



# Mass Youth Soccer CORI process



New for 2019 for all Hanover Soccer coaches

## 1) Register yourself as a Hanover Youth Soccer adult

This is a new process for everyone this 2019 fall season. There are new Safe Soccer regulations and a new system has been built to manage this. Prior accounts on the older system are no longer active. This year everyone needs to build a new account. Mass Youth Soccer may transfer over some prior CORI clearances – but there are now additional steps to complete. This process will be easiest from a PC I do not suggest using a smartphone.

### Establish an account with Stack Sports

(<http://hanover.mayouthsoccerconnect.org/home.php>)

1. Click **“Member Login”** and create an account for yourself – save your username and password for future years. Be prepared to upload a new photo of yourself for your lanyard – like a license or passport photo. The photo should be a headshot with only you in it. Please make sure it is rotated in a portrait orientation like a passport photo. You might want to smile – as this photo will be the one which appears on your yearly coaching lanyard
2. On your Member account page you will see a blank photo for yourself and below that is a link **“Upload Photo”** – click this and then browse or drag over your photo you have previously saved. You can use the tools to crop, rotate left or right, and then save.
3. From your Member Account choose **“Register Now”** from the menu above your photo. You should have the one choice of Recreational Adult/Coach – click the Register Now link.
  - o Follow the prompts to pick yourself then pick recreational coach registration.
  - o Review the Participant registration, background check info, and disclosure statement – scroll down on this form and fill in all the values. Ensure that you use your full **“legal”** name – no abbreviations or nicknames. Take your time and enter all this information correctly.
  - o Next step is photos – yours got uploaded in step 2 above – just confirm it’s a good photo. If you forgot your photo now is the time to upload it – **this is a requirement.**
  - o Move on to the waivers – enter your social security number and type your full name as your electronic signature. Read and continue thru the other waivers – checking off each one when you agree.
  - o On the summary completion page – it should show your name and a fee of \$0.00 (HYAA Soccer pays for these). **Ensure that you finish this step by clicking the “confirm registration” button.**
  - o You will get a **“Successful Registration”** message as a confirmation for this step.
  - o Click **“return to member account”** and then click the **download** link next to your cori acknowledgment – **print this form and sign it.** This along with a copy of your license needs to be provided to me. Print, sign, scan, or photo your form. **E-Mail or deliver with copy of license to MYS Cori Submitter** – Jill Egan [soccerhyaa@gmail.com](mailto:soccerhyaa@gmail.com) or bring to the coaches meeting in August.
  - o Please send an email to [soccerhyaa@gmail.com](mailto:soccerhyaa@gmail.com) tell us that you have just registered for the new season – I have to go in and **“clear”** you on our side to keep your CORI submission going – an email reminder from you that you registered will be helpful.
  - o You will get a confirmation email after MYS Cori Submitter (Jill Egan) confirms you.

2) Continue your certifications within the Stack Sports System

As part of the new federal guidelines – all adults/coaches are required in addition to the Cori/background clearance to complete Concussion training and Abuse prevention training. These are new and require current completion status to coach. Massachusetts Coaches can ignore the 3<sup>rd</sup> item - additional safety certification – it is not used.

- On the screen you finished look for the “return to member account” button.
- or just login to your Stack Sports Adult home screen  
(<http://hanover.mayouthsoccerconnect.org/home.php>)
- Your member profile now should show a check mark next to your CORI acknowledgement

3) **Concussion Training Certification –**

Take the online training – upload your certificate of completion. If you recently took the CDC Heads Up training and have or can download your prior certificate of completion, then “upload” this PDF certificate.

4) **Abuse Prevention Training Certificate –**

This is online courseware – the course completion is electronically linked to your MYSA/US Soccer registration. **Start this course thru the link in your member profile.** Plan 2 hours to fully go thru this online course and take the tests. You can start, stop, and come back to where you left off to complete this required course. We understand this is time consuming but it is required.



- 5) Your coach clearance and training are completed when you have items 1, 2, and 4 completed and submitted – as shown below. Item #3 is not part of the Mass Youth Soccer program and can be ignored. Completion of all these items is a new requirement this year for participation as an Adult coach or volunteer with Hanover Youth Soccer. The courseware is good and worth the time you spend to complete it. We appreciate all our coaches and especially appreciate your making the time to complete this courseware/certifications.

**Member Profiles**

**Bruce Roberts** [Edit Member Information](#)

Parent/Guardian 1, Coach

**Coaching Documents**

<input checked="" type="checkbox"/> Concussion Training Certification	<a href="#">Manage</a>
<input checked="" type="checkbox"/> Abuse Prevention Certificate	<a href="#">Manage</a>
<input type="checkbox"/> Safety/Additional Certification	<a href="#">Upload</a>
<input checked="" type="checkbox"/> CORI Acknowledgement	<a href="#">Download</a>

Background Check: 3133170 - Cleared

**Screenshot 1** – member account with photo uploaded – now you need to “register now”

## My Member Account

My Member Account Home | [Sign Out](#)


Choose Layout: [List](#) [Tiles](#)

[Register Now](#) [View Team Assignments](#) [My Registrations](#) [Change My Password](#) [Add A Family Member](#)

### Member Profiles

**Bruce Roberts** [Edit Member Information](#)

Parent/Guardian 1



[View Photo](#)

**Screenshot 2** – you have gone thru all the registration and waivers – now you need to “confirm registration”

**HOME**

## Registration for Recreational Adult Volunteer/Coach Registration

[Choose Registrant](#) > [Choose Category](#) > [Registrant Information](#) > [Photos](#) > [Waivers](#) > [Review](#)

[Receipt](#)

Registration Summary		
Participants	Registration Category	Fees
Roberts, Bruce	Recreational Coach Registration	
	Base Fee	\$0.00
	New Registration Sub Total	\$0.00

Please click **Confirm Registration** to complete your registration.

[Back to Waivers](#) [Confirm Registration](#)

**Screenshot 3** – confirmation of your registration

## Registration for Recreational Adult Volunteer/Coach Registration

[Choose Registrant](#) > [Choose Category](#) > [Registrant Information](#) > [Photos](#) > [Waivers](#) > [Review](#)

[Receipt](#)

[Return to Member Account](#) [Register Again](#)


**Successful Registration!**

TBD

### Registration Information

Registration Summary		
Participants	Registration Category	Fees
Roberts, Bruce	Recreational Coach Registration	
	Base Fee	\$0.00
	New Registration Total	\$0.00

**Screenshot 4** – you only get this email after you remind us that you registered, and then MYS Cori Submitter reviews your submission and photo and “clears” you to be a registered adult. Then MassYouth Soccer can move forward with the CORI.



Hi

**Thanks for registering!**

**Registration info:**

**Event Name:** Recreational Adult Volunteer/Coach Registration

**CONTACT INFORMATION:**


Should you have questions, please contact us by email at [soccerhyaa@gmail.com](mailto:soccerhyaa@gmail.com)



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**How to send over the Affinity CORI submission form / license copy to me**

If you are comfortable in sending this to me by email can you please reply back with a photo of your license after you complete the process in the attached document. My email is [soccerhyaa@gmail.com](mailto:soccerhyaa@gmail.com). Documents can also be mailed to me or delivered by hand to the August coaches meeting.

If you have additional questions general adult registration info from Mass Youth Soccer is here - <http://www.mayouthsoccer.org/members/adult-registration/>