

New Adult Registration System
&
CORI Submission Requests
FAQ's for our Members

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1. Who needs to complete an Adult Registration?

All adults 18 years of age or older that are working/volunteering with any Mass Youth Soccer Association affiliated organization. The Adult Registration must be completed regardless of the adult’s CORI status. Thus, **all** adult listed below, but not limited to must complete a Mass Youth Soccer Association Adult Registration:

- Coaches (all types) • Team Managers, including designated team parents assigned team management responsibilities • Board Members (Officers, Directors, Administrators, Committee Chairs, Appointees, etc.) • Referees (Note: All USSF Referees will complete their CORI registration through MSRC) • Trainers (Permanent or Temporary) • Volunteers • Organization Employees • Concession Workers • Tournament Organizers, Employees, Volunteers

2. Who must complete a CORI Submission Request?

Every adult (18 years of age or older) that is a members of one of Massachusetts Youth Soccer Association’s affiliated organizations who may have the opportunity to have direct and unmonitored access to children are required by state law to complete the CORI certification process. But, before a CORI can be completed all adults must have a current yearly active Adult Registration in ShareView. . Even though these are two separate processes they go hand in hand. Thus, **all** adult listed below, but not limited to must complete a CORI Submission Request after completing their Adult Registration:

- Coaches (all types) • Team Managers, including designated team parents assigned team management responsibilities • Board Members (Officers, Directors, Administrators, Committee Chairs, Appointees, etc.) • Referees (Note: All USSF Referees will complete their CORI registration through MSRC) • Trainers (Permanent or Temporary) • Volunteers • Organization Employees • Concession Workers • Tournament Organizers, Employees, Volunteers.

3. How is a CORI Submission Request completed?

A CORI Submission Request is triggered by certain actions:

- Active Adult Registrations – All adults with active Adult Registrations will receive an automatic notice when their CORI clearance expires. These notices will go out at 5, 3, and 1 month prior to expiry. A link to the CORI submission webpage will be provided in the email notification.
- New User - After an Adult Registration is completed a follow up email will be sent to the adult with the link to the CORI submission webpage.

4. How often do I need to complete an Adult Registration?

The Adult Registration process is an annual requirement (every soccer year). A soccer year starts September 1st and ends August 31st. Every June 1st the Adult Registration for the upcoming soccer year

begins. Thus the process has just started for the 2016 – 2017 soccer year. When you register the system assigns the current open registration season to your registration. If in June you need to register for the current year please contact the state office to update your account accordingly.

5. Does the Adult Registration process replace the MYSAs affiliation requirement?

Currently both methods are required. You will need to complete your Adult Registration online in ShareView (Affinity), and your registrar will continue to affiliate you with MYSAs via the current process managed by Rachel Woo.

6. How do I know what registration process to use, i.e. New User, Returning User?

- **New User:** This is for an adult who has not completed their Adult Registration in the past. It is important to note that we have started uploading all of our member organization data into ShareView as provided to Mass Youth Soccer through the registration/affiliation process. The system may find the adult from this data and have them complete the process from there.
- **Returning User:** If you were one of the 20,000 who properly completed the Adult Registration Process for Fall 2015 – Spring 2016, you need to go back to the Adult Registration Portal and update that account with the new year’s registration information. Please do this by inputting your username and password, then make any necessary changes to your registration account and complete the process.

7. How often and when do I need to complete a CORI Submission Request?

- CORI Submissions are required every three years, with some exceptions. You must complete a CORI Submission and be **cleared** prior to working for any affiliated member organization and with the children.
- Must have completed the Adult Registration Process prior to submitting your CORI submission.
- Use link that is emailed to you from ShareView. The system will notify existing users when the CORI renewal window is open. Typically five months prior to expiration.
 - May take up to a week from submission to clearance. Please contact your local CORI submitter to verify your CORI submission has been received and is being processed.

8. I don’t remember the email address that I used, I can’t remember my password?

- Call the Affinity help line at 800.808.7195. They also can look up your email address and reset your password after you identify yourself, OR,
- Please contact your organization’s Registrar, as they will be able to look up the email on record and/or reset your password, OR
- You may also contact Mary Relic at the state office via email at mrelic@mayouthsoccer.org or call (978) 466-8812 Ext 222.

9. What is needed to complete the Adult Registration online?

- You will need to upload a pass card quality photo, this would be a **clear head shot of you**. You will be able to edit (crop) your photo after you upload it.

- The name(s) of your local organization(s). Please do not register under a League unless you are on the League's Board of Directors.
- Basic information.

* Please use your **full legal first and last** name when completing your Adult Registration.

10. Once my Adult Registration is complete is a CORI request initiated automatically?

No, these are two separate processes. Please note that the Adult Registration is the first step and completing the separate CORI Submission Request is the next. After you complete your Adult Registration you will receive a link via email to complete your CORI Submission Request. This email will be sent from noreply@sportsaffinity.com. For some people the email has been ending up in spam folders, so please look for it there.

11. What happens if I do not receive the email with the link to complete my CORI request?

- Check your Spam or Junk Folder. If the email went to your spam folder please add noreply@sportsaffinity.com to your safe list, as all system generated emails come from that account.
- Check to see if the email was sent. ShareView will retain a copy of all emails sent in your online account for 2 months. To verify this:

After you completed your Adult Registration you should have received an email with a link to complete your CORI Submission Request.

If you are unable to find the email containing the CORI link, please log back into your Adult Registration account using the user login button located at the top right hand side of the link below:

[Mass Youth Soccer Adult Registration](#)

- **You will need your Username and Password to access your account.** After you log in look for "My Account" above your picture. Hover over "My Account" to access a dropdown box, click on "Message Center" and it will show your emails, click on your "Thank You for Registering (your name)" email. The email will open up (lower pane) on the bottom of the page. The link to complete your CORI Submission Request is about 2/3rds down in the content of the email and it starts with **http://** and ends with **sessionguid=**, you will need to copy and paste to a new tab to access the CORI Submission Request site.
- If there is not an email in the message box there are several possible reasons
 1. The first reason is that your Adult Registration is not complete. Please go back to verify all information has been entered and you have read and accepted the ELA (Electronic License Agreement).
 2. We do not have your correct email address.
 3. Please verify your email address in ShareView so future messages are delivered to the correct email address. Your Registrar, Affinity Help Line or the State Office will be able to assist you with that update.
 - If you registered over 2 months ago, the email may have been deleted.

12. I need help with the Adult Registration Process...

Affinity is the name of the organization that is housing the Adult Registrations under ShareView. Their help line number is 800.808.7195. You may also contact Mary Relic at the state office via email at mrelic@mayouthsoccer.org or call (978) 466-8812 Ext 222.

13. I made a mistake on my date of birth what do I do?

Contact Mary Relic at the Mass Youth Soccer State Office so she can update your Adult Registration account and process a new CORI Check for you.

14. I put my first name in the incorrect place how do I fix it?

Contact Mary Relic at the Mass Youth Soccer State Office so she can update your Adult Registration account and process a new CORI Check for you.

15. I need help with the CORI Process...

First contact your organization's CORI Submitter for help. If they are unable to help you, please feel free to contact Mary Relic at the state office via email at mrelic@mayouthsoccer.org or call (978) 466-8812 Ext 222.

16. Is there a deadline for registering?

No. That was discussed, but will not be implemented.

17. Is there a fine for not registering prior to November 30, 2015?

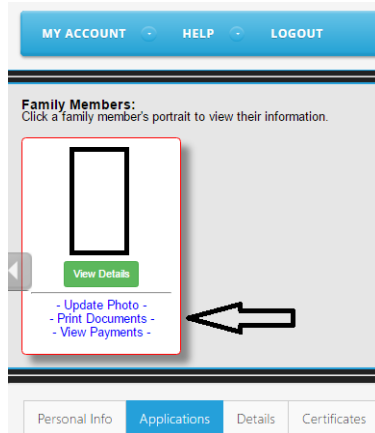
No. That was discussed, but will not be implemented.

18. What do I do with the CORI Acknowledgement Form?

It is required that all member organizations receive this form from their adult members, which their Cori Submitter will sign as the "Verifying Employee". All adults who have just completed their CORI submission will need to print out their CORI Acknowledgement Form and present this form along with their driver's license or other govt. issued id **to their local CORI Submitter**. Then, sign the form in front of the CORI Submitter. The CORI Submitter will now go into the Affinity ShareView System and make the necessary notation (check box) that this adult has been CORI verified. The form will then be properly discarded (shredded or burnt). 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**.

19. How to find the CORI Acknowledgement form in my Adult Registration ("My Account")

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 2015 – Spring 2016	CORI Submission Request	Admin	Receipt & Forms
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Please note: If an adult **belongs to more than one organization** it is the responsibility of those organizations to ensure that adult has given the **CORI Acknowledgement Form to one of them** and that the **receiving organization** checks the CORI Verified Box in ShareView.

20. How to add an organization to an existing registration account (You must go through the Registration Portal)

1. Go to the Mass Youth Soccer website – www.mayouthsoccer.org
2. Click on the Adult Registration link (this is under the Administration tab)
3. Click on the Adult Registration portal on ShareView
4. Click on the blue Returning User Register Now button
6. Enter Username and Password then click login
7. Click the green Continue button
8. Click the blue Register as Coach/Admin
9. Select Adult Registration
10. Click on the dropdown box and add the organization
11. Click Save and Next Page
12. Accept the ELA
13. Click Agree and Continue

21. How to add Driver's Licenses Information

Go on our website (www.mayouthsoccer.org) and:

1. Click the Adult Registration button under the Administrator tab.
2. Then click on the Mass Youth Soccer ShareView Login Portal (**located in the middle of the page**)
3. On the top left side you will see User Login, Click on it and add your Username and Password
4. Under your picture you will see a tab that says "Details"
5. Click on the "Details" Tab and there they should be able to add their driver's license information.
6. Click the Save Changes
7. Then they can go back to their account.

Revised 1/27/2017

22. Do I need a Mass Youth Soccer Adult Credential to Coach/Volunteer?

All registered, affiliated and CORI approved adults will be required to have a Mass Youth Soccer Adult Credential. The primary purpose of the Adult Credential is for all parents of children to feel comfortable that all adults involved with their training, safety, well-being, coaching, etc. have been properly CORI checked and are in good standing (registered and affiliated, thus insured) by Mass Youth Soccer.

23. Who supplies the Mass Youth Soccer Adult Credential?

The local organization that you are volunteering/coaching/working with supplies you with your Mass Youth Soccer Adult Credential.

24. When am I required to wear the Adult Credential?

Initially when arriving at the field or any team activity the adult should have their credential worn around their neck. Then, in order not to hamper their activities (coaching, lining fields, running, etc.) they may, if necessary, store the credential with their personal belongings.

25. Do I need multiple Adult Credentials if I am working with more than one Mass Youth Soccer affiliated organizations?

The Credentials are universal. As long as a coach has a valid credential, is **registered and affiliated** with **Mass Youth Soccer** and **all organization's he or she is participating with** and is **CORI Approved**, that adult can work with any of his or her **listed** member organizations. It is required that they also meet the requirements of the league (i.e. having a valid coach ID Pass Card).