

# WYSA Risk Management Steps for Volunteers

**Step 1:** Volunteers should navigate to [https://wiyouthsoccer.demosphere-secure.com/\\_registration](https://wiyouthsoccer.demosphere-secure.com/_registration) and complete a registration.

**Step 2:** When registering, select **REGISTER A VOLUNTEER**. If you do not select **REGISTER A VOLUNTEER**, you will not receive an application for risk management.

The screenshot shows a progress bar at the top with five steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), Step 4 (Donate), and Step 5 (Complete Order). Below the progress bar, the current step is 'Registration Step 1.3 - SELECT ORDER ITEM'. The main content area asks 'What would you like to do?' and displays three buttons: 'Register a Participant', 'Register a Volunteer', and 'Make a Donation'. The 'Register a Volunteer' button is highlighted with a green rectangular box.

**Step 3:** Complete the registration. On the confirmation page, you have the option to complete the risk management application AND you will also receive an email with an application link for risk management for later reference if needed.

**Confirmation page with application link:**

The screenshot shows the 'Registration Step 5.3 - ORDER CONFIRMATION' page. At the top right, there is a 'Order Confirmation' label. The main content area includes a 'Registration Order Complete!' heading, a 'Thank you for registering!' message, and a 'Volunteer Risk Management Applications' section. This section states that volunteers now require a Risk Management background check application and that each volunteer receives an email with instructions. A green box highlights the text 'You were registered as a Volunteer, and may complete your application now by clicking the button below:' and the 'Complete Your Application Now' button. Below this, there is an 'Additional Seasonal Information' section with a heading 'Volunteer Registration - 2018-2019' and a paragraph of text. At the bottom, there are two buttons: 'View/Print Receipt' and 'Finish and Return to Dashboard'. A footer at the bottom right reads 'Registration service provided by Demosphere International, Inc. - review the Privacy Policy.'

**Email with application link:**

Wisconsin Youth Soccer Association, Inc Background Check Ap... Inbox x ○

☆ no-reply@demosp... ▼

3/19/19, 4:26 PM ○ ↶ ↷ ↶ ↷ ▼

Hello ██████████

This is an automated message on behalf of Wisconsin Youth Soccer Association, Inc regarding your pending on-line **Risk Management Application**

In order for your information to be submitted for a routine background check, in anticipation of approval for your employment/volunteer position, you must first log in and complete the application form.

Please log in and complete your application by clicking this button below or copying the link to your browser:

[Risk Management Application Log In](#)

[https://wiyouthsoccer.demosphere-secure.com/\\_bgc\\_application#5c91507f768834533f456dd1](https://wiyouthsoccer.demosphere-secure.com/_bgc_application#5c91507f768834533f456dd1)

NOTE: If you have forgotten your password, please click the *Forgot My Password* link on the login page and enter your email address to have the password reset instructions sent to you.

Thank you!

Wisconsin Youth Soccer Association, Inc

Wisconsin Youth Soccer Association, Inc  
10427 W Lincoln Ave, Suite 1100, West Allis, WI

Once you click the application link on the confirmation page or via the email, you will be brought to the application form:



## Risk Management Application Form

### Authorization

By signing below, you authorize: (a) backgroundchecks.com ("BGC") to request information about you from any public or private information source; (b) anyone to provide information about you to BGC; (c) BGC to provide us Wisconsin Youth Soccer Association, Inc one or more reports based on that information; and (d) us to share those reports with others for legitimate business purposes related to your employment/volunteerism. BGC may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, and any other information with public or private information sources. You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or employee/volunteer with us.

By initialing below, you acknowledge receipt of these documents.

Initial here to acknowledge the above statement:

### Standardized Personal Info



[Edit Photo](#)

First Name:

SSN#:

Address:

Middle Name:

UUID:

Last Name:

email:

City:

Birthdate:

Phone:

State:  Zip:

Gender:  Male  Female

Club Affiliation:  Role:

Highest Coaching License Held:

Have you ever been convicted of a felony or crime of violence?

Have you ever been convicted of child abuse or neglect?

Have you ever been convicted of driving under the influence of alcohol?

Is this application for a minor (under 18 years of age)?

**Step 4:** Once you complete the application and pay the risk management application fee, your risk management status will be updated in the system by a State staff member.