

Step 1 (5-10 minutes for Returning Users): Register online

Full information from Mass Youth Soccer is on their [MA Safe Soccer](#) and [Adult Registration](#) web pages. MYS help guides are available on the right side of the Adult Registration page. Or, for registration and training dashboard questions, contact the Soccer Connect help line at 855-703-2558.

Start with the new MA Youth Soccer Connect site: [Adult Registration Portal](#) (site #1.1 password A)

Click on the blue Register Now button at the bottom of the page

Since you have previously volunteered with HYSA you are a Returning User. **Do not create a new registration account, because that will not be connected to your previous background checks and training.** Use the email and password from last year's Soccer Connect site.

If you do not know your username or password:

Use the forgot password function in the top left corner of this page and wait for an email to be sent to you to confirm you are in the system and let you create your username and password. If you do not receive an email quickly, please check your spam or junk folder.

Or, call the U.S. Soccer Connect Help Line at (855) 703-2558.

Or, click on the "Help Center" link on the top left corner of this page and then click on the "submit a request" button at the bottom of the page.

Once you've updated your password, click on the link above and the Register Now blue button again

Input your username and password (A) and click on the green "Returning User" button

Your name and details should be listed. Click on the green "Continue" button.

Click on the blue "Register as Coach /Admin" button

Select "Adult/CORI Registration". Your previous information has been migrated and will populate.

Scroll to the bottom, checking or updating the information.

Make sure **Holliston Youth Soccer is selected as your Primary Organization** so HYSA can see your registration.

Click the green "Save & Next Page" button

Click on the three "I Accept" buttons next to the 3 Electronic Legal Agreements (Adult Participation Registration Agreement, Authorization for Background Check, and Request and Acknowledgment for CORI)

Scroll down to the bottom and click on the green "Agree & Continue" button

Click on the green "No Payment Due, Continue" button

If there is a background check button at the bottom of the page, your CORI or background checks have expired and need to be redone.

Click on the background check button to submit your CORI and your National Background Check requests.

Or, if your background checks are still valid, you will see a “Congratulations! Registration is complete” message. As a returning verified volunteer you do not need to print out the forms.

Congratulations! You have finished Part 1 of 3

Next up: two training modules

Step 2 (10-15 min for Returning Users): online SafeSport/Abuse Prevention Refresher

Full information from Mass Youth Soccer is on their [MA Safe Soccer](#) and [Adult Registration](#) web pages. MYS help guides are available on the right side of the Adult Registration page. Or, for specific Safesport technical support, contact the online training help desk at 720-676-6417.

Note: if you’ve taken the initial SafeSport/Abuse Prevention training since January 1, 2020, you won’t need to do it again for the ‘20’21 soccer year.

Either go directly to the SafeSport Site: [SafeSport Training](#) (site #2, password B)

Or start with the confirmation email you received after registering with Soccer Connect, titled “Thank you for Registering”. At the bottom there is a link which says “Adult Registration Login URL”, but is actually to the [Soccer Connect Training Portal](#) (site #1.2, password A).

Log on with your Soccer Connect username and password (A) from Step 1/Registration.

Click on the “My Account” on the top blue band

Click on “Certificates” below your photo

Click on the link to the SafeSport Site: [SafeSport Training](#) (site #2, password B)

On Add Membership page, enter Organization = [U.S. Soccer](#) and Access Code = [YC3E-6P5G-YYIL-CS2M](#), then click Save.

On the Register page, enter your **legal full first name, last name, and the same email used for Soccer Connect** (site #1). Once you enter the matching information, you’ll get a sign saying “Email is already used for an existing account. Please sign in to this account” and a grey bar will pop up.

If you have not yet completed the initial SafeSport/Abuse Prevention Training, stop reading this, and go instead to Step by Step Instructions for New Volunteers, Step 2 (online SafeSport/Abuse Prevention Training)

Click the grey Sign in bar.

Enter password (B) and click the orange Sign in button.

*Note, this is **not the same password** as used for Soccer Connect (site #1, password A) above, in fact it is probably different because of the character requirements (Soccer Connect is 7-8 characters with caps, lower & special character, SafeSport is at least 8 characters).*

If you don’t remember this distinct password (B), click Forgot Password, enter your email address and follow instruction to reset it.

You will see a screen titled Learning Activities with a box showing the date you took SafeSport Training and a box for Refresher Course (mandatory each year). If the Refresher course is not showing, that means you took the initial Abuse Prevention training this calendar year and the Refresher is not yet required.

Click on the Start button under Refresher: Recognizing and Reporting Misconduct.

Click on the blue right arrow to start.

Take online training, continuing to click on the blue right arrow or “next question” or video play button to advance each screen.

Note: During videos, you can click on the “View Transcript” button to open a transcription of the audio below the video screen.

If you seem to be stuck on a screen, click on the subjects or statements in the middle of the screen to open further information before the next section will be unlocked.

There is one section with a pre-test and a post-test. You must receive 100% on the post-test to finish the training.

After passing the Refresher course, you’ll end on the Finish page where it says “Congratulations!”. Click on the green Certificate bar **download and save the certificate PDF**.

The certificate will be automatically transferred to the Soccer Connect system *overnight (not immediately)*. If you log back into the Soccer Connect Training Portal ([site #1.2, password A](#)) the next day and go to Your Account, Certificates, you should see that the SafeSport Refresher Course now has a completed date. If not, upload the pdf you saved after training.

Select “Click to Upload” under SafeSport

Click on the grey “Browse” button and select the file from your computer.

Wait until the Certificate shows on the screen, then click the green “Upload Image” button

THANK YOU!

Step 3 if necessary (30 minutes): online Concussion Training

Full information from Mass Youth Soccer is on their [MA Safe Soccer](#) and [Adult Registration](#) web pages. MYS help guides are available on the right side of the Adult Registration page. Or, for specific CDC Heads Up Training support, call 800-232-4636

Note: if you’ve taken the Concussion Training since July 1, 2020 and uploaded the certificate to the Soccer Training Portal, you won’t need to do it again for the ‘20’21 soccer year.

Start with the confirmation email you received after registering with Soccer Connect, titled “Thank you for Registering”. At the bottom there is a link which says “Adult Registration Login URL”, but is actually to the [Soccer Connect Training Portal](#) ([site #1.2, password A](#)) which is a connected but separate site.

Log on with your Soccer Connect username and password ([A](#)) from Step 1/Registration.

Click on the “My Account” on the top blue band

Click on “Certificates” below your photo

If you took Concussion training last year as part of SafeSport your certificate should already be uploaded.

If you didn't upload a certificate in Soccer Connect but have taken CDC training within the past year through another sport, schools, etc, click on “Click to Upload” button. As directed, upload the PDF certificate from your earlier training, and you are done.

If you don't have a recent CDC Certificate, click on the link to the new [CDC Training Site](#) (site #3, password C):

Note: As of March 1, 2020, the CDC Concussion course has been moved to a new system called CDC TRAIN. All adults who registered prior to March 1st will need to establish a new account with a new login and password to access the HEADS UP Youth Sports Training.

Follow these instructions: [CDC Heads Up PDF](#) to create an account and register.

Make sure to use your **legal full first name, last name, and the same email used for Soccer Connect** (site #1)

Go to the Coaches version of the Heads Up course: [CDC Heads Up Training](#)

Click on the Orange “Launch Training” button

Take online training, continuing to click on the video play button or answer the screen questions to advance.

After you watch the opening video, take the 25 question pretest and start the training. There are 5 section/lessons

Lesson 1: Concussion Basics

Lesson 2: Recognizing a Concussion

Lesson 3: Responding to Concussions

Lesson 4: Getting Back in the Game

Lesson 5: Creating a Culture of Safety Around Concussion

Note: sometimes it may take a while after you click Next for the screen to refresh. Please be patient.

After you go through the lessons, take the Post Test & Survey. If you pass the test, you will be taken to the “congratulations” screen. Click on the Orange “Next” button to enter your name

Click on the “Full Certificate” button within the black banner to **download and save the certificate PDF.**

Unlike the first training, the CDC certificate is not automatically updated to the Soccer Connect site once you complete it.

Log back into the [Soccer Connect Training Portal](#) (site #1.2, password A).

Click on the “My Account” on the top blue band

Select “Click to Upload” under Concussion Certificate

Click on the grey “Browse” button and select the file from your computer.

Wait until the Certificate shows on the screen, then click the green “Upload Image” button

THANK YOU!