password B)

On Add Membership page, enter Organization = **U.S. Soccer** and Access Code = **YC3E-6P5G-YYIL-CS2M**, then click Save.

On the Register page, enter your **legal full first name, last name, and the same email used for Soccer Connect (site #1)**.

Enter a password (B) and click the orange Sign in button.

*Note, this is **not the same password** as used for Soccer Connect (site #1, password A) above, in fact it will probably be different because of the character requirements (Soccer Connect is 7-8 characters with caps, lower & special character, SafeSport is at least 8 characters).*

Enter the information requested, and click Save. Note that the information must match Soccer Connect (step 1) to link the completed course to your registration.

You will then see an “account successfully created” screen which directs you back to your email to confirm your account and sign in again.

Go back to your email and open the message titled “SafeSport: Account Created”. Click on the “Confirm Email Address” link

Back on the SafeSport signup, enter your password (B) and click the Sign In button.

On the “Training Dashboard”, click on the Start button within the SafeSport Trained box. This will bring you to the actual SafeSport Abuse Prevention Training segment.

Click on the blue right arrow to start.

Take online training, continuing to click on the blue right arrow or “next question” or video play button to advance each screen.

Note: During videos, you can click on the “View Transcript” button to open a transcription of the audio below the video screen.

If you seem to be stuck on a screen, click on the subjects or statements in the middle of the screen to open further information before the next section will be unlocked.

There are 3 sections, each with a pre-test and a post-test. You must receive 100% on each post-test to unlock the next section (you can retake it immediately, or go back to review sections and then retake it).

Unit 1: Sexual Misconduct Awareness and Education

Unit 2: Mandatory Reporting

Unit 3: Physical and Emotional Misconduct

After passing all 3 sections, you’ll end on the Finish page where it says “Congratulations!”. Click on the green Certificate bar and **download and save the PDF certificate**.

The certificate will be automatically transferred to the Soccer Connect system *overnight (not immediately)*. If you log back into the Soccer Connect Training Portal (site #1.2, password A) the next day and go to Your Account, Certificates, you will see that the SafeSport Course now has a completed date. If not, upload the pdf you saved after training.

Select “Click to Upload” under SafeSport

Click on the grey “Browse” button and select the file from your computer.

Wait until the Certificate shows on the screen, then click the green “Upload Image” button

THANK YOU!

Step 3 (30 minutes): online Concussion Training

Full information from Mass Youth Soccer is on their [MA Safe Soccer](#) and [Adult Registration](#) web pages. MYS help guides are available on the right side of the Adult Registration page. Or, for specific CDC Heads Up Training support, call 800-232-4636

If you have taken CDC Heads Up training within the past year through another sport, schools, etc, you do not need to take it again, just upload the certificate.

Either start with the confirmation email you received after registering with Soccer Connect, titled “Thank you for Registering”. At the bottom there is a link which says “Adult Registration Login URL”, but is actually to the [Soccer Connect Training Portal](#) (site #1.2, password A) which is a connected but separate site.

Or go directly to the [Soccer Connect Training Portal](#) (site #1.2, password A)

Log on with your Soccer Connect username and password (A) from Step 1/Registration.

Click on the “My Account” on the top blue band

Click on “Certificates” below your photo

Select “Click to Upload” under Concussion Certificate

Click on the grey “Browse” button and select the CDC Heads up Certificate PDF file from your computer.

Wait until the Certificate shows on the screen, then click the green “Upload Image” button

Otherwise: click on this link to the new [CDC Training Site](#) (site #3, password C)

Note: As of March 1, 2020, the CDC Concussion course has been moved to a new system called CDC TRAIN. All adults who registered prior to March 1st will need to establish a new account with a new login and password to access the HEADS UP Youth Sports Training.

Follow these instructions: [CDC Heads Up PDF](#) to create an account and register.

Make sure to use your **legal full first name, last name, and the same email used for Soccer Connect** (site #1)

Go to the Coaches version of the Heads Up course: [CDC Heads Up Training](#)

Click on the Orange “Launch Training” button

Take online training, continuing to click on the video play button or answer the screen questions to advance.

After you watch the opening video, take the 25 question pretest and start the training. There are 5 section/lessons

Lesson 1: Concussion Basics

Lesson 2: Recognizing a Concussion

Lesson 3: Responding to Concussions

Lesson 4: Getting Back in the Game

Lesson 5: Creating a Culture of Safety Around Concussion

Note: sometimes it may take a while after you click Next for the screen to refresh. Please be patient.

After you go through the lessons, take the Post Test & Survey. If you pass the test, you will be taken to the “congratulations” screen. Click on the Orange “Next” button to enter your name.

Click on the “Full Certificate” button within the black banner to **download and save the PDF certificate**.

Unlike the first training, the CDC certificate is not automatically updated to the Soccer Connect site once you complete it.

Log back into the [Soccer Connect Training Portal](#) (site #1.2, password A).

Click on the “My Account” on the top blue band

Select “Click to Upload” under Concussion Certificate

Click on the grey “Browse” button and select the file from your computer.

Wait until the Certificate shows on the screen, then click the green “Upload Image” button

THANK YOU!