



June 29, 2017

Massachusetts and Affinity Webinar Information

Purpose of the Webinar: To provide Massachusetts membership information regarding the NEW Adult Reg and CORI submission process as well as the back-end migration that will occur when the new season opens.

Topics covered:

Migration:

1. What is migration
 - a. Migration is a process that we are using to register adults/admin previously registered in the Fall 2016 – Spring 2017 year **into** the new Fall 2017 – Spring 2018 soccer year. This negates the need for these adults/admin to complete the registration process.
 - b. Who is migrated?
 - i. All adult/admin that were registered last year (Fall 2016-Spring 2017).
 - c. Where from and where to?
 - i. From the Fall 2016-Spring2017 soccer year to the Fall 2017-Spring 2018 soccer year.
 - d. When does this take place?
 - i. June 1st, 2017, and at that time the Fall 2017-Spring 2018 Adult/CORI Registration will open.

Note: Email Blast was sent to all adults/admin that were migrated informing them that they were migrated into the new soccer year.

If non-returning adults/admin have been migrated into your organization, please cancel their applications to your organization. If the adult does not have an application to another organization in their registration account, also cancel the MA Adult Registration and the Adult/CORI Registration for this new soccer year, see below.

2. How to cancel applications; if the adult will not be volunteering for the current season/year, see below. There is also a step-by-step [How to Cancel an Application for an Admin](#) guide located on the Adult/CORI Registration webpage.
 - a. Make sure your season on the upper left hand side is the correct season, Fall 2017 – Spring 2018.
 - b. Click on Players/ Admins on the left hand side
 - c. Click on Admin Lookup
 - d. Search for the adult/admin, once located click on the adult/admin.
 - e. When in the adult/admin record click on the applications tab

- f. Click on the Cancel button next to the Adult/CORI application and your Programs application
 - g. Once the application is canceled you will see the status as Canceled
 - h. Next, **if the adult does not have an application to another organization**, cancel their MA Adult Registration along with their Adult/CORI Registration.
 - i. To continue to cancel applications either click on the, Next Admin >> arrows in the top right of the screen, or go back to your admin search and click on the next adult/admin to be cancelled.
 - i. This **does not delete the adult/admin from the system**; it only removes them **from the new soccer year** registrations.
3. Cancel only adult/admins who will not participate in the Fall 2017-Spring 2018 soccer **year**.
- a. If you cancelled an adult/admin by mistake, or they decide to volunteer/coach later in the season, the adult/admin will not be available under Admin Lookup. You can find them under Family Lookup.
 - i. If they are under Family Lookup **do not create an application** to your organization for them.
 - ii. The **adult/admin is required** to complete their registration as a returning user via the Adult/CORI Registration portal.
 - iii. Add Player/Admin function should **not** be used to create an application to an organization. It is a useful search tool to inform the adult/admin that they are in the system and should register as a returning user.
 - iv. **ELA's** must be signed by the adult/admin; the Registrar cannot sign this for them.

NEW – One-step Adult Reg and CORI submission process:

Adults no longer have to wait for an email containing the CORI submission link to complete their CORI request.

Adult Registration and CORI submissions have been merged. The adult registration and CORI request are now completed through one registration link/portal that will register you and your members for your club as well as the CORI request simultaneously.

The new **Adult/CORI Registration** will register your member to your organization and the adult/admin will also complete the Volunteer Application/Disclosure Statement/Consent for a Criminal Offense Record Inquiry (CORI) Check to Massachusetts Youth Soccer at that time.

1. To register, go to Massachusetts Website <http://www.mayouthsoccer.org/> hover over the red ADMINISTRATION tab, next click on the Adult/CORI Registration link and use the registration link provided on this page.

New CORI Approval Expire Date:

The CORI Approved expiration date has been changed to include a one-year grace period in which the adult is required to complete a new CORI Request. This will ensure that the adult receives a full three-year CORI Approval from Mass youth Soccer Assoc.

1. The CORI Approval expiration date will show a four-year clearance expiration date; when the CORI expiration date reaches its third year, the Risk Status will change to Grace Period with the expiration date staying in the Risk Status Expire date section.
2. When the adult's Risk Status changes to Grace Period, the adult is required to complete the Adult/CORI Registration process as soon as possible. This will allow us to complete the new CORI check on that adult without the adult's Risk Status expiring; thus, they will not have a break in their ability to actively participate in your organization's activities.

Thank you all!

If you have any questions, please let us know.

Mary Relic
CORI/Risk Administrator
mrelic@mayouthsoccer.org
Massachusetts Youth Soccer Association