

Please remain patient with this process. Once these platforms are sync'd this will be much easier in the future!!!

All Coaches, Volunteers, Employees, Board Members, and minors* acting in any of the previously mentioned roles or participating as non-certified referees under Washington Youth Soccer are required annually to:

- a. register with their club
- b. complete Federal/State required training certifications
- c. pass a background check

In 2021 we will begin using the US Soccer Learning Center to complete SafeSport, Concussion** and Sudden Cardiac Arrest** for trainings certifications. Integration between Sports Connect and US Soccer Learning Center have **automatic updates which require a full match which is defined as *legal* first name, last name, date of birth and email address**

**please inquire with your club about age-appropriate SafeSport Training for minors*

***Concussion and Sudden Cardiac Arrest training have been combined to 1 training called Intro to Safety*

Process:

1. Complete registration with your club as Coach, Volunteer
2. Complete the training certifications (required annually)
 - a. SafeSport
 - b. Intro to Safety

*Concussion and Sudden Cardiac Arrest training are combined in the US Soccer Learning Center as Intro to Safety
3. Complete your background check (required annually)
 - a. Background checks require your Social Security Number (SSN)
 - b. If you **DO NOT** have a SSN please contact your registrar after completing all 3 trainings

Registering as a Volunteer during family registration:

PLEASE READ!!

Completing steps 1-8 **DOES NOT** submit the background check, it ONLY completes your registration.

You **MUST** follow the steps starting on page 7 to complete a background check. If you have already registered go to Page 7.

1. Create an account or log in with your credentials on your club's registration website to register yourself and your family.
2. Once you have entered the details for each of your children, you will have the opportunity to volunteer.
3. Select the role in which you are volunteering.
4. Click Continue

The screenshot shows a web interface for selecting a volunteer role. At the top left, there is a soccer ball icon and the text "Background Check Demo Under 12 - Girls". Below this, there are three columns representing different roles:

- Head Coach:** The role name is at the top. Below it, the text "Head Coach" and "Edward Brillingham is Selected" is displayed. At the bottom is a grey button with a checkmark and the text "Selected".
- Assistant Coach:** The role name is at the top. Below it, the text "Assistant Coach" is displayed. At the bottom is a blue button with the text "Select".
- Team Manager:** The role name is at the top. Below it, the text "Team Manager" is displayed. At the bottom is a blue button with the text "Select".

At the bottom of the interface, there are three buttons: a grey button with a left arrow and the text "< Back", a grey button with the text "Show All Available Opportunities", and a blue button with a right arrow and the text "Continue >".

5. Complete the registration details including contact information, answer background questions and sign all Electronic Legal Agreements (ELAs).

After step 5, you have 2 options:

- a) If you have your 3 training certificates upload them in this screen, then go to step 6
- b) If you do not have the 3 training certificates, go to step 6

6. Click Continue

Certificate upload-click the +

The screenshot shows a registration form with two columns of content. On the left, there are three certificate upload sections: 'Concussion Certificate', 'SafeSport Certificate', and 'Certificate for Sudden Cardiac Arrest'. Each section has a blue plus sign icon and a red arrow pointing to it from the text 'Certificate upload-click the +'. Below these are several background check questions with radio button options for 'No' and 'Yes'. On the right, there are role selection checkboxes, more background check questions, and a series of 'View / Accept' buttons for various documents. At the bottom right, a 'Continue' button is circled in red.

Concussion Certificate
Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

SafeSport Certificate *
Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

Certificate for Sudden Cardiac Arrest
Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

Have you ever been convicted of a Crime Against a Person? *

No Yes

Have you ever been convicted of any Crime (Includes Misdemeanors)? *

No Yes

Have you been denied, disqualified or removed from participation in any youth or sports organizations? *

No Yes

Authorization for National Background Check 4.1.2020 v32572 *

[View / Accept](#)

Positive Coaching Alliance (PCA) Pledge v30005 *

[View / Accept](#)

WA Youth - Barriers To Abuse v23331 *

[View / Accept](#)

[< Back](#)

Please include your role within your organization *

Board Director/Committee Member Coaching Director Registrar/Administrator

Team Staff (Coach, Manager, Trainer) Volunteer (Other)

Have you ever been convicted of a Crime of Violence? *

No Yes

Do you have any Pending Criminal Charges? *

No Yes

Authorization for National Background Check v32584 *

[View / Accept](#)

Concussion Pamphlet v28577 *

[View / Accept](#)

Sudden Cardiac Arrest Awareness v19893 *

[View / Accept](#)

WA Youth Soccer Medical Release v24138 *

[View / Accept](#)

[Continue](#)

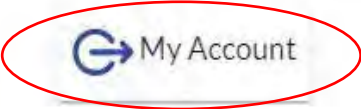
7. Complete the registration process for yourself and your children by entering any payment due.
8. To view your account and complete the background check process, click My Account.

NOTE: If you have **NOT** been assigned a coaching or volunteer position – please contact your club before completing the background check

Congratulations! Your order has been submitted!

Thanks, Alaya.

Your order has been successfully placed. Your Registration Order Confirmation Number is 10431475.

 My Account

READ ME

if you are

A returning coach/volunteer

OR

took SafeSport for another sport or governing body

- A) You will need your SafeSport certificate ID number and/or to make sure you are affiliated to US Soccer before you can sync SafeSport to your Learning Center profile
- B) Once you have your SafeSport ID number and/or made sure you are affiliated to US Soccer have the information handy, you will need it later to enter it in the Learning Center to sync everything together
- C) You should have received a 2nd PDF titled “LC_safesport-tutorial”. Please go to that document for directions to retrieve your SafeSport certificate ID number and/or to affiliate SafeSport to US Soccer in the SafeSport website – BEFORE going to page 8

Once these platforms are sync'd – you will not have to do this again!!!

Completing Training Certificates and Background Check:

**login to your Club registration link*

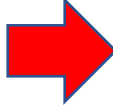
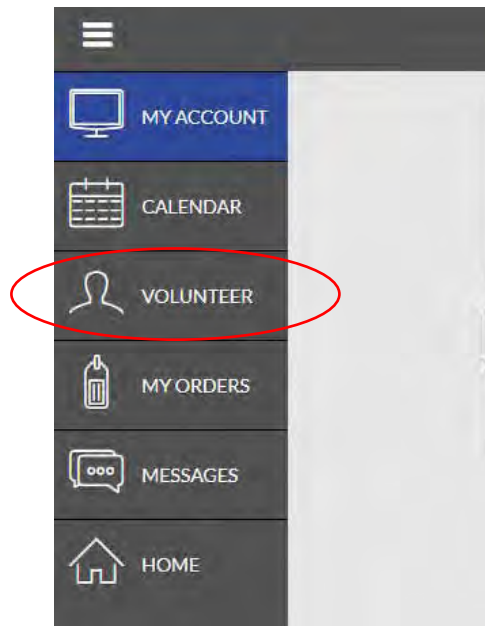
1. Click “Volunteer” on the left side of the screen





Prior to submitting your information to run a background check, you must complete the SafeSport and Intro to Safety (CC and SCA) trainings.

Note: The Risk Status (background check) box will remain greyed out until you complete the trainings

2. Check the box for one of trainings

3. Click on Renew & Update



<input type="checkbox"/> Certification	Expiration Date	Status	Compliant
<input type="checkbox"/> Risk Status	None	None	
<input type="checkbox"/> Concussion Certificate	None	None	
<input type="checkbox"/> Certificate for Sudden Cardiac Arrest	None	None	
<input type="checkbox"/> SafeSport Certificate	None	None	
<input type="checkbox"/> Coaching License	None	None	

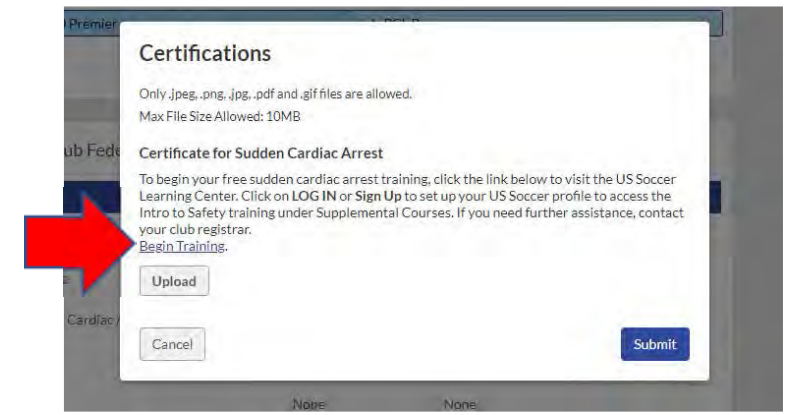
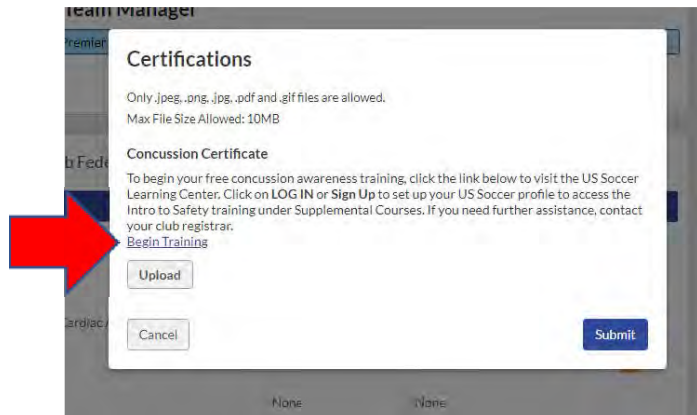
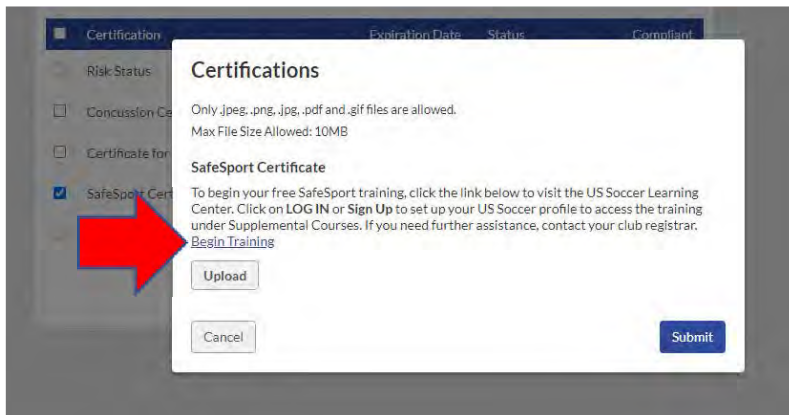


NOTE: Sudden Cardiac Arrest and Concussion Training are BOTH completed in Intro to Safety – you can click on either box to get to the same training – you do NOT have to complete it twice

4. Click on begin training

This will take you from Sports Connect to the Learning Center
courses are available in English and Spanish

NOTE: The US Soccer Learning Center can be used by any person that is interested in learning more about coaching. You can sign up for Coaching Education courses and obtain coaching license in this platform. It is also used for Referee Certifications.



READ ME:

Your Sports Connect and Learning Center profiles **MUST have FULL EXACT MATCH** for the 2 systems to sync with automatic updates with the following criteria:

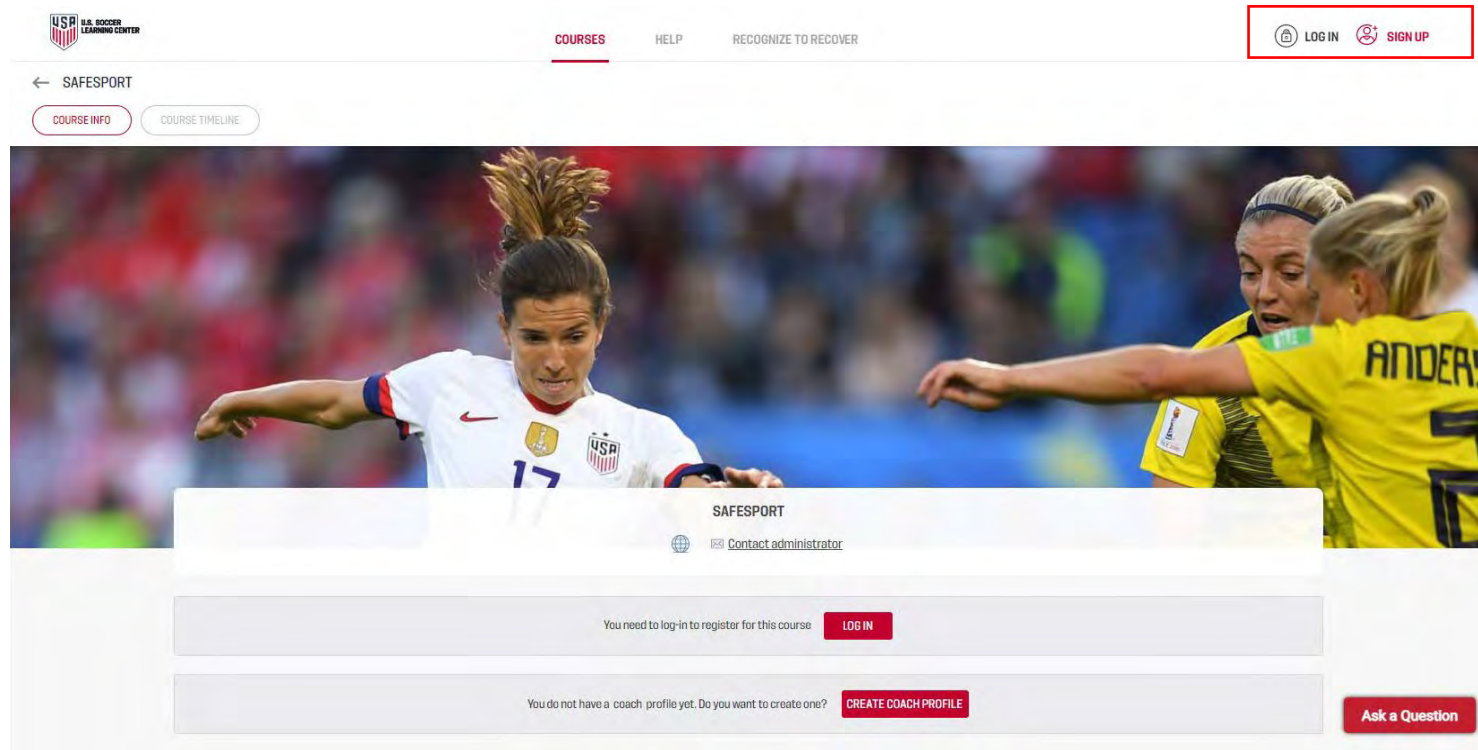
- LEGAL First Name
- LEGAL Last Name
- Date of Birth
- Email Address

If you already have a Learning Center profile and your name, DOB or email address do not match, please email learningcentersupport@ussoccer.org to request changes, before proceeding.

If you need to make a change to your Sports Connect profile, contact your club registrar before proceeding

5. Login or Sign Up for a coach's profile regardless of your role

- New Coaches/Volunteers that have never complete trainings go to page 12
- Returning coach/volunteer that have completed SafeSport previously go to Page 13



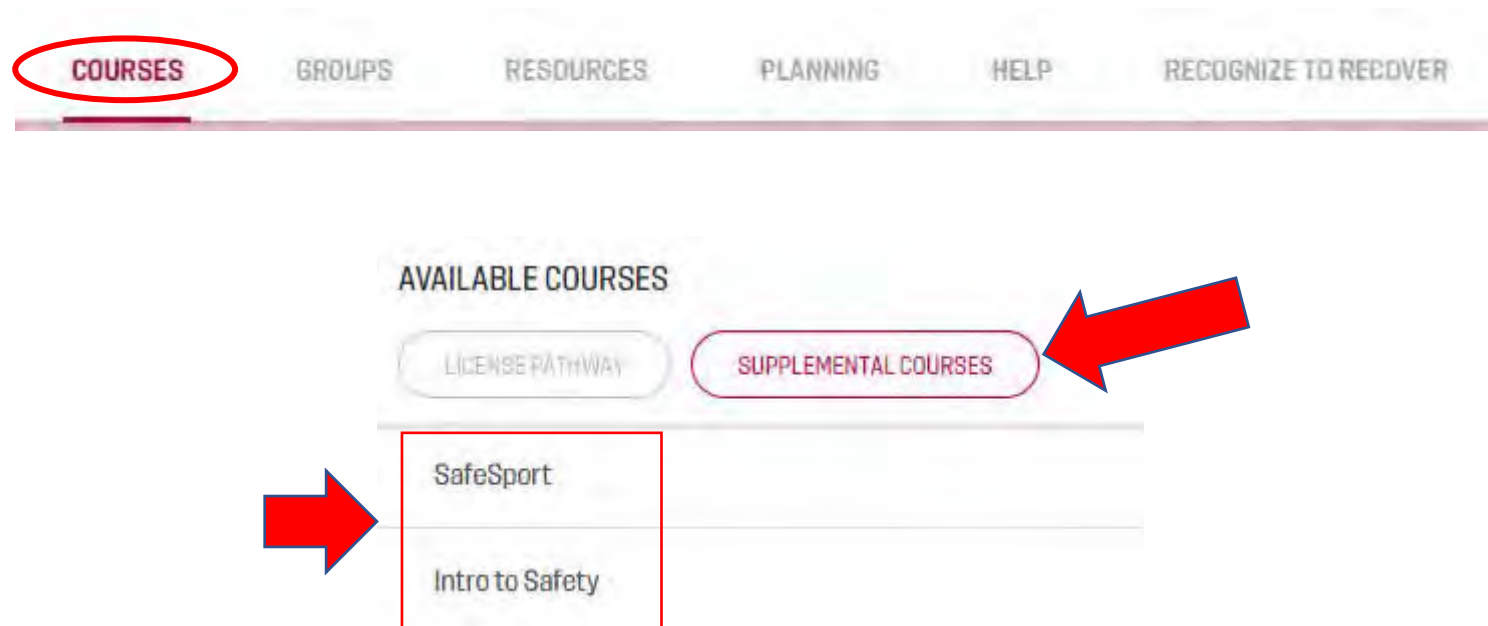
If you just SIGNED UP, you will be required to verify your email address.

You will also have to make your way back to the 2 training courses

- Click on Courses

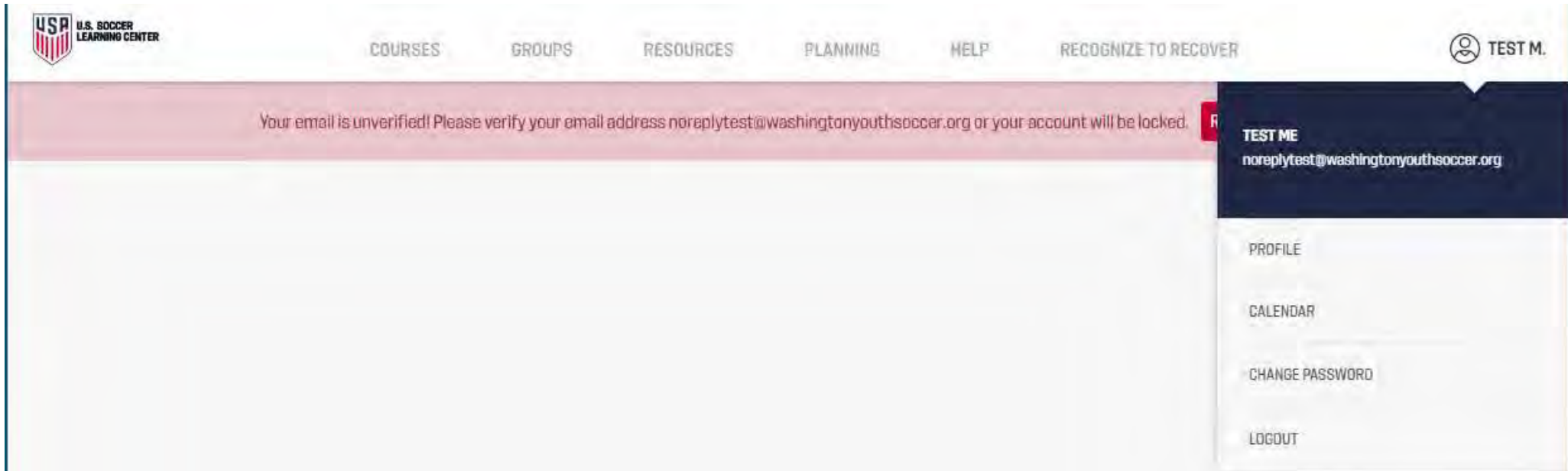
-Supplemental Courses

Choose which course you want to take by clicking on either SafeSport or Intro to Safety



If you are a returning Coach/Volunteer
and have NOT used the Learning Center previously for trainings
You must add your SafeSport Certificate ID number to your profile
Otherwise, you will have to start SafeSport from the beginning.

- Go to your profile in the upper right corner
- Click on Profile



Scroll down to Safety Certifications
Click I've already done SafeSport

SAFETY CERTIFICATIONS

[I've already done SafeSport](#)


Introduction to Safe and Healthy Playing Environments

Issue date: Jul 12, 2021
Expiration date: Jul 12, 2022
U.S. Soccer

Enter your SafeSport ID number – You will have to manually enter the ID; you will not be able to copy and paste from the old certificate

FIND YOUR SAFESPORT RECORD

If you have already completed SafeSport via another system, such as the SafeSport website, you can paste the unique identifier from your certificate here to find it.



U.S. CENTER FOR SAFESPORT TRAINED

HEREBY RECOGNIZES

Name
E-mail

FOR THE SUCCESSFUL COMPLETION OF

SafeSport Trained

COMPLETED ON: Date

301647-9486-8378-002-470120447

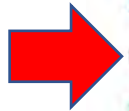
ID

XXXXXXXXXXXX-XXXX-XXXX-XXXXXXXXXX

CANCEL

If there is a match, you will see the below screen. Click Yes if it is a match to your first and last name and the license will be updated to your profile.

If you have already completed SafeSport via another system, such the SafeSport website, you can paste the unique identifier from your certificate here to find it.



ID

ID Found: Darwin Gregorio
Please confirm this is your record.
 NO YES



Not getting a Match?

If you know that you are affiliated to US Soccer and have properly entered your SafeSport ID and are not getting a match, please email learningcentersupport@ussoccer.org

NOTE: This email is for help with the Learning Center ONLY!!! They can not help you with Sports Connect registration, you must contact your club registrar.

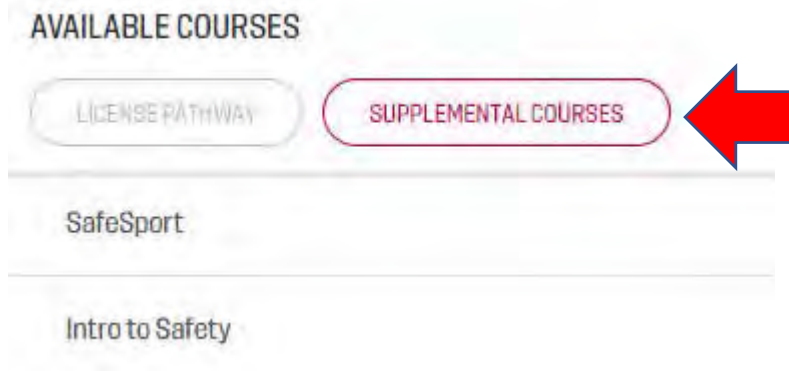
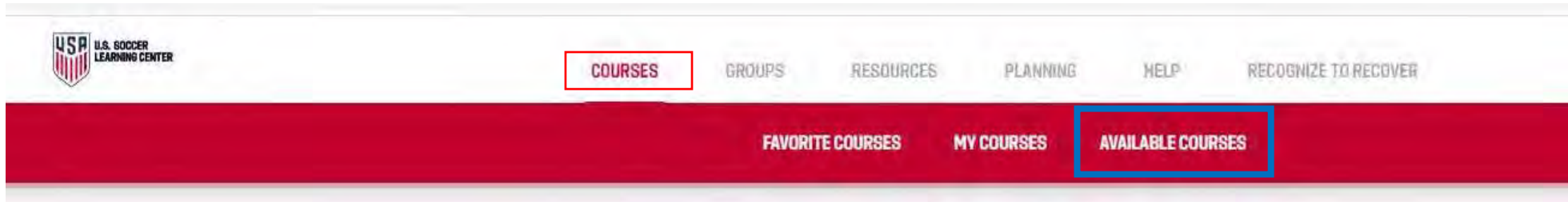
Once your SafeSport ID is in your Learning Center profile you can take the SafeSport refresher course.

Once you complete 1 course look at the top of the screen

6. Click on Courses

7. Available Courses

8. Supplemental Course and complete the 2 course



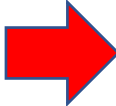
9. Once you have completed both courses, go back to Sports Connect club registration and login.





If your certificates have not uploaded yet, please contact your club registrar – they can manually help sync the profile.

NOTE: Intro to Safety course does not produce a downloadable Certificate and they might not populate in your Sports Connect profile right away. If this happens contact your club registrar, so they can help with the syncing process.

Once SafeSport, Concussion and Sudden Cardiac Arrest are sync'd in your profile the Risk Status box should be available to check.

If your Trainings still say Pending Verification – it is 100% OK – the status will change



<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	None	None	
<input type="checkbox"/>	Concussion Certificate	None	Pending Verification	
<input type="checkbox"/>	Certificate for Sudden Cardiac Arrest	None	Pending Verification	
<input type="checkbox"/>	SafeSport Certificate	None	Pending Verification	
<input type="checkbox"/>	Coaching License	None	None	

10. Click the Risk Status Box
11. Click Renew and Update
12. In the pop-up window – enter your Social Security Number
13. Click Submit
14. It will then ask you if you want to proceed with the background check
You MUST click submit again to confirm

Certifications

Background Check Screening Form

Legal First Name
Test

Legal Middle Name

Legal Last Name
ME

Address
7100 Fort Dent Way

Address 2
215

City
Tukwila

State
WA

ZIP
98188

Phone Number
222-222-2222

Email
noreplytest@washingtoneyouthsoccer.c

Social Security Number

Cancel Submit

You will receive a message that your background check has been submitted and your Risk Status will be Pending Verification. It can take a minimum 48 hours for your background check to complete. You can log back into your profile a check the status. If your status has not changed and it has been over 48 hours, contact your club registrar.

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status (Submitted for the season)	None	Pending Verification	
<input type="checkbox"/>	Concussion Certificate	None	Pending Verification	
<input type="checkbox"/>	Certificate for Sudden Cardiac Arrest	None	Pending Verification	
<input type="checkbox"/>	SafeSport Certificate	None	Pending Verification	
<input type="checkbox"/>	Coaching License	None	None	

[Renew & Update](#)