**Coach Certificate Process**

**LWYSA Website Volunteer Sign Up**

1. Go to the lwysa website and register to coach: <https://www.lwysa.org/Default.aspx?tabid=718281>
2. Log in to your LWYSA account
3. From My Account screen, click “Volunteer” on the left side of the screen
4. From here you can access links to “Renew and Update” all of your required certificates through the US Soccer Learning Center (Safesport and Intro to Safety-Concussion & Cardiac Arrest)

All three certificates will now be obtained through the US Soccer Learning Center: <https://learning.ussoccer.com/coach>

1. Create an LC Coaches profile and verify your email address after you create the profile.
2. Click on Coaching Education
3. Click on Supplemental Courses
4. You need to complete “Safesport” and “ Intro to Safety”
5. Upon completion of the Intro to Safety Course, as long as your first name, last name, and email address in the Learning Center match your profile in US Soccer Connect, the concussion and sudden cardiac arrest certificates will automatically upload into your profile on the LWYSA website overnight (sometimes sooner). There is no need to reach out to US Soccer for a copy of any certificate to manually upload, as long as your information matches.

**Background Check Verification on LWYSA website**

1. Log in to your LWYSA account
2. From My Account screen, click “Volunteer” on the left side of the screen
3. Click box next to “Risk Status”, then “Renew & Update”
4. Fill in necessary info and submit

**WYS PDF RMA Process**

1. This has screenshots of the above process, however do not proceed past page 8, you do not need to go to Affinity: <https://dt5602vnjxv0c.cloudfront.net/portals/50652/docs/association%20connect_state_compliance.pdf>