How to complete the 3 training certificates and submit a background check (NEW)

Thank you for participating in Washington Youth Soccer!!!

As a Volunteer/Coach/Administrator/Staff we need your assistance in creating a safe environment for all involved.

- There are 4 compliance items that are required by either State or Federal law to be completed *prior* to your participation.
- Without completion your local club can not allow you participate.

Required:

1. SafeSport Certification
2. Concussion Certification
3. Sudden Cardiac Arrest Certification
4. Risk Management Application (RMA) approval

A. You must complete the 3 certifications, **before** submitting your RMA
B. Applications for the next fall season will open 4/1 and applications for new spring coaches will begin 2/1 - you will be able to upload the 3 certificates while submitting your RMA

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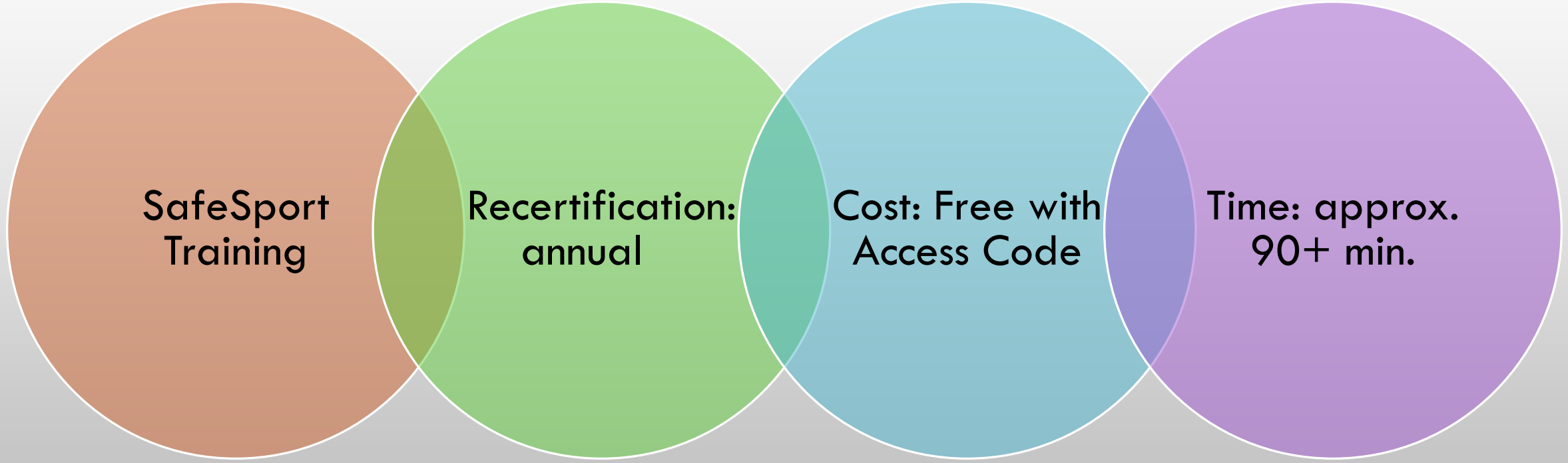
#18. How to Upload Certificates and submit RMA-Affinity

TIPS AND TRICKS

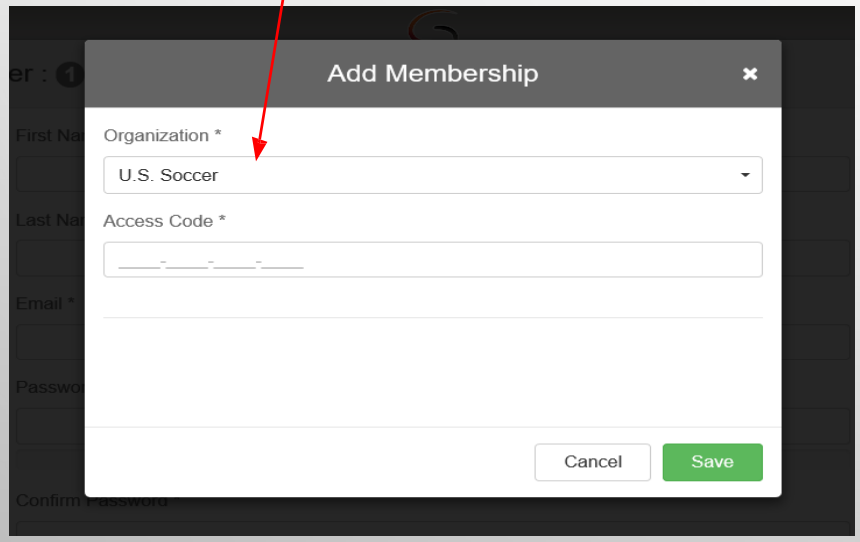
Please watch for the icon for other tips and tricks along the way

A. Once you complete all 3 certificates go to the background checking webpage (refer to pg. 19) to upload your certificates.
B. If you do not have an existing Affinity UN and PW, please complete all 3 certificates and then go to the Background check webpage (refer to pg. 19), where you will be able to create a UN and PW and upload your certificates.
C. If you have an expired photo/certificate uploaded and it needs to be deleted, you must contact your association/club registrar. Only your association or state administrator can delete the image.
D. If you accidently upload an incorrect photo/certificate, only your association or state administrator can delete the image.


SafeSport Training
Recertification: annual
Cost: Free with Access Code
Time: approx. 90+ min.

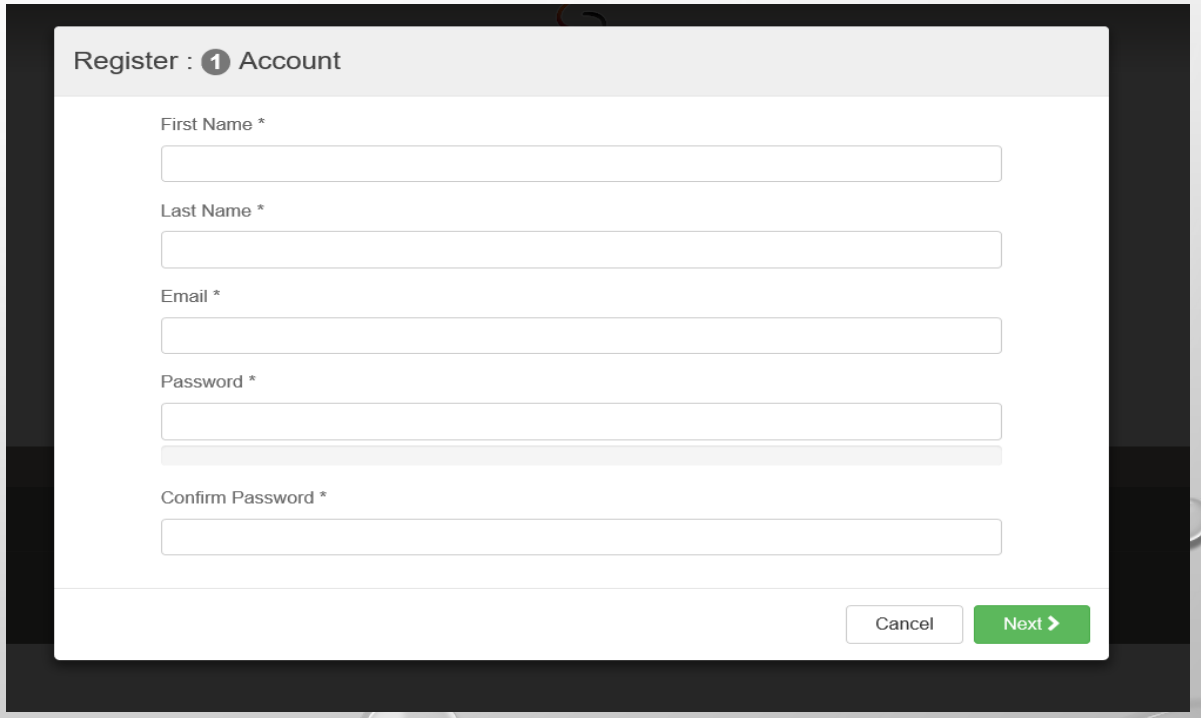
Website:
https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41
Organization: US Soccer
Access Code: Please contact your club registrar

1. Enter the Organization and Access Code
2. Click Save



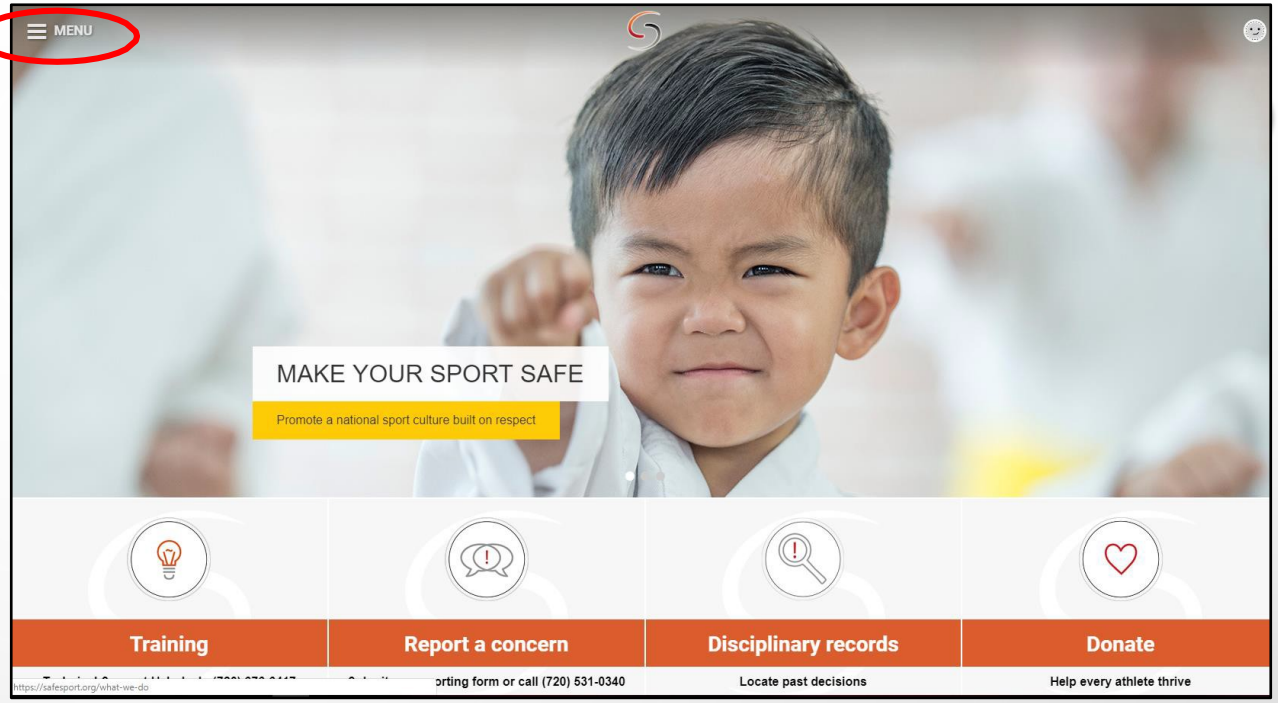
Verify your name and email MATCH your Affinity profile

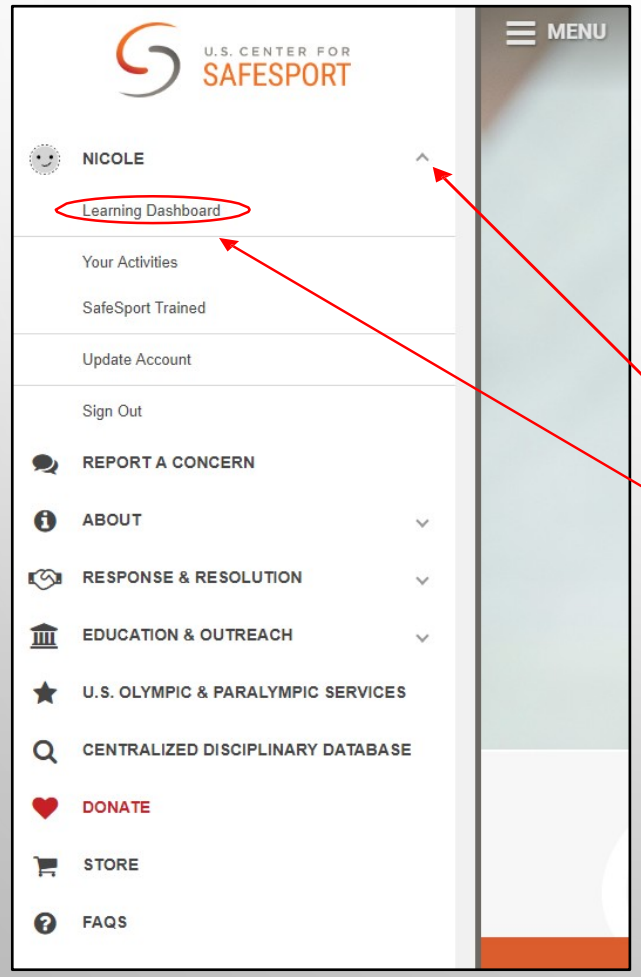
3. Register your **LEGAL** First Name and Last Name
4. Enter your email address
5. Create a password



There are many resources on the website please take a few minutes and explore.

6. Click on Menu



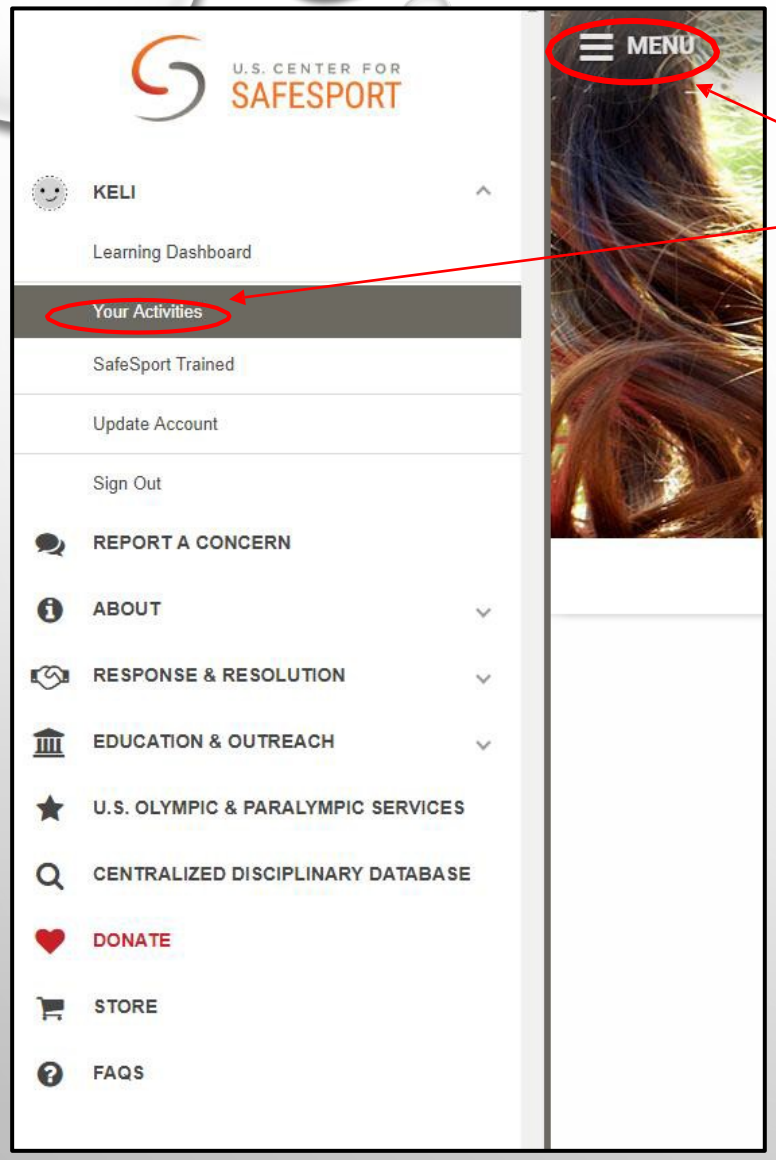


7. Click the arrow next to your name

8. Click on Learning Dashboard

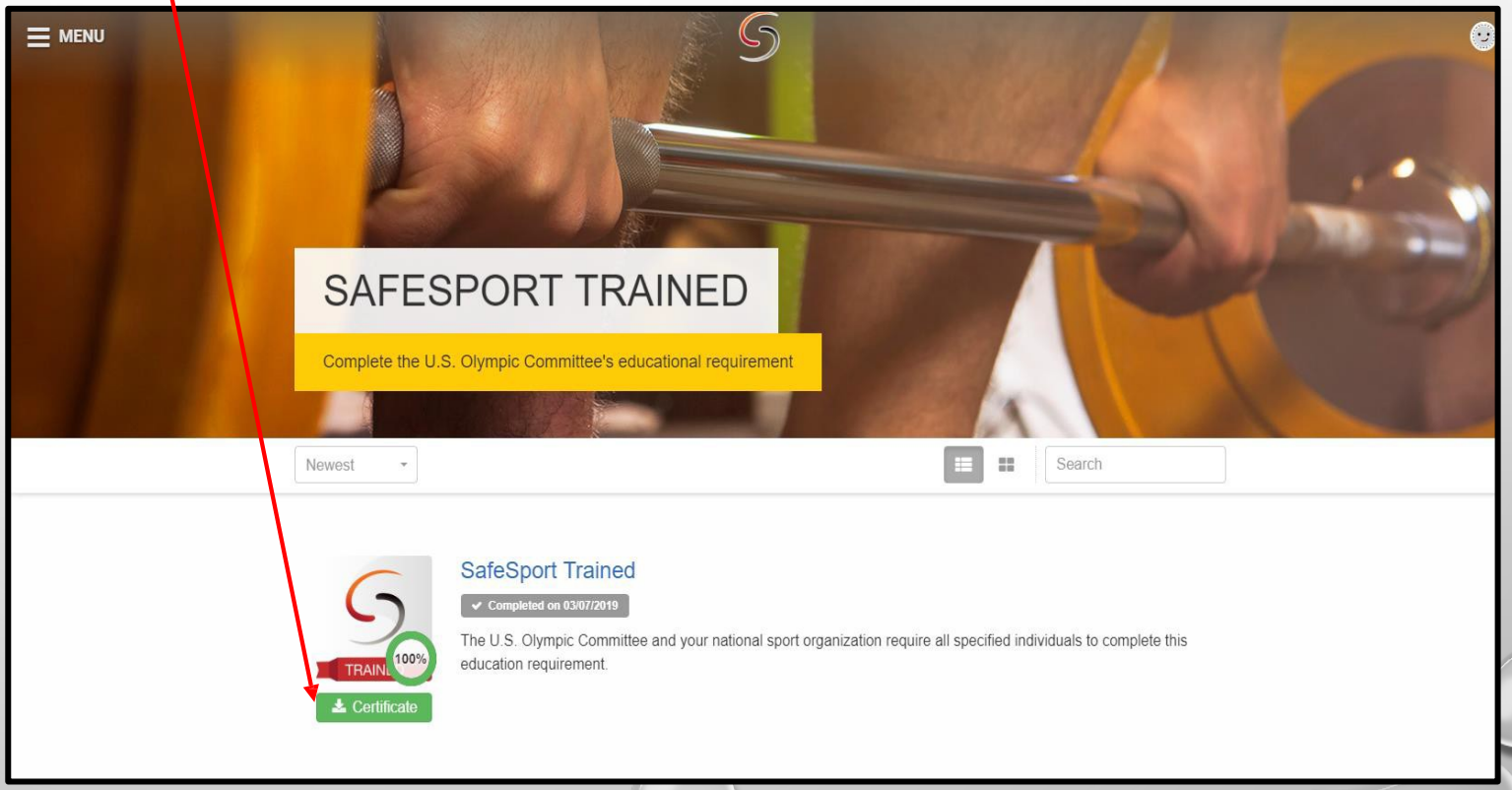
If this is the first year you are completing SafeSport, you have 3 training videos to watch.

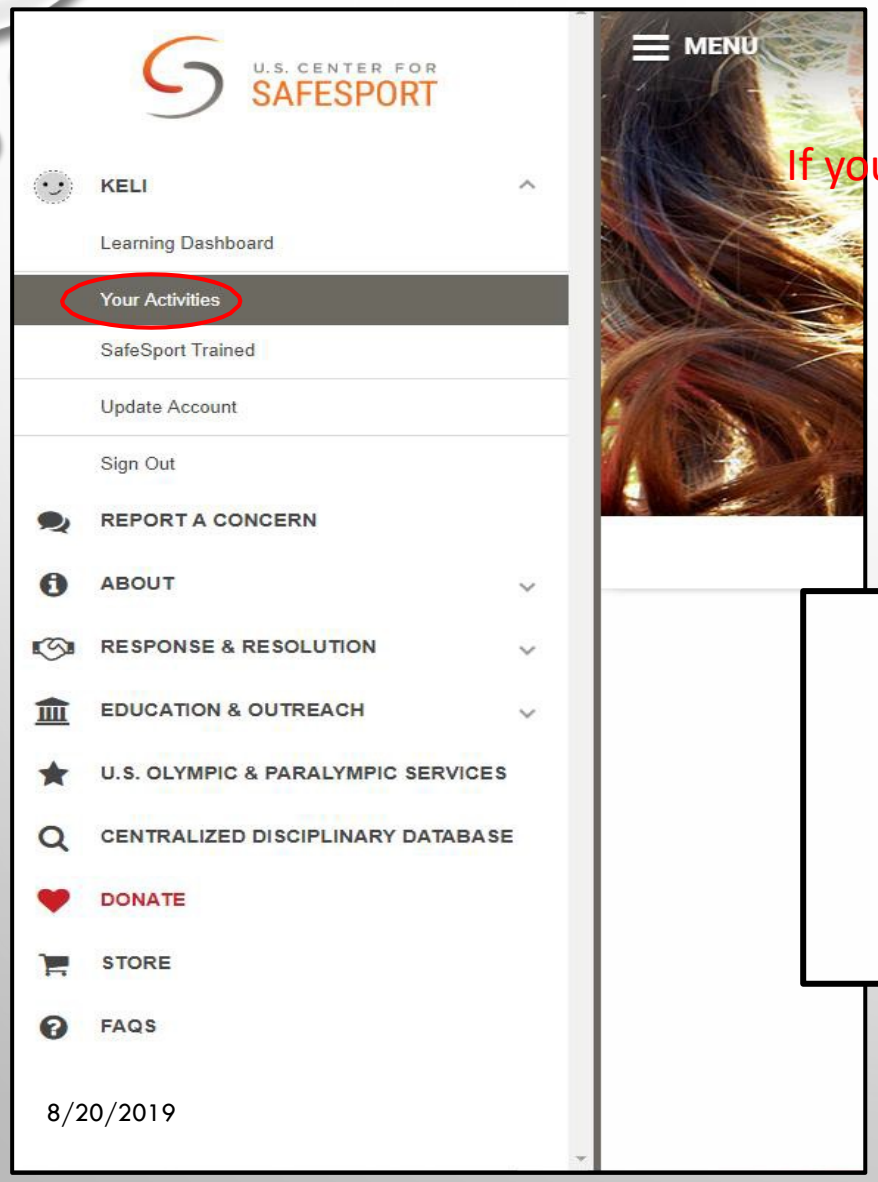
- Emotional and Physical Misconduct
- Sexual Misconduct Awareness Education
- Mandatory Reporting



Once all 3 videos are complete:

9. Go back to Menu
10. Click Your Activates
11. Click on Certificate - download and save





If you are a returning coach/volunteer and are RE-TAKING SafeSport training.

Please go to **Your Actives** and take the Refresher 1: Recognizing and Reporting Misconduct or if you're in year 3 of taking SafeSport take Refresher 2.

Concussion

- Recertification: Annual
- Cost: Free
- Time: Approx. 15 min

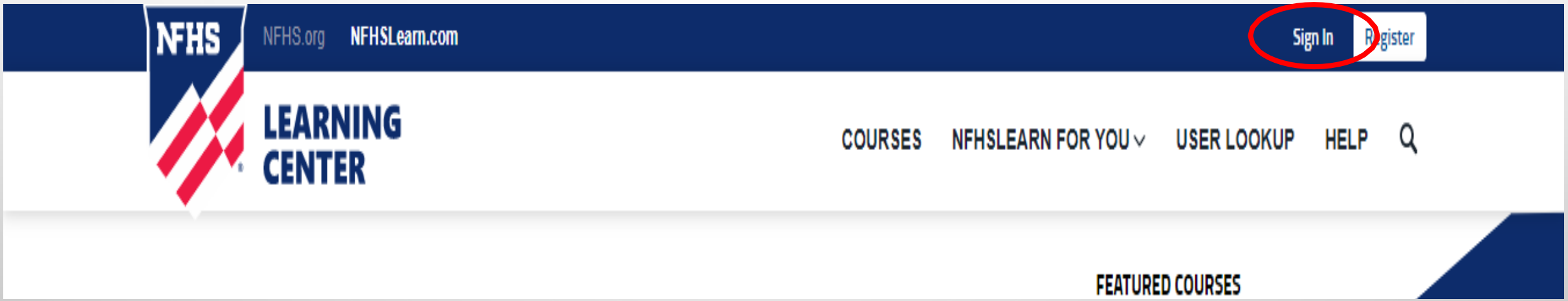
Sudden Cardiac Arrest

- Recertification: every 3 years
- Cost: Free
- Time: Approx. 15min

Concussion (CC) and Sudden Cardiac Arrest (SCA) trainings are taken on the same website

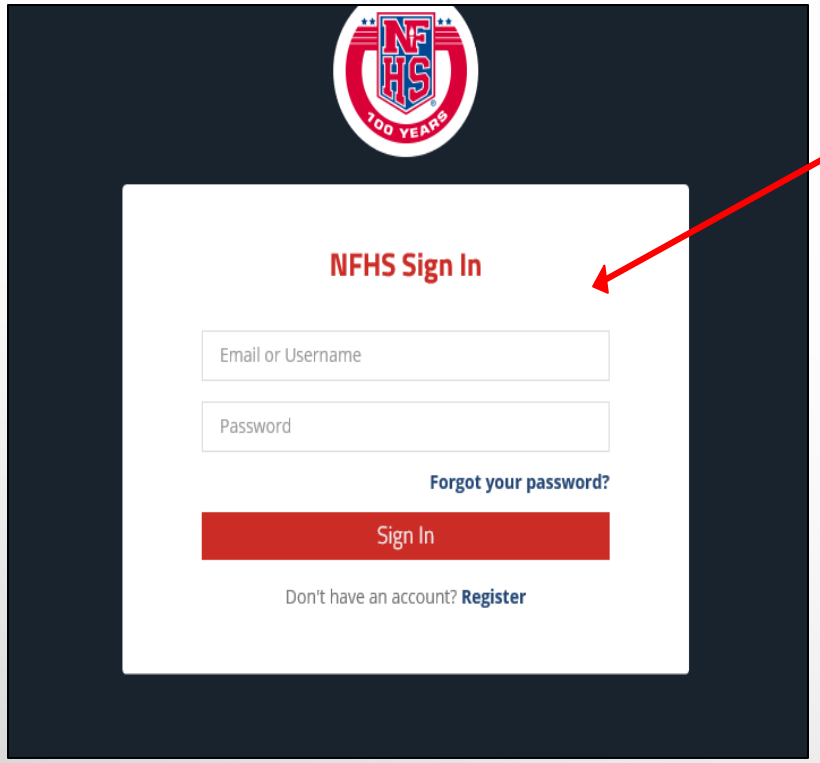
Website: https://nfhslearn.com/

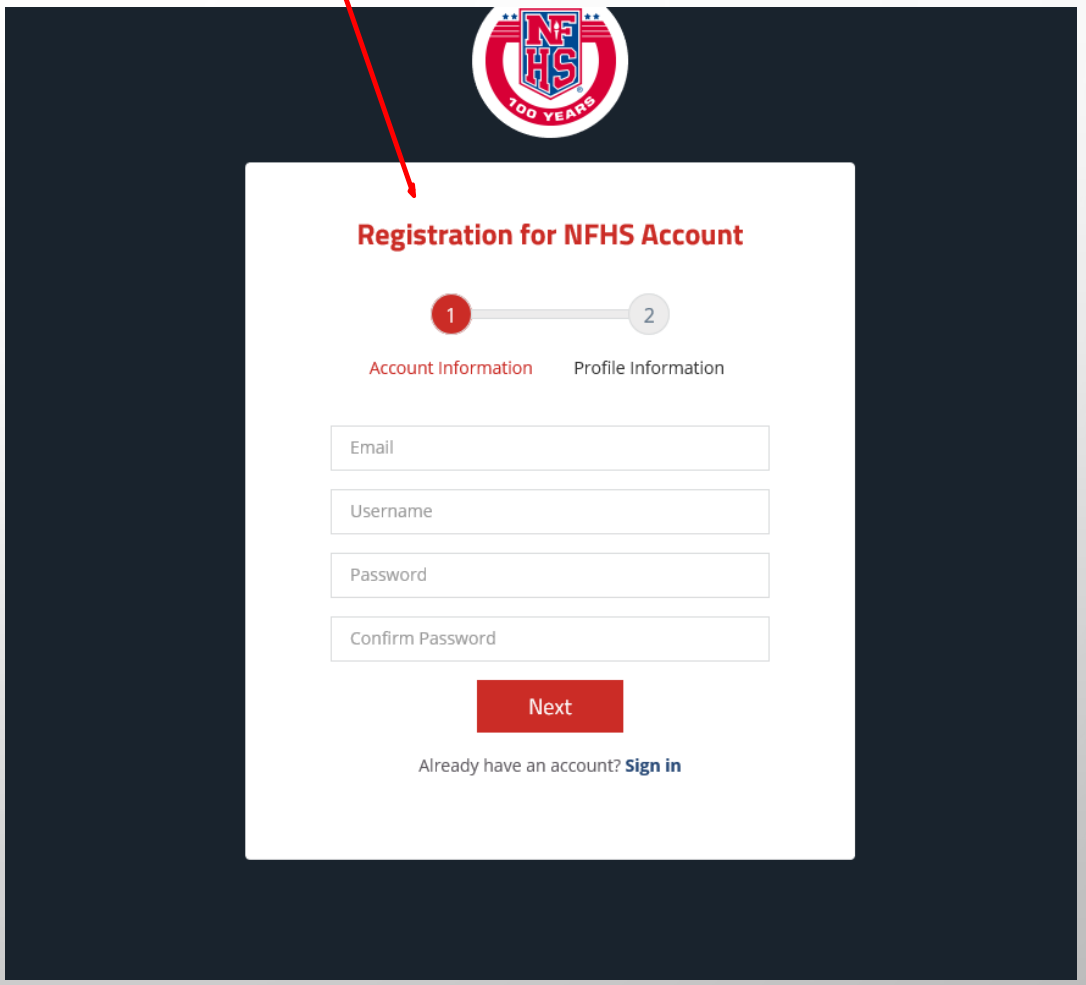
Click Sign In



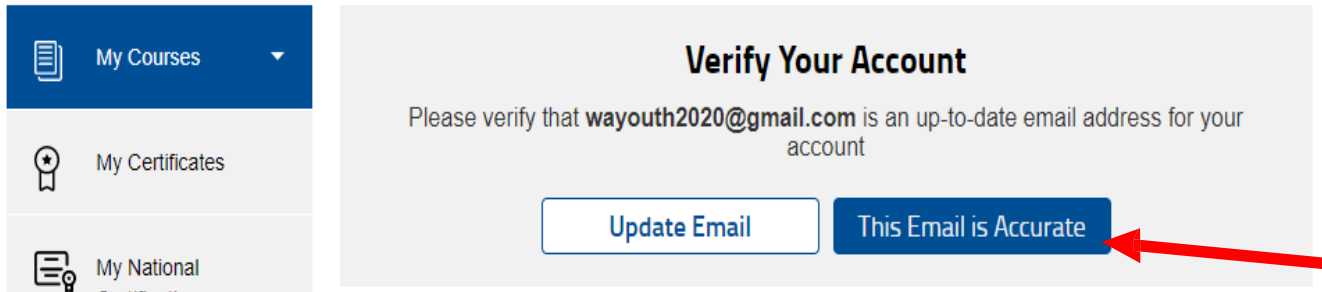
*If you recently took a USSF Coaching Education course. You are CC trained for 1 yr. - Your CC certificate can be loaded from the DLC to Affinity – your email address must match in the DLC and Affinity. If you have questions please contact Keli Bitow at kelib@washingtonyouthsoccer,org

1. Sign In or Click Register

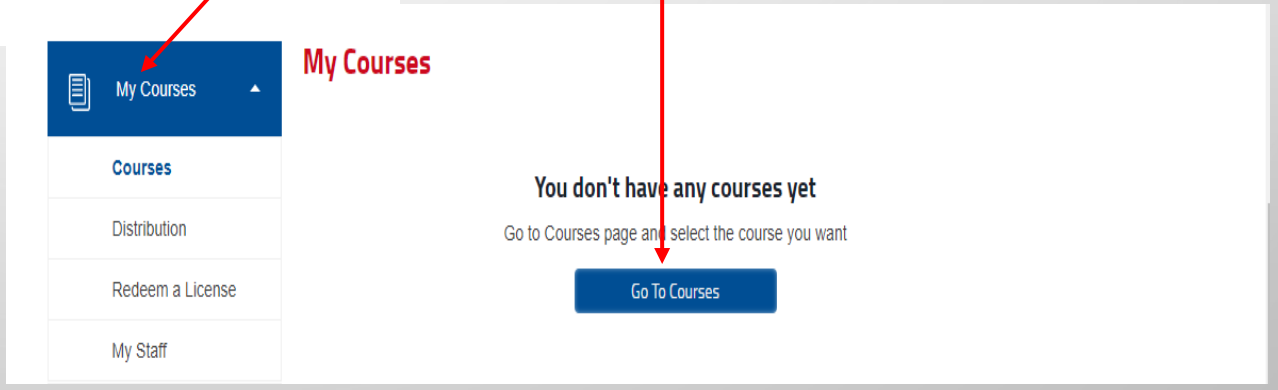




2. CLICK-NEXT ON THE POP UPS

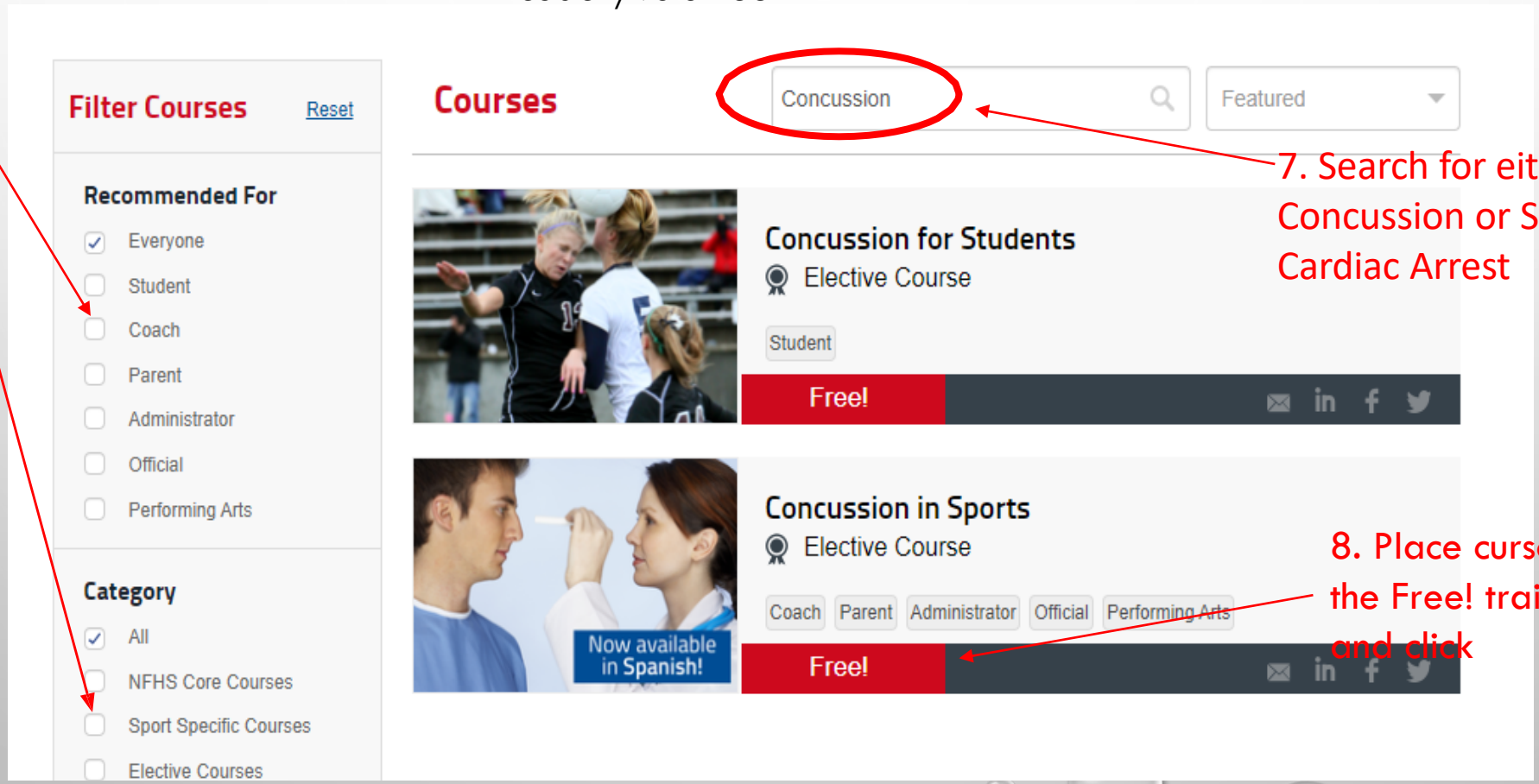


3. Verify your Email Address
4. Click on My Courses
5. Click Go To Courses



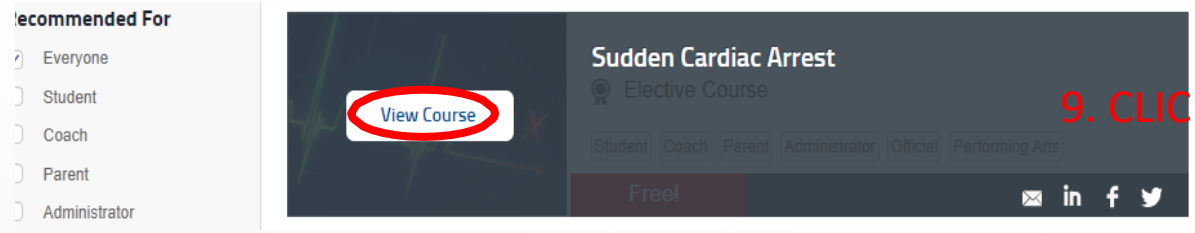
- You will complete step 6-15 two times.
- You need to search for Concussion and Sudden Cardiac Arrest training for Coaches and add each training to MY Courses.
- Once they are both in MY Courses you can watch each video.
- These videos will stay in your Dashboard if you return next year to coach/volunteer.

6. Set your search filters to Coach and Sport Specific Courses

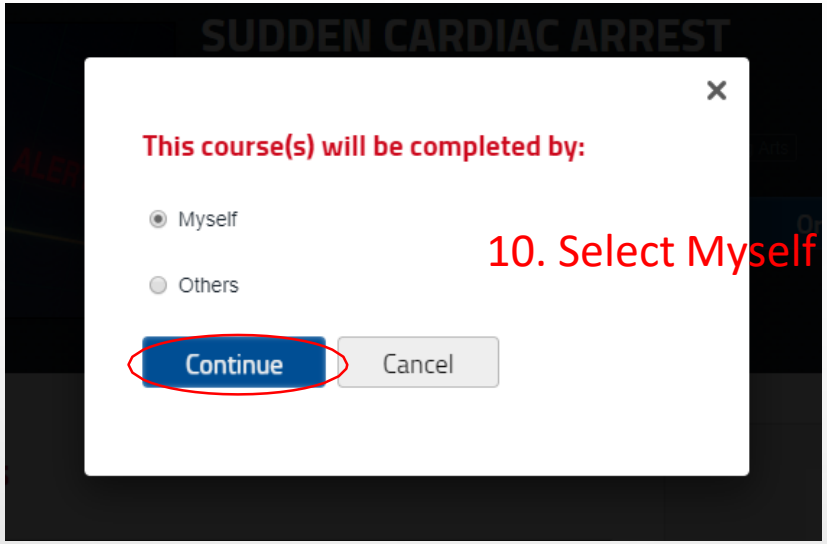


7. Search for either Concussion or Sudden Cardiac Arrest

8. Place cursor over the Free! training and click



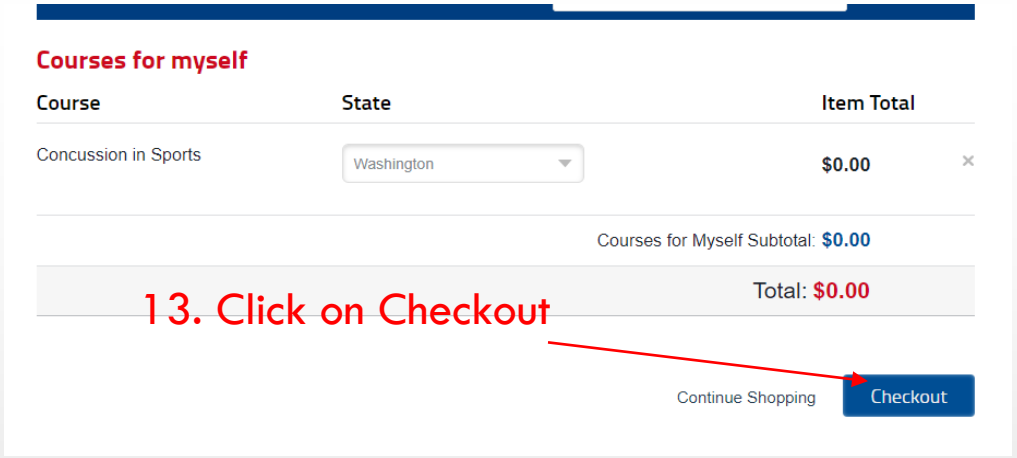
9. CLICK ON VIEW COURSE



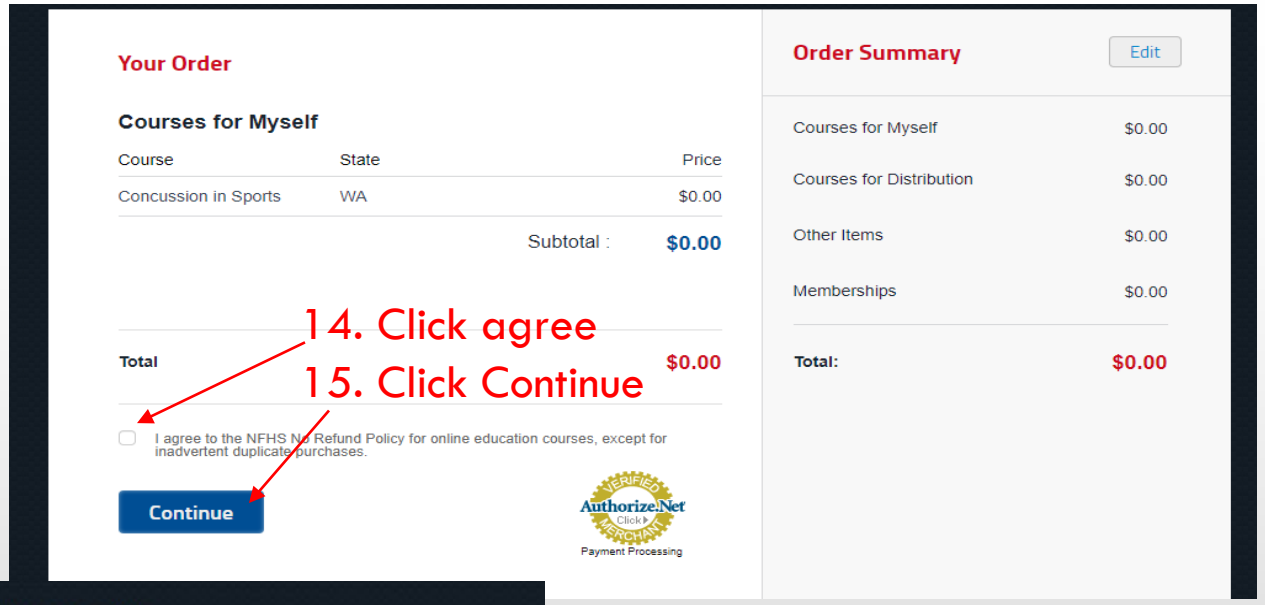
10. Select Myself and click continue

11. Select Washington from the dropdown

12. Click on Order Course

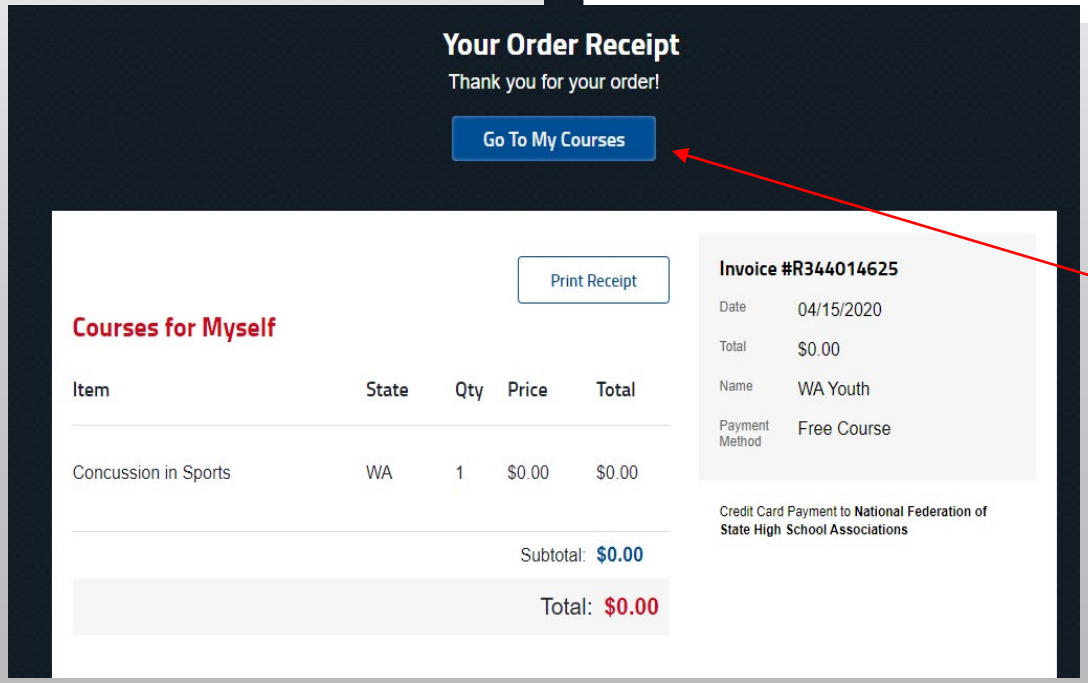


13. Click on Checkout



14. Click agree

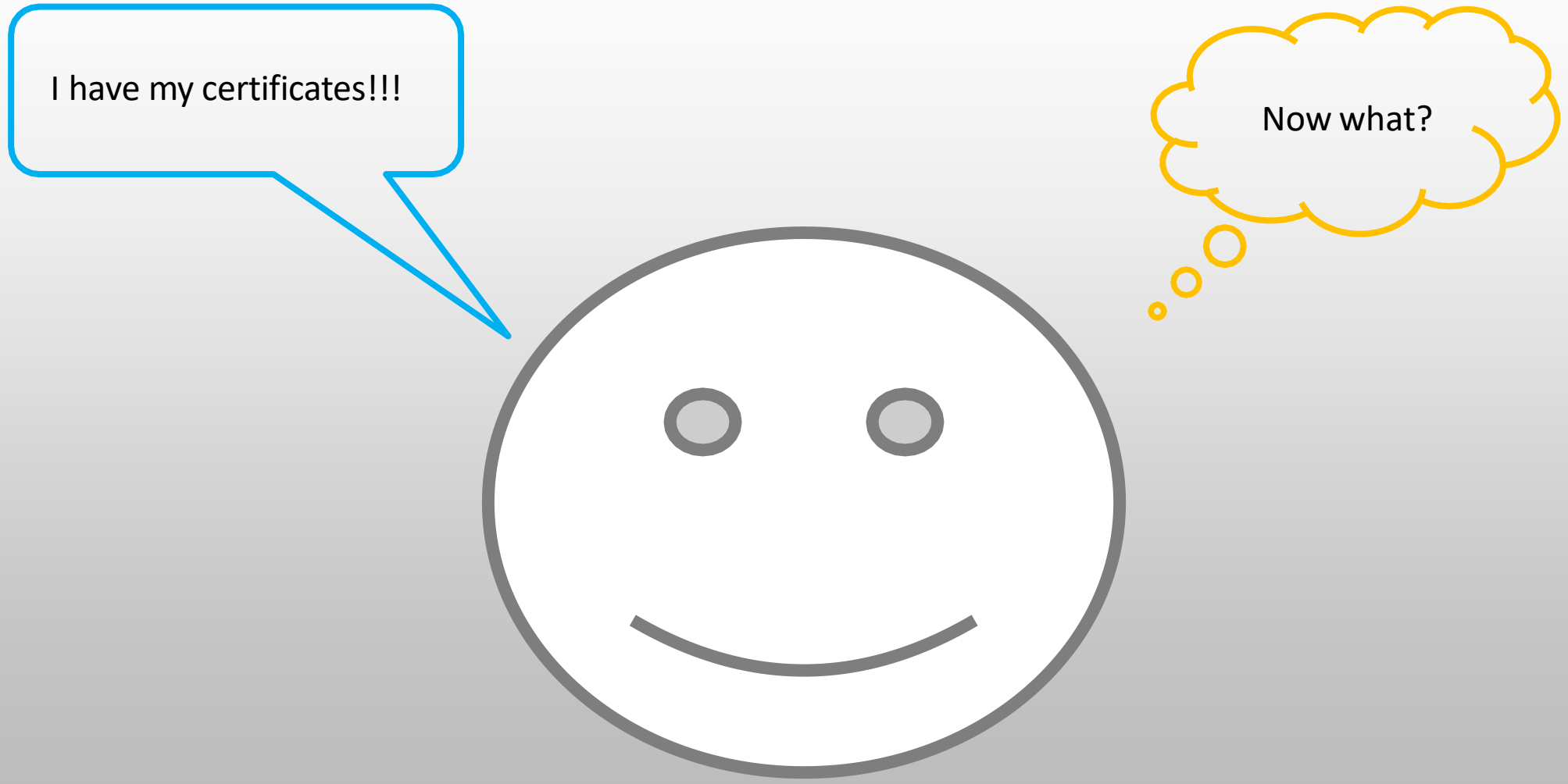
15. Click Continue



16. Once you have both courses save to My Courses, return to the Dashboard/My Courses

- Watch both videos and download the certificates to your computer, upon completion of each course.
- If you need to stop during either training, you can do so by clicking on return to Dashboard.

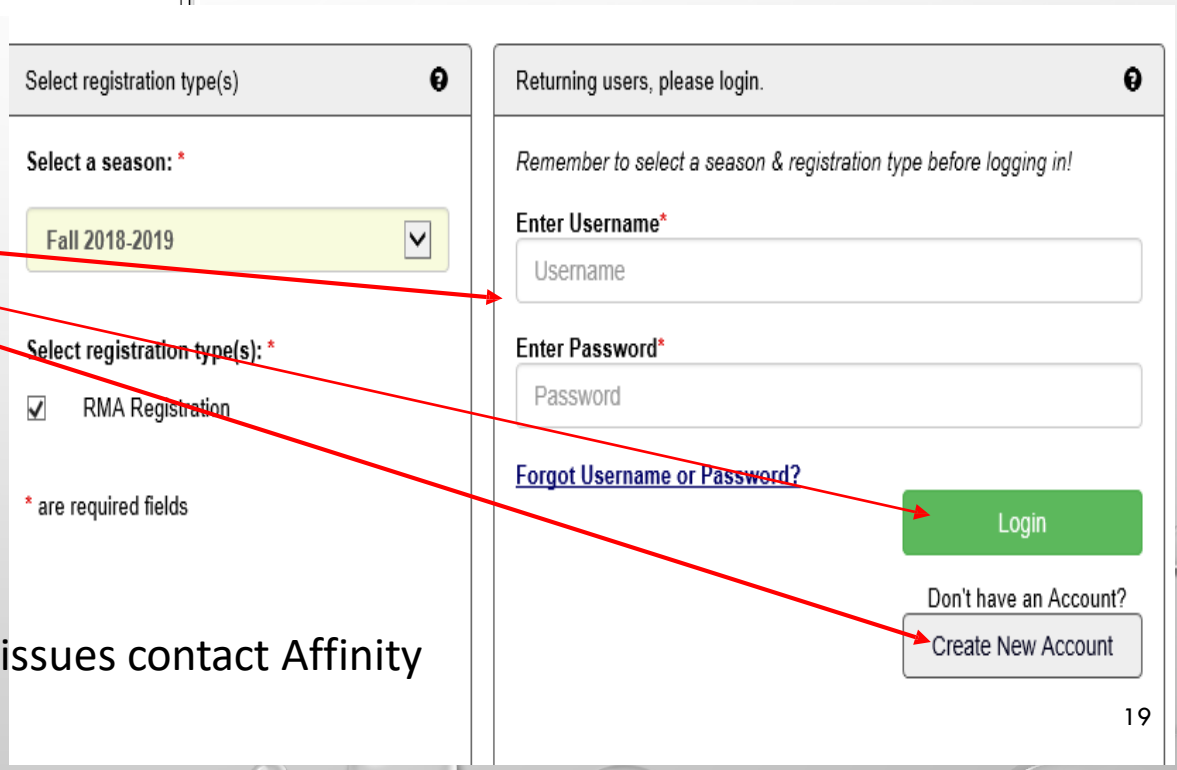
HOW TO UPLOAD CERTIFICATES AND SUBMIT MY RMA



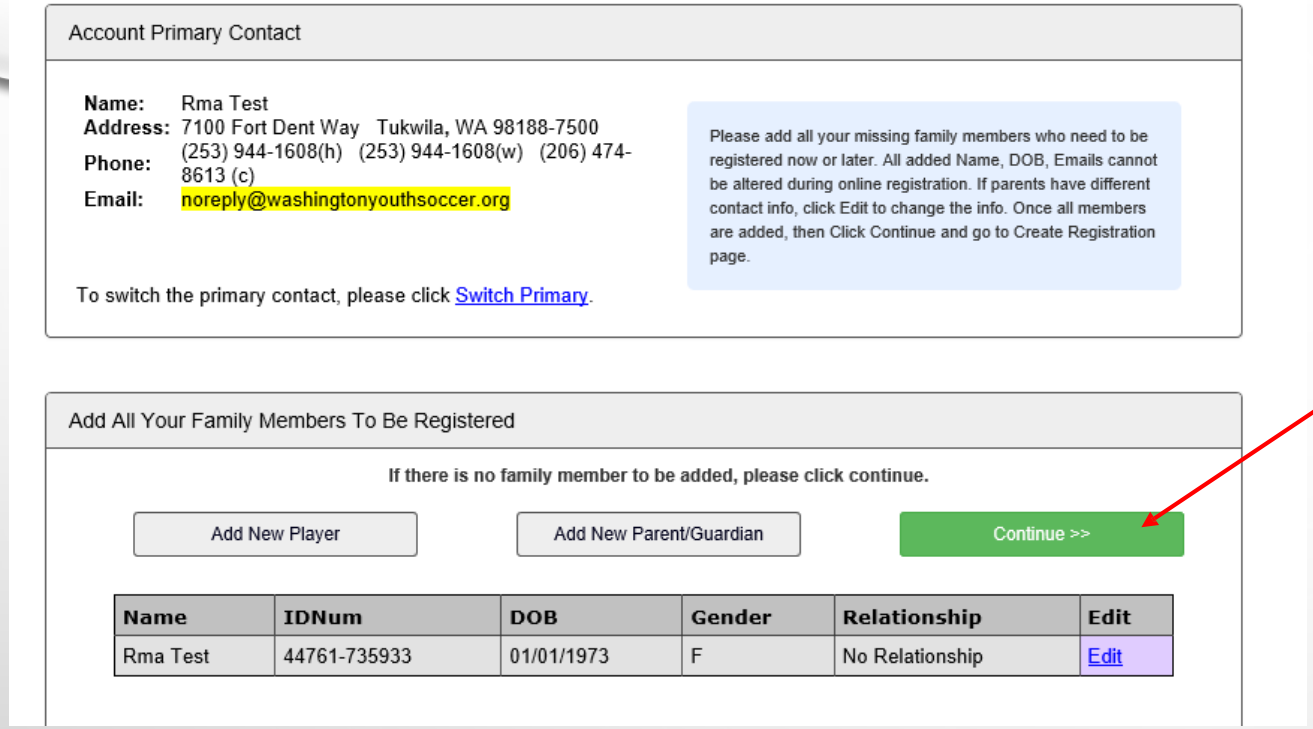
If you need additional assistance, please contact Affinity CS 888-213-3999

Website: https://wys-_bgc.affinitysoccer.com/reg/index.asp?sessiong_uid=&domain=wys-_bgc%2Eaffinitysoccer%2Ecom

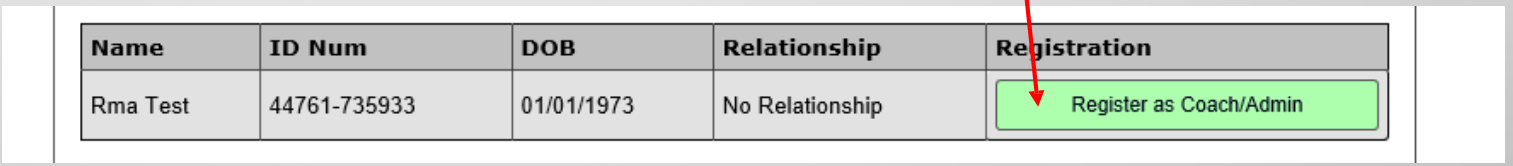
1. Click on Registration Tab
2. Login or Create New Account

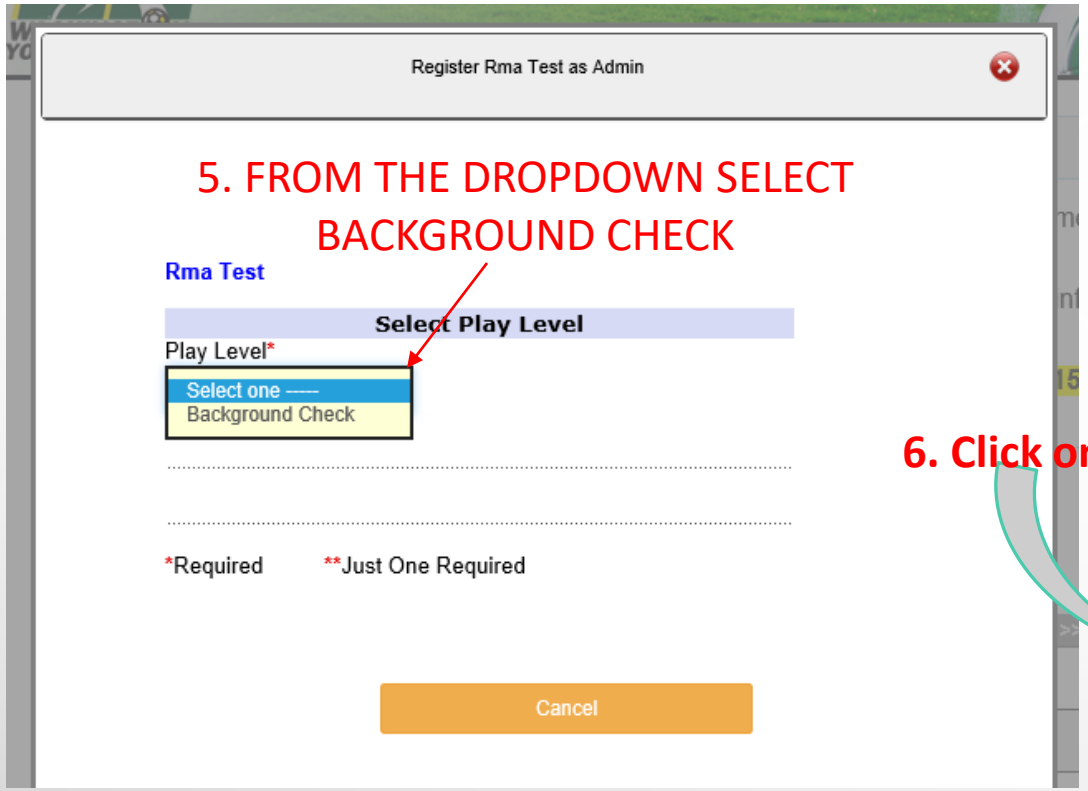


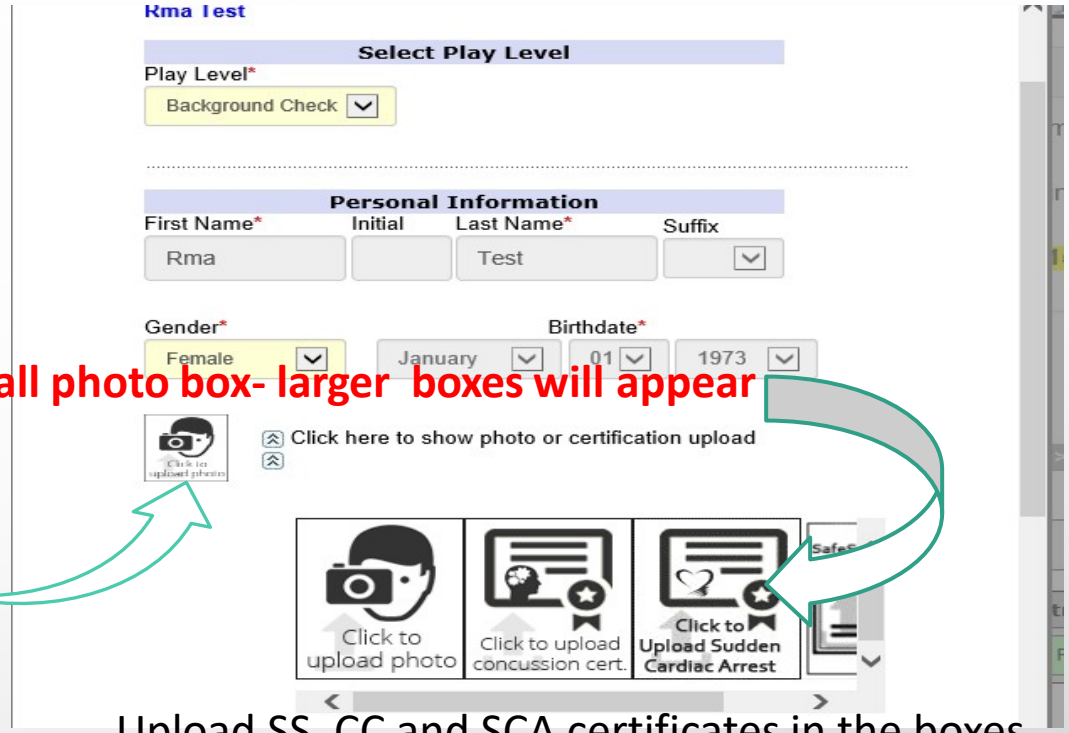
*If you have tried to reset your password and are having issues contact Affinity Customer Support 888-213-3999



3. Click Continue
4. Click Registrar as Coach/Admin



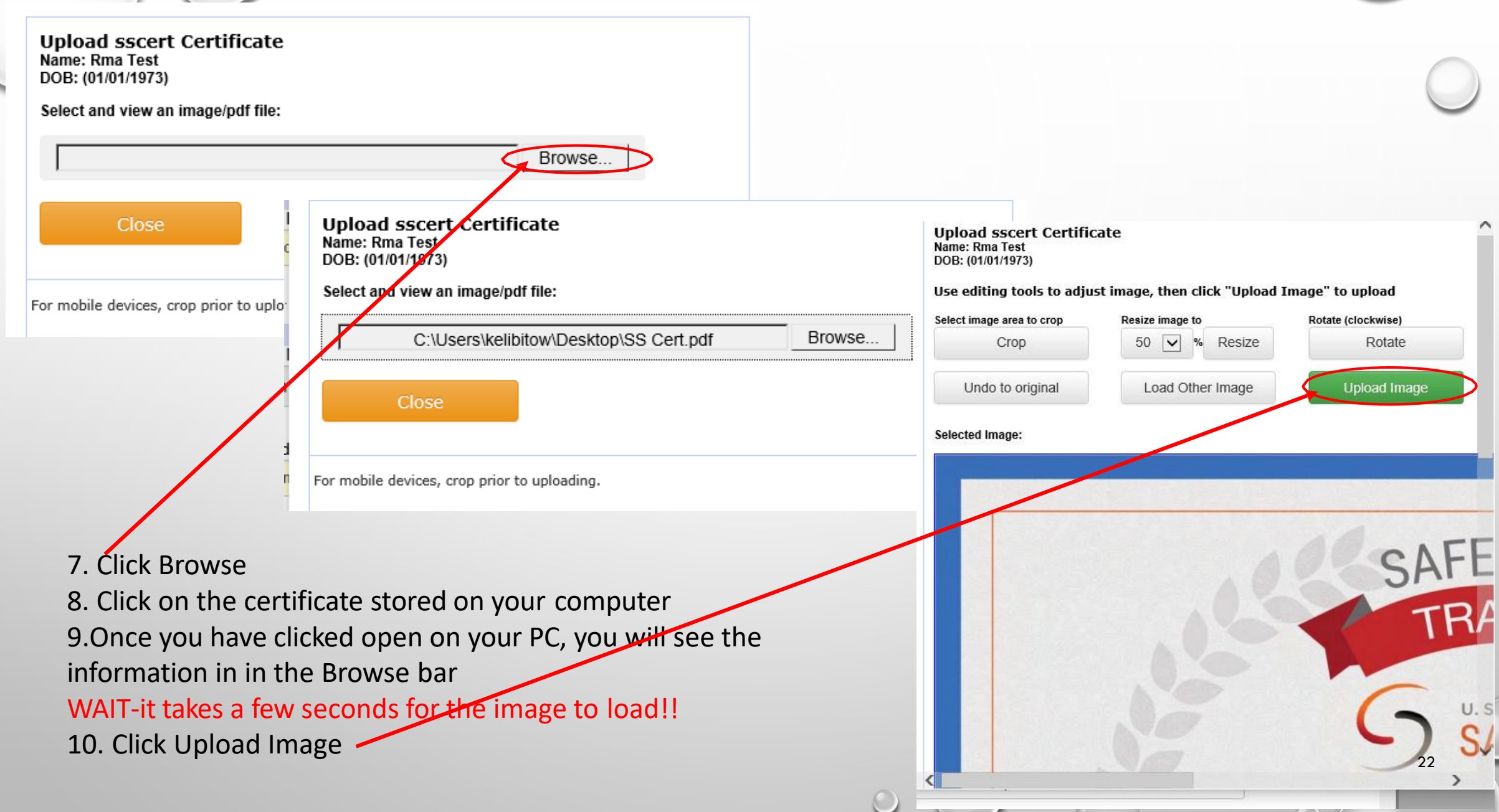




6. Click on the small photo box- larger boxes will appear

Upload SS, CC and SCA certificates in the boxes

- Please read the labels in the upload boxes and upload the proper certificates in proper boxes.
  - Box 1- Photo
  - Box 2- SafeSport
  - Box 3-Concussion
  - Box 4-Sudden Cardiac Arrest
- If you completed SafeSport and waited 30 min. or more to submit your RMA, your might see a SafeSport Cert image in your profile already. If there is an image in the 2nd box you DO NOT need to upload the SS certificate.

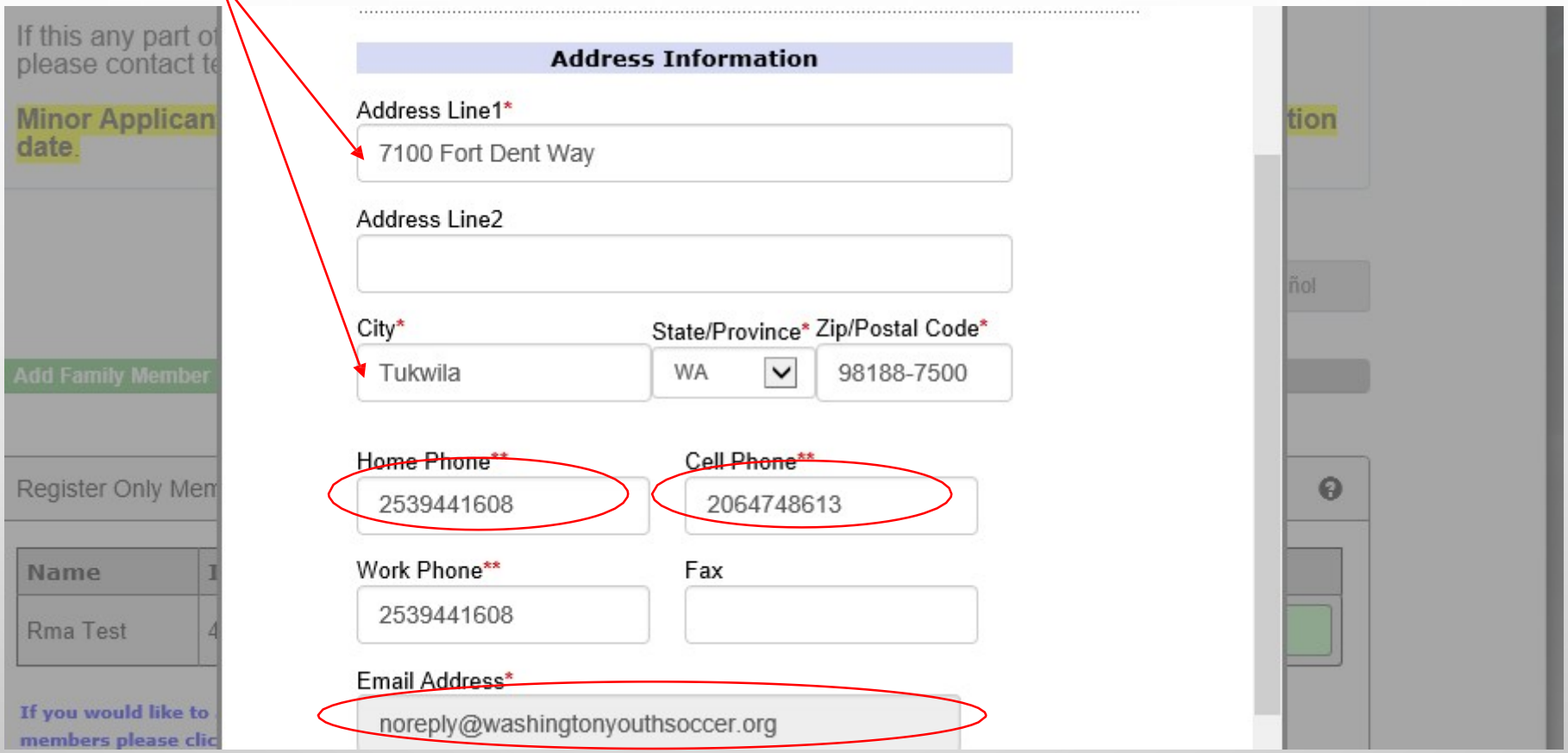


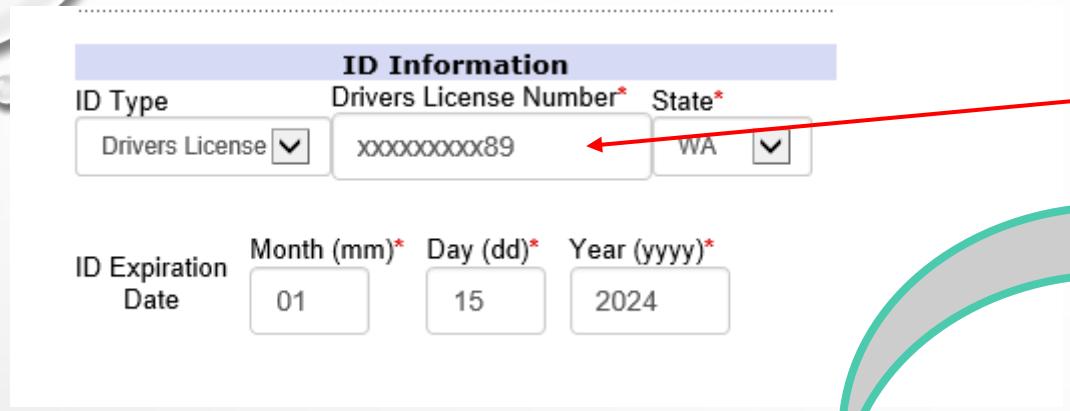
7. Click Browse
8. Click on the certificate stored on your computer
9.Once you have clicked open on your PC, you will see the information in in the Browse bar

WAIT-it takes a few seconds for the image to load!!

10. Click Upload Image

11. Update your address and contact phone numbers and email address

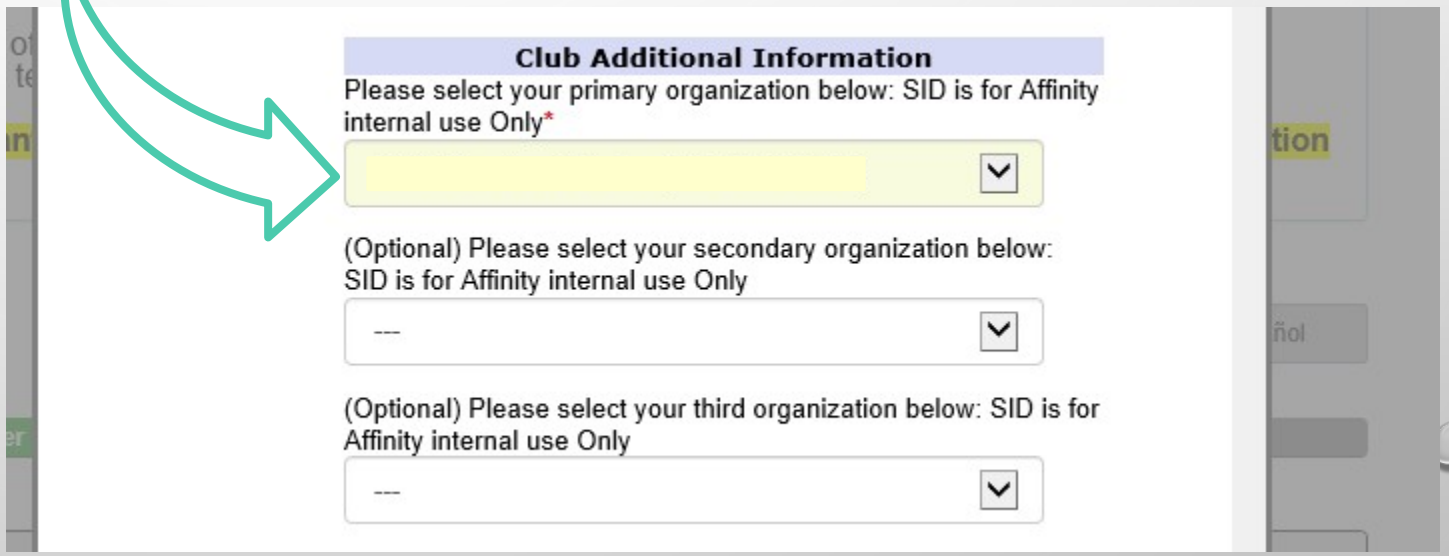




12.Update Drivers License or State ID information (if you only have a passport, please contact WYS)

13. Select your PRIMARY CLUB from the dropdown

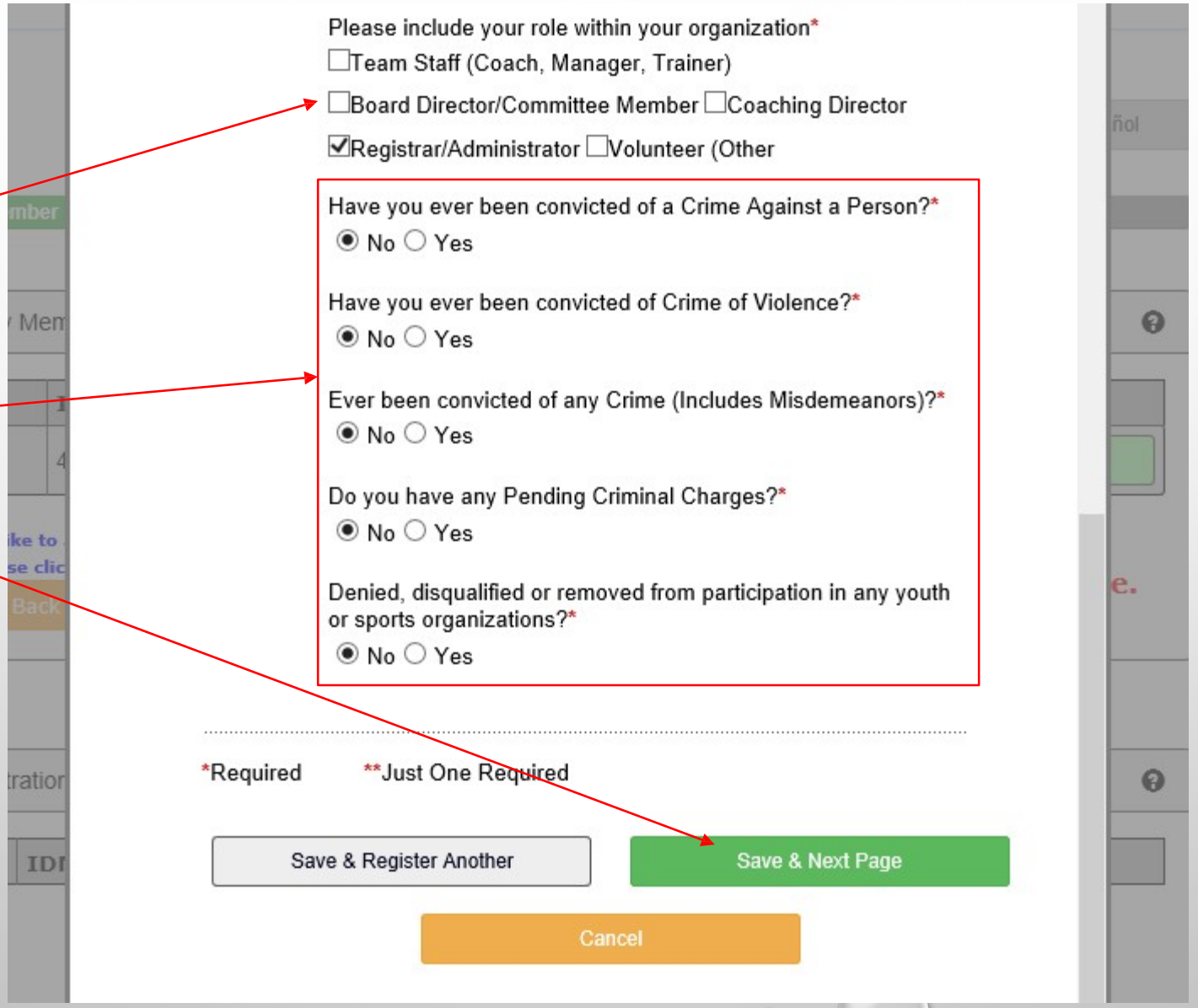
*OPTIONAL-If you coach or volunteer in more than 1 club add the secondary and/or third org, you participate with.



14.Check your position in your organization

15. Answer the legal questions

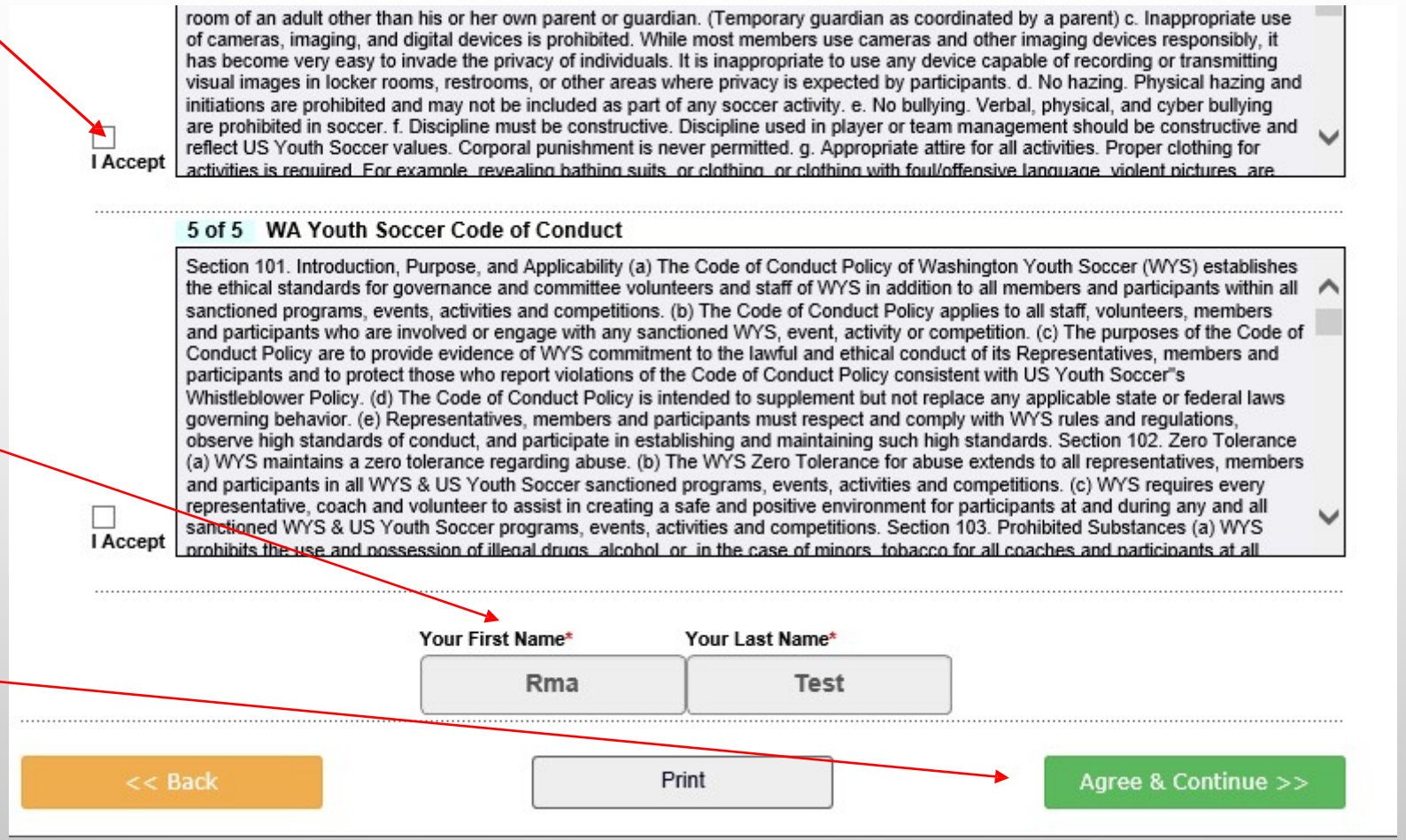
16.Click save and next page



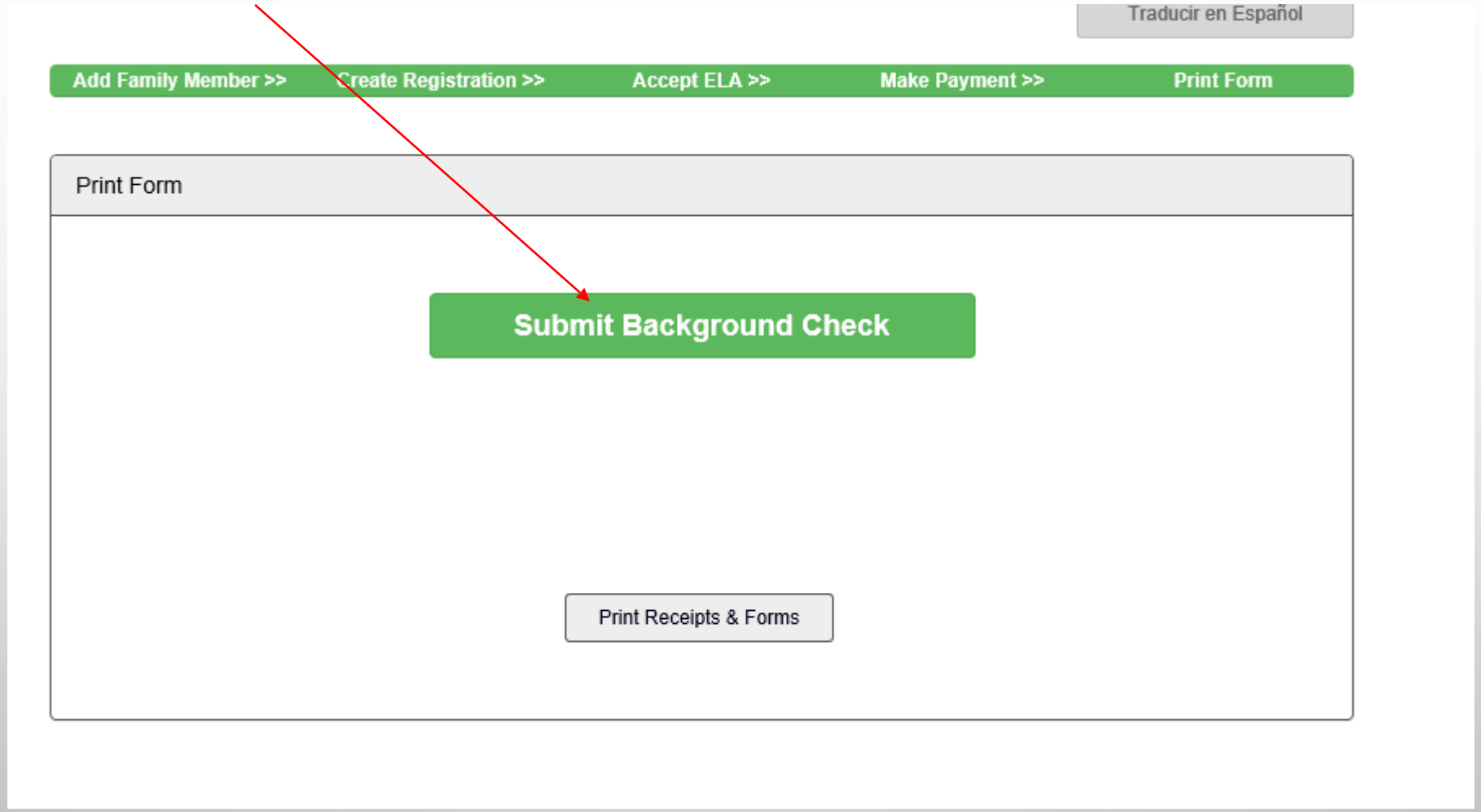
17. PLEASE READ AND ACCEPT ALL ELECTRONIC LEGAL AGREEMENTS (ELA'S)

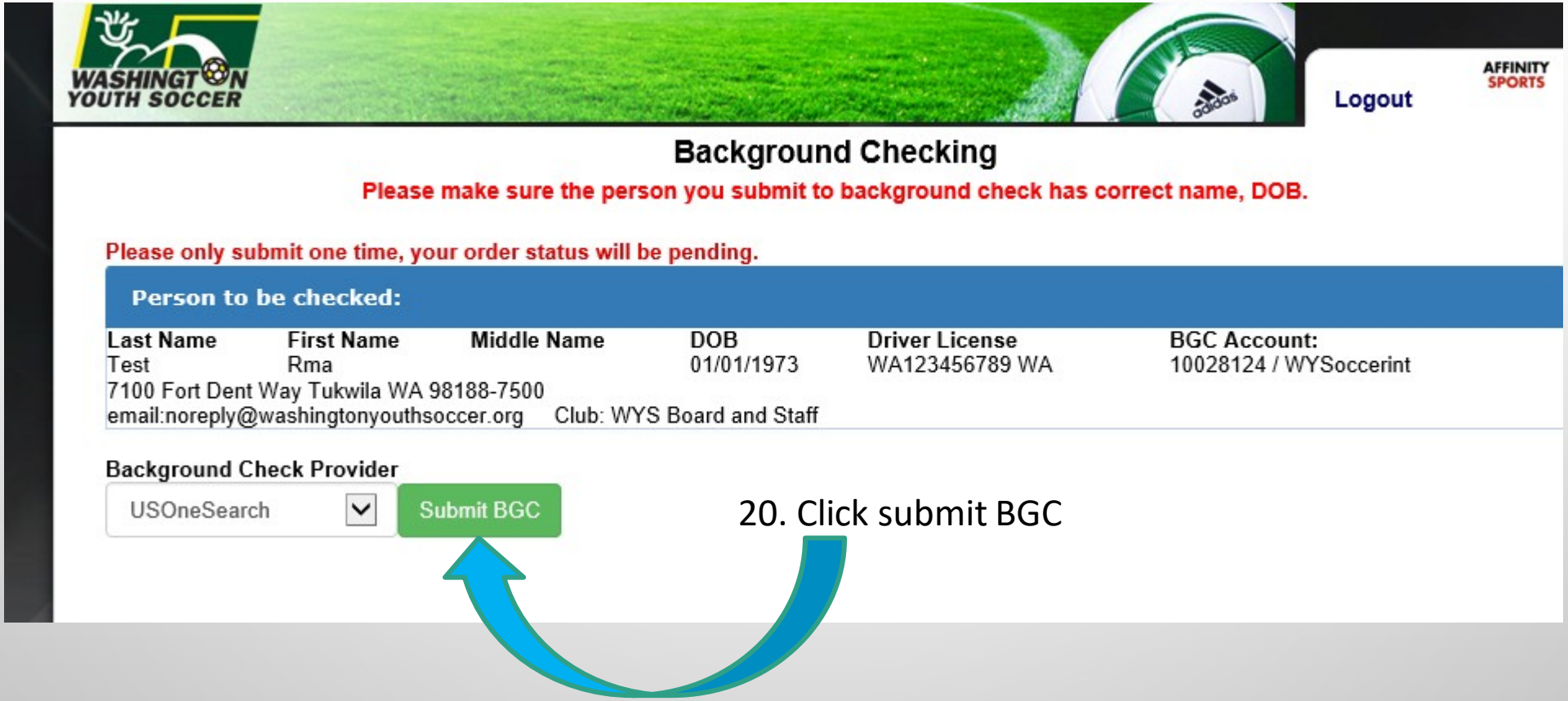
18. Confirm your signature is accurate

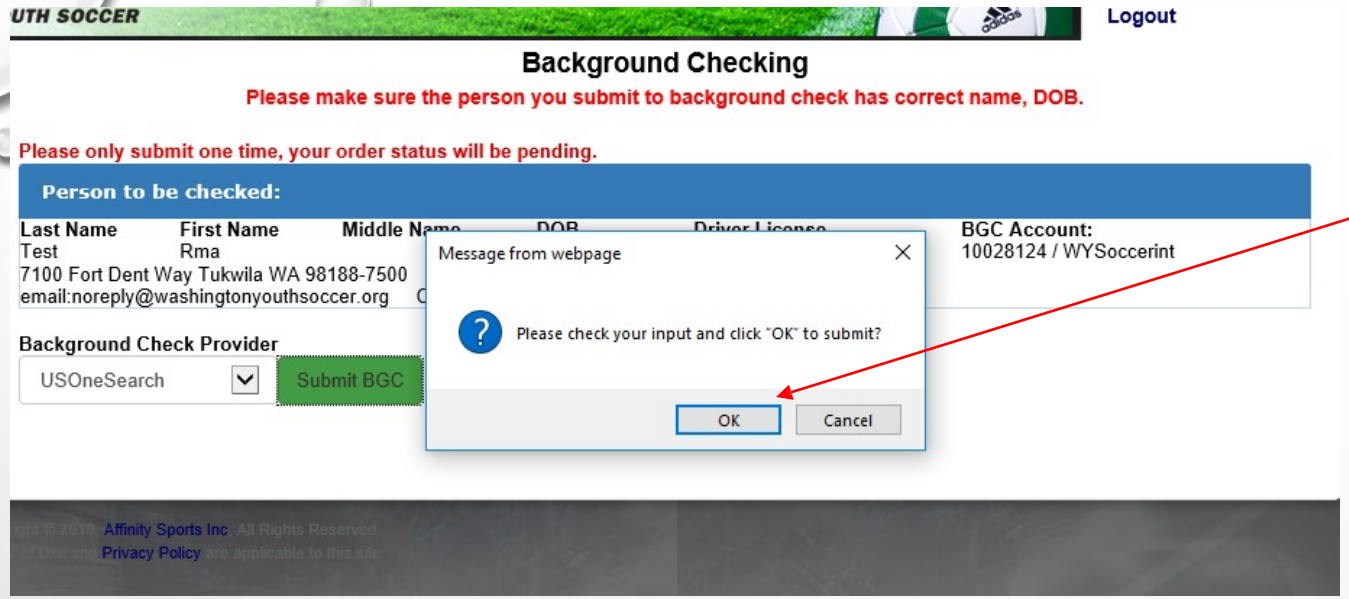
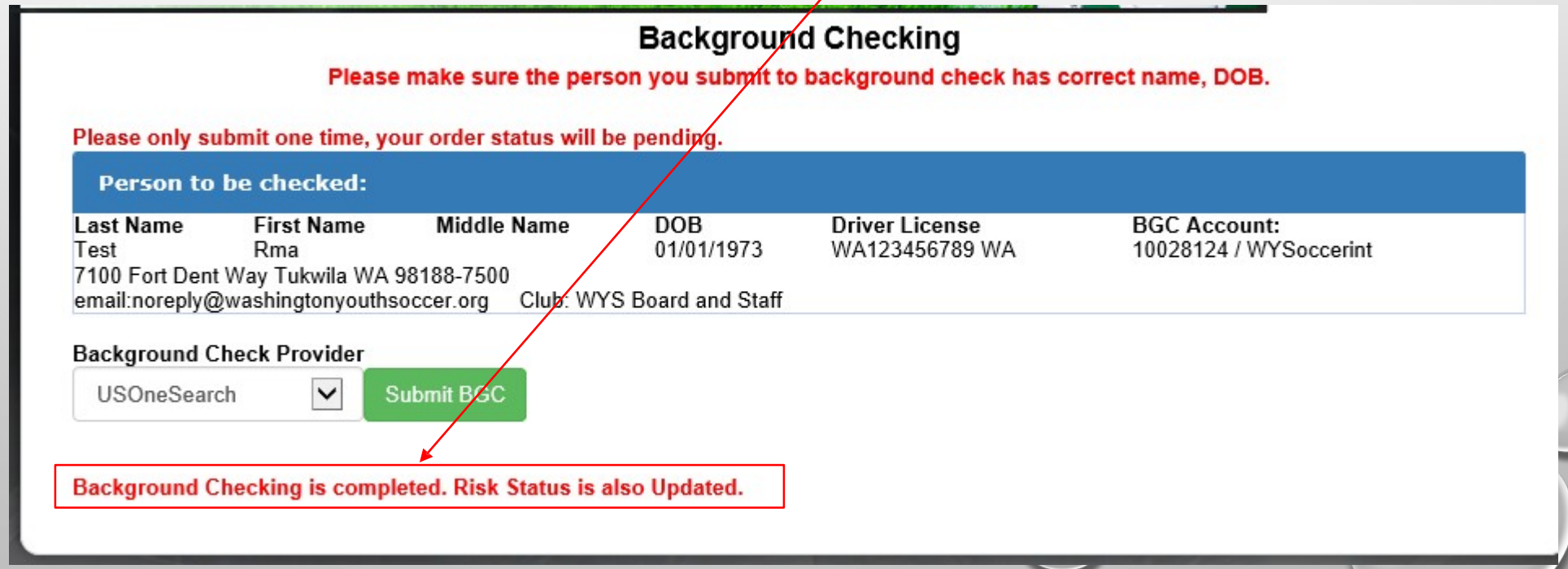
19. Click agree and continue



19. Click Submit Back Ground Check




WASHINGTON YOUTH SOCCER
Logout
AFFINITY SPORTS
Background Checking
Please make sure the person you submit to background check has correct name, DOB.
Please only submit one time, your order status will be pending.
Person to be checked:
Last Name
First Name
Middle Name
DOB
Driver License
BGC Account:
Test
Rma
01/01/1973
WA123456789 WA
10028124 / WYSoccerint
7100 Fort Dent Way Tukwila WA 98188-7500
email:noreply@washingtonyouthsoccer.org
Club: WYS Board and Staff
Background Check Provider
USOneSearch
Submit BGC
20. Click submit BGC



21. Click “ok” to submit You should see at the bottom that your background check is complete, you can then close out of the screen.