CORI Submitter - How to Complete Required Functions/Run Reports
Classic View

Contents

Logging into Affinity's ShareView System

1. Go to the Mass Youth Soccer website and under the **Red Administration** tab click on the Adult/CORI Registration Tab.
2. On that webpage you will see, "If you are Already Registered with Mass Youth Soccer please use the**: Mass Youth Soccer ShareView Login Portal**", click on the ShareView Login Portal and log into ShareView **(Bookmark this page)**.
3. Be sure that you are in the current season (**Fall 2018 – Spring 2019**) when performing any functions.

Verifying if an adult has completed their Adult/CORI Registration
Below explains how to search for all your registered members; those who have completed their Mass Youth Soccer Association Adult/CORI Registration.
1. Select Player/Admins (on the left side in blue)

2. Select Admin Lookup
3. Press the small Reset button on the top center of the Administrator Lookup page. This way you will have all fields clear and are ready to start a search
4. Select Club (your organization's name)
5. Select Program (your organization's name)
6. Click Search – **(All adults listed in the lower section of the screen are registered)**

Your search will now show all adult registrations for your organization in the lower section of the screen. You also, now see, the adult's Risk Status and Risk Expire date.


Click on the first adult and it will bring up their information on the Administrator Info tab. **In the lower third of the Administrator Info tab page you will find the adults CORI/Risk Status and their CORI/Risk Expire Date**. To expedite through your adult members, you can use the >> arrows located at the top right of the information page (see below).

How to cancel applications to your organization

1. Once in the adult's registration account, click on the Application tab.
2. Follow the registration line that has your organization's name for the Fall 2018 – Spring 2019 year and click on cancel.
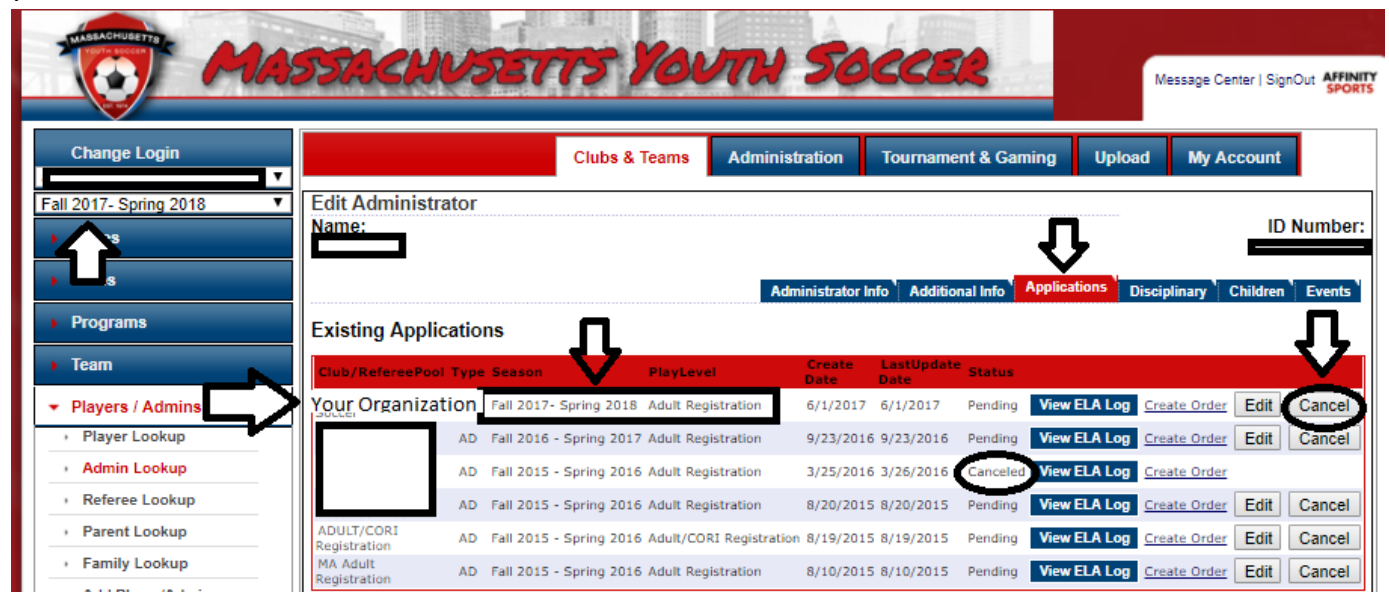
Photo Verification - All photos must be pass card quality, if not please delete it and email the adult informing them that they must upload a new photo.
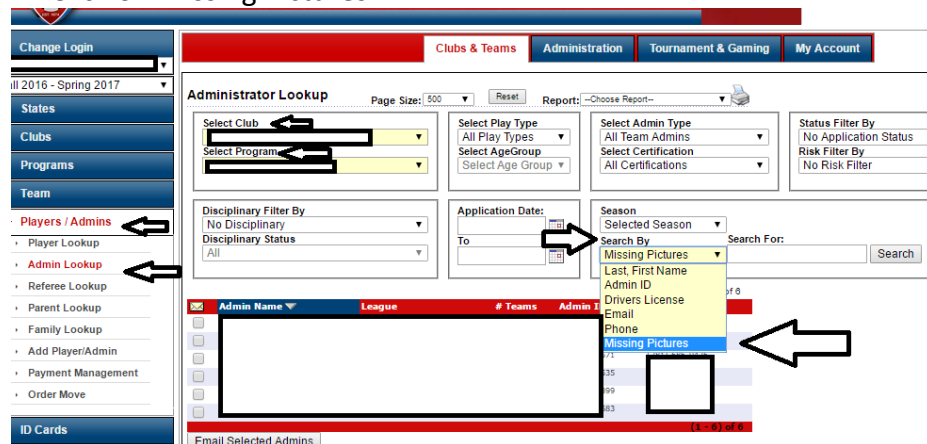
1. Clear
2. Head shot
3. Of just themselves

Deleting Photos – A new photo cannot be uploaded until you delete the old one.

1. Click on the photo
2. Click Delete

Searching for missing photos - <u>Missing Pictures</u> filter

1. Click on Player/Admins
2. Click on Admin Lookup
3. Click on the drop-down arrow in the **Search By** filter
4. Click on Missing Pictures

CORI Verification Check box- Acknowledgment Form

You are required to verify the information on your adult members CORI Acknowledgement form using a government ID. **If** all information below **is correct**, you are **required to check the CORI Verification box** under that adult's photo.

1. **Full Legal** Name (First and Last – No shortened versions or nick names, i.e. Coach Jim or shorten versions of names like Tom or Kim when it should be Thomas or Kimberly)
2. Date of Birth
3. Home Address
4. Driver's license number and expiration date
    i. Please notify the CORI Administrator at the State Office of any corrections regarding the adult's legal name and date of birth, as a new CORI request will need to be

processed using the corrected name and date of birth. **Once corrected** in the adult's registration account check the CORI Verified box.

    ii.   For address and driver's license number corrections email the adult and ask them to update their account.

        1.   **The Commonwealth of Massachusetts requires the individual's full legal name (first and last)**. The driver's license information should match that of the Adult Registration information (If the name on the driver's license is the shortened version, I will submit their CORI to the Commonwealth that way).

After this, for **all future** CORI checks on this adult, **verification will no longer be needed for as long as this adult is a member of your organization (the CORI Verification box will remain checked)**.

The adult members can **print** the **CORI Acknowledgement form** at any time by using the instructions below:

1.   Log into your adult registration and click on the - **Print Documents –** hyperlink under your picture. Then you will see the information below; follow the CORI Submission Request line to Receipt & Forms, click on it and then print your CORI Acknowledgement Form to bring to your local CORI Submitter.
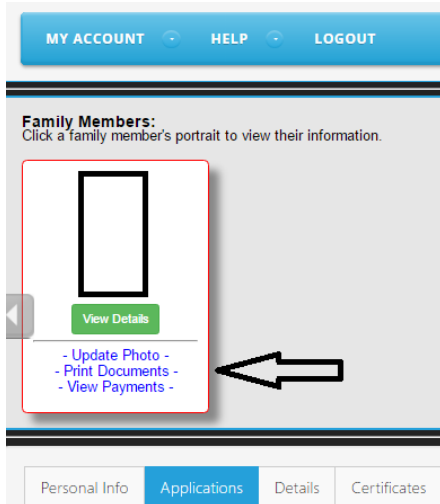

Fall 2018 – Spring 2019	Adult/CORI Registration		Admin	Receipt & Forms

The date on the form will be the date the adult printed the document, not the date they submitted their CORI for review.

Printing Credentials

1.   Log into ShareView
2.   Click on "ID Cards" on the left-hand side of the page

3. Select State (Massachusetts Youth Soccer)
4. Select Club (your organization's name)
5. Select Program (your organization's name)
6. Click on **Card Type** and choose **Administrator**
7. Click on the Search Button
8. Click on **Print Admin Credentials**
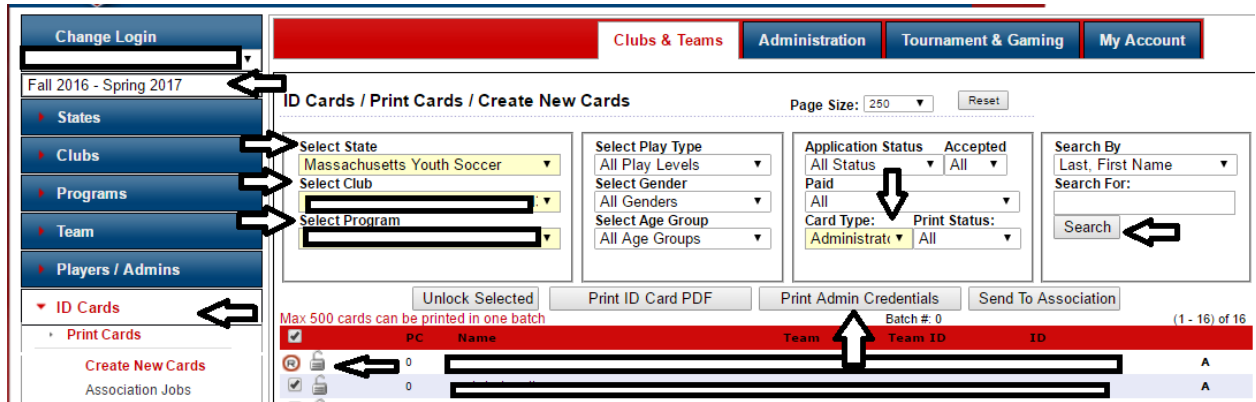
You may see an **R** with a <u>red</u> circle around it to the left of some of your members. This means a Credential will **not** print for them.   A Credential will not print for the adult if:

1. There is not a picture attached to their registration
2. If they are in a Risk Status of:
   a. CORI Resubmit: The adult has submitted a new CORI request; I have not processed it yet. No action needed.
   b. Expired: Adult must resubmit a CORI request ASAP
   c. In Process: No action needed
   d. Pending: If longer than 5 days contact Mass Youth Soccer CORI Administrator.
      i. Do not pay attention to the Pending under the Applications tab, only to the adult's Risk Status.
   e. None: Verify if the adult has requested a CORI, if not they must do so ASAP.
   f. **Suspended: Not** Approved
   g. **Under Review: Not** Approved


Unable to Print Credentials - PDF Pop-Up Blocker in Chrome, see below. For all Pop-up Blocker information refer to the Pop-Up Blockers PDF located on the Adult Credentials webpage.

The Credentials download as pop-up PDF's.   Most computers are sent up not to allow popups, so you would need to adjust your settings to allow pop-ups. Copied below is some information for you to review. You can find this by looking at the top right hand side of your Chrome web page it appears as three bars.
Block or allow pop-ups in Chrome - Computer
Turn pop-ups on or off

1. On your computer, open Chrome.
2. At the top right, click More ⋮ .
3. Click **Settings**
4. At the bottom, click **Show advanced settings**
5. Under Privacy click **Content settings**
6. Under Pop-ups select an option:
    a) **Do not allow any site to show pop-ups (recommended)**
       (1) **Click on "Manage Exceptions" and add sportsaffinity.com**

Pop-ups

    ⚪ Allow all sites to show pop-ups

    ⚫ Do not allow any site to show pop-ups (recommended)

      [Manage exceptions...]
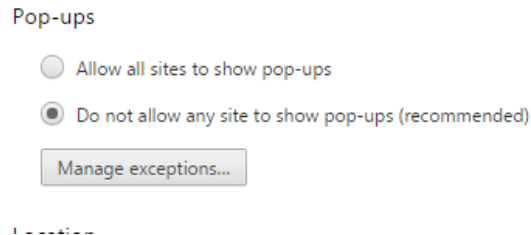
Reports

Running the <u>Team Admin Detail with All Fields</u> report and saving that information in an excel file (list of your organization's affiliated members).

1. Select Player/Admins (on the left side in blue)
2. Select Admin Lookup
3. Press the small Reset button on the top center of the Administrator Lookup page. This way you will have all fields clear and are ready to start a new search
4. Select Club (your organization's name)
5. Select Program (your organization's name)
    a. Click Search **– (All adults listed in the lower section of the screen are registered)**
    b. Go back to the top of the page and next to Reset is **Report**: **Select Team Admin Detail With All Fields**
    c. Click on the little printer button
    d. Select download format – Excel
    e. Click on **Export**
    f. Save as (this report will have all your members information including their Risk Status and Risk Expire Date)

Running the <u>Admin Count with Risk Status</u> Report

You do not need to go into every one of your member's registration accounts to find their Risk Status. You can use the excel file that you created above, or you can also run the Admin Count with Risk Status report. You can then download the report and it will give you that information.

1. Go to Reports on the left-hand side of the Affinity website
2. Choose the Counts report and
   a. Run it with your organization's name in the **Select a Club** and again in the **Select a Program** dropdown boxes.
   b. Then choose the Admin Count with Risk Status Report.
   c. Click on Generate Report
   d. Next click on **select a format** and choose CSV Coma Delimited.
      i. This has merged cells, so it is best to Download/Export the counts report as a CSV Coma Delimited.
      ii. Column J is Risk Expire Date and has the merged cells.
         1. Right Click
         2. Choose Format Cells
         3. Choose **Date**
         4. Click ok and it will delete the time stamp

Running the <u>CORI Verified Report</u> - This report will let you know who you have CORI Verified by checking the CORI Verified box.

1. Log into Affinity's ShareView
2. Click on Reports located on the left-hand side of the webpage
3. **Click** on **Additional Reports**
4. Click on the CORI Verification Report
5. Select Report Type as CORI Verification Report
6. Select a State (Massachusetts Youth Soccer)
7. Select Club (your organization's name)
8. Select a Program, (your organization's name)
9. Click on the Generate Report button.

Running a search for recently registered members

You can run a report by **Application Date**; see attached screenshot (Run Reports by App Date).

1. Make sure that you do not have any filters set, do **not** set it to New Application Status, just leave it as No Application Status.
2. Put in Dates you wish to search and click on search

Sending Emails through Affinity

In the Administrator Lookup function in ShareView you can email all selected Administrators. Once you run a search, your results, or members within that search criteria show under the functions window. You will see an envelope to the left that if clicked on checks all the boxes to the left of your members. You can either keep all checked or you can check selected individuals that you would like to email.

Once you check the individuals that you would like to email, click on **Email Selected Admins** at the bottom of the page. This will bring you to the email function in ShareView where you can choose from the macros on the left side of the page to place in the email. You will have to manually cc yourself if you would like a copy of what you sent in your inbox, see below.

Verifying emails sent through Affinity

1. Select Club on the left navigation
2. Select State as Mass Youth Soccer Assoc.
3. Select Club as your club.
4. Select the Messaging tab in the upper far right.
5. Select Route Request
6. Select the Sent tab.

You can click on any of the messages and see who the recipients were.