

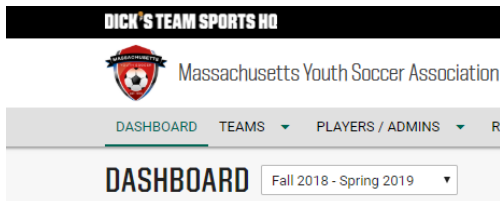
CORI Submitter - How to Complete Required Functions/Run Reports Dashboard

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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. Hover over Player/Admins (at the top of the page)
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. Expand page size to fit all your members.
5. Select Club (your organization's name)
6. Select Program (your organization's name)
7. Click Search – **(All adults listed in the lower section of the screen are registered)**

Administrator Lookup Page Size: 500 Report: --Choose Report--

Select Club <input type="text" value="All Clubs"/> Select Program <input type="text" value="All Programs"/>	Select Play Type <input type="text" value="All Play Types"/> Select Age Group <input type="text" value="All Age Groups"/>	Select Admin Type <input checked="" type="radio"/> All Team Admins or Select User Type <input type="radio"/> Select Type
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Your search will now show all adult registrations for your organization in the lower section of the screen. You will also see the adult's Risk Status and Risk Expire date.

Admin Name	League	Num of Teams	Admin ID	Risk Status	Risk Exp Date	Home Phone
<input type="checkbox"/>	Administrator - Mass Youth Soccer			Approved	8/20/2020	

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Click on the first adult and it will bring up their information on the Administrator Info tab. **On 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.

DICK'S TEAM SPORTS HQ
Change Login

Massachusetts Youth Soccer Association

ASSOCIATION
EVENT
TOURNAMENT

ADMIN LOOKUP
Fall 2018 - Spring 2019

Edit Administrator Name: _____
1 of 66 Next Admin >>

ID Number: _____

Administrator Info
Additional Info
Applications
Disciplinary
Children
Events

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 current year and click on cancel.

Edit Administrator

Name: ID Number:

Administrator Info Additional Info Applications Disciplinary Children Events

Existing Applications

Club/RefereePool	Type	Season	PlayLevel	Create Date	LastUpdate Date	Status			
Your Organization		Fall 2017- Spring 2018	Adult Registration	6/1/2017	6/1/2017	Pending	View ELA Log	Create Order	Edit Cancel
	AD	Fall 2016 - Spring 2017	Adult Registration	9/23/2016	9/23/2016	Pending	View ELA Log	Create Order	Edit Cancel
	AD	Fall 2015 - Spring 2016	Adult Registration	3/25/2016	3/26/2016	Canceled	View ELA Log	Create Order	
	AD	Fall 2015 - Spring 2016	Adult Registration	8/20/2015	8/20/2015	Pending	View ELA Log	Create Order	Edit Cancel
ADULT/CORI Registration	AD	Fall 2015 - Spring 2016	Adult/CORI Registration	8/19/2015	8/19/2015	Pending	View ELA Log	Create Order	Edit Cancel
MA Adult Registration	AD	Fall 2015 - Spring 2016	Adult Registration	8/10/2015	8/10/2015	Pending	View ELA Log	Create Order	Edit Cancel

Photo Verification - All photos must be pass card quality, if not please delete the photo 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 - Missing Pictures filter

1. Hover over Player/Admins (top of screen)
2. Click on Admin Lookup
3. Click on the drop-down arrow in the **Search By** filter
4. Click on Missing Pictures

Administrator Lookup Page Size: 500 Reset Report: --Choose Report--

Select Club: Select Program:

Select Play Type: All Play Types Select AgeGroup:

Select Admin Type: All Team Admins Select Certification: All Certifications

Status Filter By: No Application Status Risk Filter By: No Risk Filter

Disciplinary Filter By: No Disciplinary Disciplinary Status: All

Application Date: To: From:

Season: Selected Season Search By: Missing Pictures Search For: Search

Admin Name	League	# Teams	Admin
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Email Selected Admins

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.**

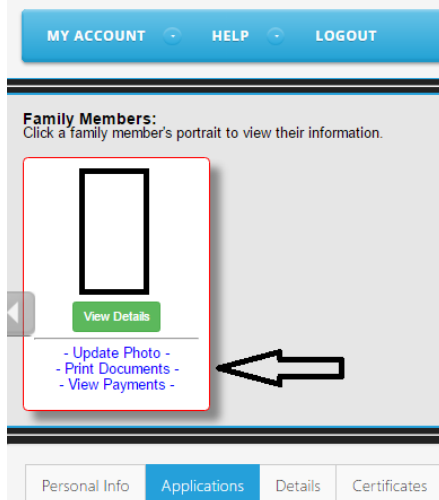
1. **Full Legal** Name (First and Last – No shortened versions or nick names, i.e. Coach Jim or shorten versions of names like Tom or Kim when it should be Thomas or Kimberly)
2. Date of Birth
3. Home Address
4. Driver's license number and expiration date
 - i. Please notify the CORI Administrator at 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.



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. Verify you are working in the current registration year
3. Hover over Players/Admins
4. Click on ID Cards
5. Select State (Massachusetts Youth Soccer)
6. Select Club (your organization's name)
7. Select Program (your organization's name)
8. Click on **Card Type** and choose **Administrator**
9. Click on the Search Button
10. Click on **Print Admin Credentials**

Max 500 cards can be printed in one batch

PC	Name	Team	Team ID	ID
R				A
				A

You may see an **R** with a **red** 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 by the adult.
 - 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. Do not pay attention to the Pending under the Applications tab, only to the adult's Risk Status.
 - e. None: The system updates overnight; the adult has registered and will be placed on my CORI list to process the next day.
 - f. **Suspended: Not Approved**
 - g. **Under Review: Not Approved**

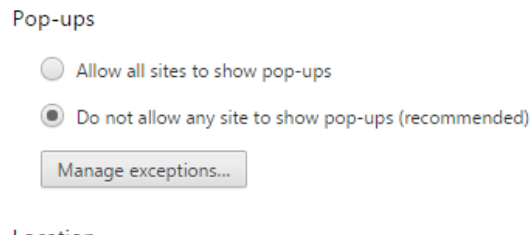
Unable to Print Credentials - PDF Pop-Up Blocker in Chrome, see below. For all Pop-up Blocker information refer to the [Pop-Up Blockers PDF](#) located on the [Adult Credentials webpage](#).

The Credentials download as pop-up PDF's. Most computers will not to allow popups, so you need **to adjust your settings to allow pop-ups**. Copied below you will find 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**



Reports

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

1. Hover over Player/Admins (on top of page)
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 the Reset button 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)

Admin Count with Risk Status 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 top 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

CORI Verified Report - This report will let you know who you have CORI Verified by checking the CORI Verified box.

1. Log into Affinity's ShareView
2. Hover over Reports (top of screen)
3. **Click on Additional Reports**
4. Click on Report Type 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.

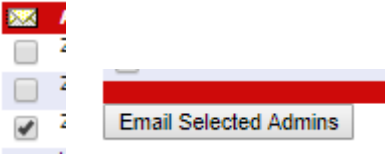
Search for recently registered members

You can run a report by **Application Date**; see screenshot below (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

Emails – Sending through Affinity

In the Administrator Lookup function in ShareView you are able to 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.

Email Administrators

To complete your email please proceed by inputting << Back

- From Name
- From Email Address
- Subject
- CC (If Any, emails must be separated by ;. If the CC email is not in Affinity system, then the macros won't get replaced.)
- Body (text)

To the left of the email form is a list of macros. You can insert these into the body of your email. place your cursor in the body area and then click on the macro you want to insert into the email body. The system will add this information to your email. You may not use any part of the word "truncate" or "script" in the email body. Please review your message and substitute any words that contain this word or sequence of letters for another word.

- {FirstName}
- {MiddleInitial}
- {LastName}
- {Suffix}
- {Alias}
- {Email}

- {Address1}
- {Address2}
- {City}
- {StateCode}
- {PostalCode}
- {HomePhone}
- {WorkPhone}
- {CellPhone}

- {Season}
- {LeagueName}
- {ClubName}
- {TeamName}
- {TeamNumber}
- {AgeGroup}

From Name*
Cori Administrator

From Email Address*

CC Email

Subject*
Admin Message

Attachment **File name with letters and numbers only and no space**

Body*

Dear {FirstName} {LastName},

Words: 0 Charac

Send

Please wait 2-5 seconds

Verifying emails sent through Affinity

1. Hover over Setup (top of page).
2. Select CONFIG
3. Select the Messaging tab in the upper far right.
4. Select Route Request
5. Select the Sent tab.

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

