

Online Registration Instructions

Spring 2011 : Background Check (BCI)

Important ** Please Read **** Important**

Registration for all OSS programs is executed via our web site. All Coaches and Volunteers are required to register on-line and complete a [Background Check \(BCI\)](#).

Soccer Rhode Island has recently changed their registration software to company called "[GotSoccer.com](#)". Therefore, the registration instructions have changed, so please read these instructions carefully.

New Coaches will need to complete the Background Check before they can be placed on a roster.

Returning Coaches will receive an e-mail from [GotSoccer](#) approximately 30 days prior to their Background Check expiring. Soccer Rhode Island requires Adult Volunteers to complete a BCI every 2 years.

Step 1 : Access the OSS Web Site

1. Go to the OSS web site : www.oceanstatesoccer.org.
2. Click on the "Registration" Link on the left hand side of the home page.
3. Select one of the following options or sub-pages :
 - Coach/Manager/Volunteer Registration
4. Click on the registration link that will bring you to a [GotSoccer](#) home page.

Step 2 : Register a Coach/Manager/Volunteer in GotSoccer

1. At the [GotSoccer](#) home page, for new users, create your Coach account.

The screenshot displays two registration forms side-by-side. The left form is titled 'New Users' and contains a sub-section 'Individual Users - New Account'. It includes fields for 'Account Type' (a dropdown menu with 'Coach' selected), 'Gender' (radio buttons for 'Male' and 'Female'), 'Date of Birth' (a text box with '(mm/dd/yyyy)' placeholder), 'First Name', 'Last Name', 'Create a Username', 'Create a Password', and 'Confirm Password'. A 'Create Account' button is at the bottom. A red dashed arrow points from the 'Account Type' dropdown in the 'New Users' section to the 'Account Type' dropdown in the 'Registered Users' section. The right form is titled 'Registered Users' and contains a sub-section 'Individual Users - Existing Account'. It includes a 'Login' button, an 'Important!' note, and a sub-section 'Individual Users - Existing Account' with fields for 'Account Type' (a dropdown menu with 'Coach' selected), 'Username', and 'Password'. A 'Login' button is at the bottom. A black dashed arrow points from the 'Account Type' dropdown in the 'Registered Users' section to the 'Account Type' dropdown in the 'New Users' section.

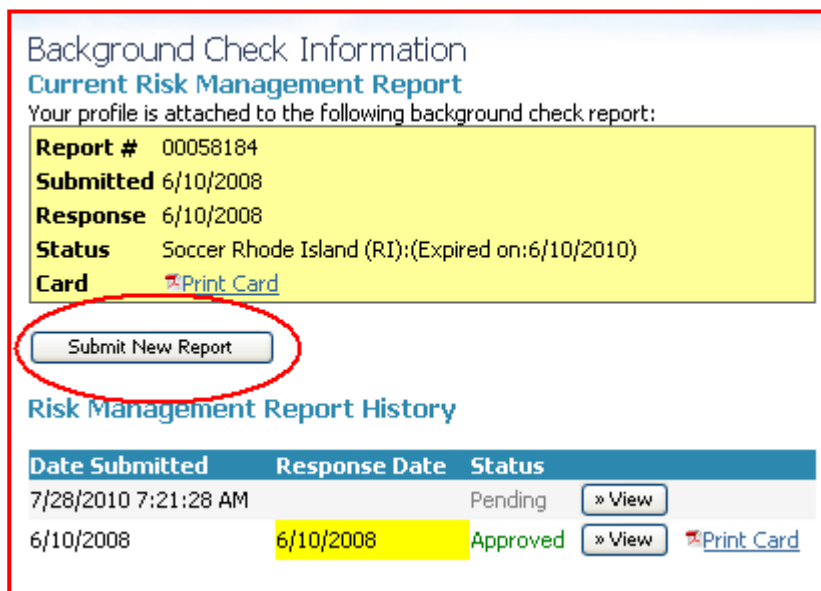
2. For existing Coaches, login into your Coach account, **be sure to select either Coach or Manager for "Account Type"**.

Step 3 : Complete BCI Form

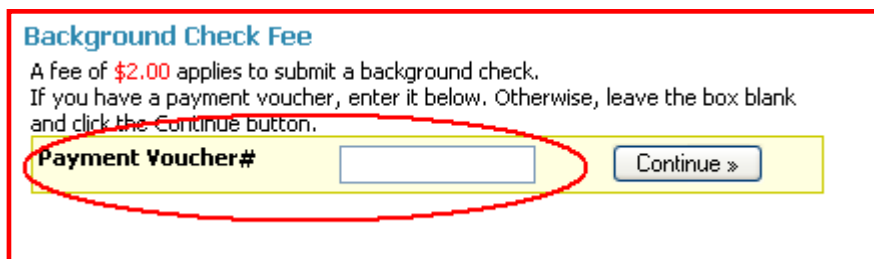
1. After logging in, click on “Background Check” on the gray bar at the top of the page



2. Next, select “Submit New Report”



3. Next, fill in the **Payment Voucher #** “**RMGEZJEZ**” and click “Continue”



4. Follow instructions to fill in the information and answer the questions, except for the background check fee area.
5. Click “Submit”

If you have any questions related to our registration process, please use the Feedback Link on the OSS web site (www.oceanstatesoccer.org) or contact the OSS Registrar, Jennifer Gallagher at osregistrar@gmail.com for more information.