



February 1, 2018

To: Presidents, CORI Submitters and Registrars

From: Mary Relic, CORI /Risk Administrator

Subject: Spring 2018 Start-up memo - Adult/CORI Registration - **Migration/Cancel** Applications and CORI Verified check box.

Important: You are required to cancel Applications to your organization for adult members that did not and will not coach/volunteer for your organization at any time during this Fall 2017 – Spring 2018 soccer year by April 1, 2018.

Migration/Cancel Applications: Migration is a process that we used to register adults/admins that were previously registered in the Fall 2016 – Spring 2017 soccer year **into** the new Fall 2017 – Spring 2018 soccer year. This negated the need for those adults/admins that were previously registered for the prior year to complete the registration process for this new soccer year.

- If your member's **CORI will be expiring** during the Fall 2017 – Spring 2018 soccer year, they have been migrated, or registered into the new soccer year, but are **required to complete the Adult/CORI Registration** to trigger a CORI request. A CORI check will then be processed for them to ensure that they have a Risk Expire Date that will not expire during the Fall 2017 – Spring 2018 soccer year.
- If non-returning adults/admins have been migrated into your organization, please cancel their application to your organization for this soccer year by April 1, 2018. Instructions for this are on the left side of the Adult/CORI Registration webpage located on the Mass Youth Soccer website under the **red ADMINISTRATION** tab, or you may use the link below.
 - Please Do NOT cancel Applications for Adults/Admins that have participated in the Fall, or that you know will be participating in the Spring.
 - You Do NOT need to cancel the MA Adult or Adult/CORI Registration(s); **only cancel the Application to your organization** where applicable.
 - **How to Cancel an Application for an Admin**

CORI Verification Check Box – CORI Acknowledgement Form: You are required by the Commonwealth of Massachusetts (**State Law**) to meet face to face with your adult members to collect their CORI Acknowledgement form. You are also required to verify the information on their CORI Acknowledgement form using a government ID. **If** all information on the form (see below) **is correct**, you are **required to check the CORI Verification box** located in their Adult's Registration account (Affinity -ShareView System) under their photo, and then shred that document. **This ensures that we have processed the adult's CORI request using correct information.**

- **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)
- Date of Birth
- Home Address
- Driver’s license number and expiration date
 - 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.
 - You or the adult can update a current address;
 - To add a previous address to the adult’s registration account, call Affinity or contact the Mass Youth Soccer CORI Administrator; this information is located under the adult’s Additional Info tab in the system, and you do not have access to that tab.
 - For driver’s license number corrections email the adult and ask them to update their account.
- After this, for **all future** CORI checks on this adult, **verification will no longer be needed (the CORI Verification box will remain checked)**.
- **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

Please review the **CORI Submitter Procedure document**, the **CORI Submitter How to Complete Required Functions document** (both located on the CORI Submitter Information webpage) and the **web pages listed below as they contain more in-depth information**.

Adult/CORI Registration

Adult Credentials

CORI Submitter Information

Please contact me at mrelic@mayouthsoccer.org if you have any questions, as I am happy to help.

Thank you all for your time, commitment and continuing efforts to help keep our children safe!

Mary Relic
 CORI/Risk Administrator
 Massachusetts Youth Soccer Association