

CYSL Coaches,

Please use this step-by-step guide for signing as a coach this season. Cal North changed their registration application, so a lot is different from the past seasons.

STEP ONE: COMPLETE YOUR SAFESPORT TRAINING

The initial training is long (approx. 60 to 90 minutes), but can be saved and restarted. The refresher training is short (approx. 10 to 20 minutes).

NOTE: You are able to complete this training at the end of your application, but this is the preferred method.

Follow or Copy this link to SafeSport:

<https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>

1. Leave Organization as "U.S. Soccer"
2. Enter or copy/paste **YC3E-6P5G-YYIL-CS2M**
3. Click Enter
4. Register your info. Note that if you took the SafeSport class in the past and you use the same name and email address it will prompt you to sign-in instead.
5. After you are logged in select the SafeSport training. If you are SafeSport trained from the past, you will take the Refresher Course.
6. Complete the training.
7. After you have completed your training, download your certificate and keep it available for a future step.

STEP TWO: COMPLETE YOUR SAFETY TRAINING

The training is moderate (approx. 20 to 30 minutes), but can be saved and restarted.

You are able to complete this training at the end of your application, but this is the preferred method. Please make sure to use the same email address, first name, and last name when creating your safe sport or digital learning center account.

Follow or Copy this link to US Soccer Safety Training Class:

<https://learning.ussoccer.com/coach/courses/available/32/details/6165>

1. Click the red "Log In" (middle of the page).
2. If you have an account, log in. Otherwise, "Sign Up Now".
3. After you have logged in, select the "Intro to Safety Course".
4. Complete the training.

STEP THREE: START YOUR COACH APPLICATION

Follow or Copy this link to the CYSL Registration Page:

<https://clubs.bluesombrero.com/Default.aspx?tabid=860796>

(this is also the link provided under the "Register Online" page on the CYSL website. This link is used for both player and coach signup.

1. If you have coached and signed up online or signed up a player online, you probably have an account already, so click the "Login here!" link. If not, please register a new account.
2. After you have logged in, select the "Volunteer" link on the left side of the screen.
3. Select the blue-ish, green button on the upper right corner that says, "Find Volunteer Roles".
4. Under the 2021 Fall Rec. Season program, select "View Division" (blue box).
5. Select the Division you would like to coach (assistant and/or head).
6. Select "View Selected Opportunities" (blue box).
7. Select whether you are signing up as a head or assistant coach (or both).
8. Select either your name (if pre-loaded) or sign up a new user (if not).
9. Select "Continue" (blue box).
10. Fill out the Contact Information.
11. Upload a Profile Picture.
12. Fill out the Criminal History information.
13. Fill out the Additional Information, as applicable.
14. Click on the "SafeSport" link.
15. Upload your SafeSport certificate from step 1. If you have not completed your course, please do so from the SafeSport link in Step 4.
16. Click the blue box "View/Accept" under Background Check, Concussion and Cardiac Arrest Notice v31001.
17. Click the I accept the Electronic Legal Agreement box
18. Enter your first and last name.
19. Click "I accept" (Note: the link to start the class is what you had completed in Step 2).
20. Click the blue box "View/Accept" under Cal North Reporting Mechanism v28169.
21. Click the I accept the Electronic Legal Agreement box
22. Enter your first and last name.
23. Click "I accept".
24. Click the blue box "View/Accept" under Cal North Code of Conduct v28170.
25. Click the I accept the Electronic Legal Agreement box
26. Enter your first and last name.
27. Click "I accept".
28. Click Continue (blue box).
29. You should now be enrolled and receive a confirmation email.
30. On your "My Roles & Certificates", click on the "SafeSport" or "Intro to Safety" and click the review update button to follow the links to take these classes (if you did not before).

STEP FOUR: REVIEW YOUR COACH APPLICATION AND LIVSCAN

1. Click the "Live Scan Form and Instructions on Required Training" link.
2. Download this form and bring it to our Live Scan event (if required to Live Scan).
3. On your "My Roles & Certificates", click on the "SafeSport" or "Intro to Safety" and click the review update button to follow the links to take these classes (if you did not before in Steps 1 and 2).