# KENTUCKY YOUTH SOCCER ASSOCIATION

BACKGROUND CHECK REGISTRATION INSTRUCTIONS

Coaches, administrators, registrars, volunteers, board members, etc. will register directly to your club, so please use the **directory** to find you club link. **PLEASE NOTE that the images here may vary slightly in terms of verbiage than what your club has set up. This is just an example**:

Click here for the directory and to find your club's link if you do not have it already.

Once you have gone to the correct link, look for a registration specific to coaches/administrators or background checks and click on 'register now'.
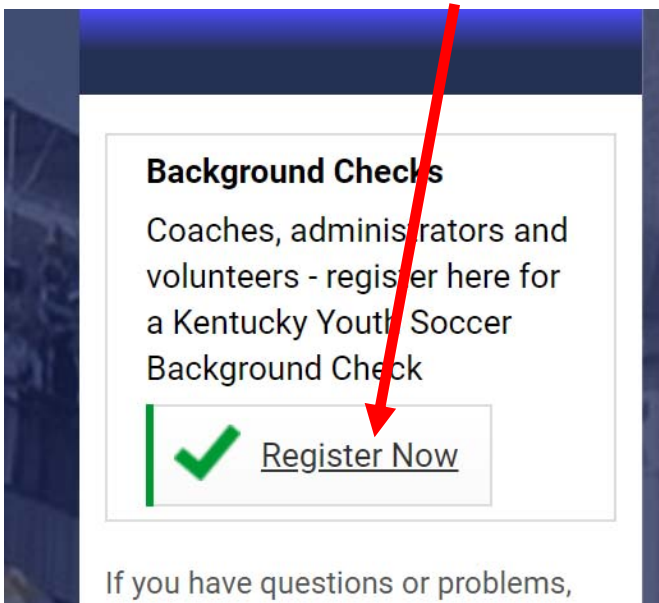
This will take you to a page where you will either login or create your account. For simply logging in, you will see an image like the one below or you may have to enter name, address, email, etc.

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Once logged in, you should see a list of individuals on your member account and can select the appropriate person to complete a background check. Click on the radio button to make the selection and then click on 'Add Registration for Selected Person'.

You will select the registration type (in this case Kentucky Youth Soccer Background Checks; however, it may simply say 'coaches'). Click on Continue to registrant information.

At this point you can review your address information as it will auto populate and answer questions that are pertinent to the background check process, then click 'continue to photos'. You will have the opportunity to add a photo on the next page, but it is not required.

If you do not wish to add a photo at this time, please click 'continue to waivers'. Please note that some clubs may require you to add a photo, specifically for select teams in order to create your coaches card in the system.

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At this point, you can review the information on how background checks are processed and authorization for Kentucky Youth Soccer to complete the check via Reference Services. When you agree, please check the radio box, enter your SSN **(utilizing this format xxx-xx-xxxx)** and your name. Please note that we **DO NOTE** store social security numbers in Stack Sports. They are strictly utilized for background checks. Then click 'continue to review'.

Confirm your registration – there is no cost to the individual or the club for the background check. This is covered by Kentucky Youth Soccer Association.

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Once completed, your page can take up to a minute to refresh and you will see a similar page to the one below. You can either return to your member account or simply logout of the system. You will also receive and email confirmation confirming your registration.

Please note that the only way we will contact you regarding a check is if we need additional information. If you pass the check, we will not reach out to you. Your Stack Sports account will show that you have cleared the check.