Association Connect Users

Risk Management Application (RMA) Process

Customer Support
888.213.3999 or 800.808.7195
Monday-Friday:8:30 AM -5:00 PM PST
Saturday: 7:00 AM -3:00 PM PST
Sunday: Closed
* Hours subject to change

PLEASE READ

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

a. Register with your club
b. Complete training certifications as required by State/Federal laws, U.S. Soccer/US Youth Soccer Bylaws and mandates.
c. Pass a social security number (SSN) Background Check**

**There is different a process for Minors – please contact your club registrar for additional information*
***If you do not have an SSN – please complete the trainings and then contact your club registrar*

IMPORTANT INFO:

- You must complete the training certifications **before** submitting your background check
- Complete all training certifications in the US Soccer Learning Center (LC). Including returning Coaches, Volunteers, Employees, and Board Members. (returning coaches/vol: see page 3)
- Complete all SSN background checks through US Soccer Connect (aka Affinity).
- Integration between US Soccer Connect and the US Soccer Learning Center (LC) requires an *exact match of legal first and last name, date of birth and email address* for the 2 system to sync and the training courses and verifications to upload to your profile.
- The LC training courses DOES NOT produce downloadable certificates

READ ME

If you are a returning coach/volunteer

**If you are a new coach/volunteer go to page 22*

A) Once you create an LC profile with your matching first name, last name, DOB, and email address, the LC will search for your previously completed SafeSport training.

B) If your SafeSport certifications locate a match, your previous training will update your LC profile automatically.

OR

If you took SafeSport for another sport or governing body

PLEASE contact WYS

WYS Contacts: Dan Rubin DanR@WashingtonYouthSoccer.Org

There is no cost for an individual to do a background check in Washington Youth Soccer.

DO NOT PAY FOR A BACKGROUND CHECK.

BEFORE YOU PROCEED READ ME:

Your US Sports Connect and US Learning Center profiles

MUST have FULL EXACT MATCH

for the 2 systems to sync with the training courses and verification 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 contact WYS*

WYS Contacts: Dan Rubin DanR@WashingtonYouthSoccer.Org

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

DO NOT PAY FOR A BACKGROUND CHECK!

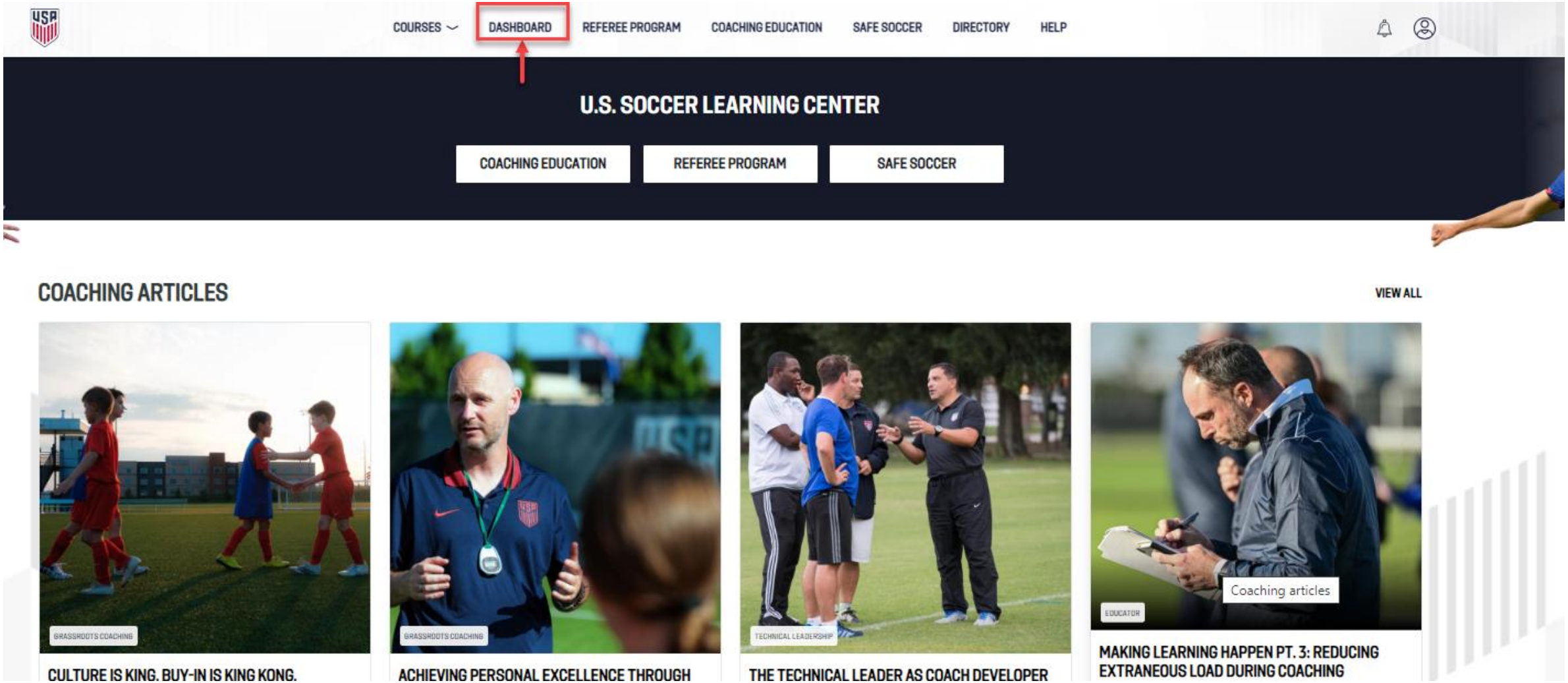
US Soccer Learning Center Link: https://learning.ussoccer.com/coach

Note: *The US Soccer LC provides Coaching Education courses and tools and can be used as a resource by all coaches who are interested in improving the game.*

Login and start the process.

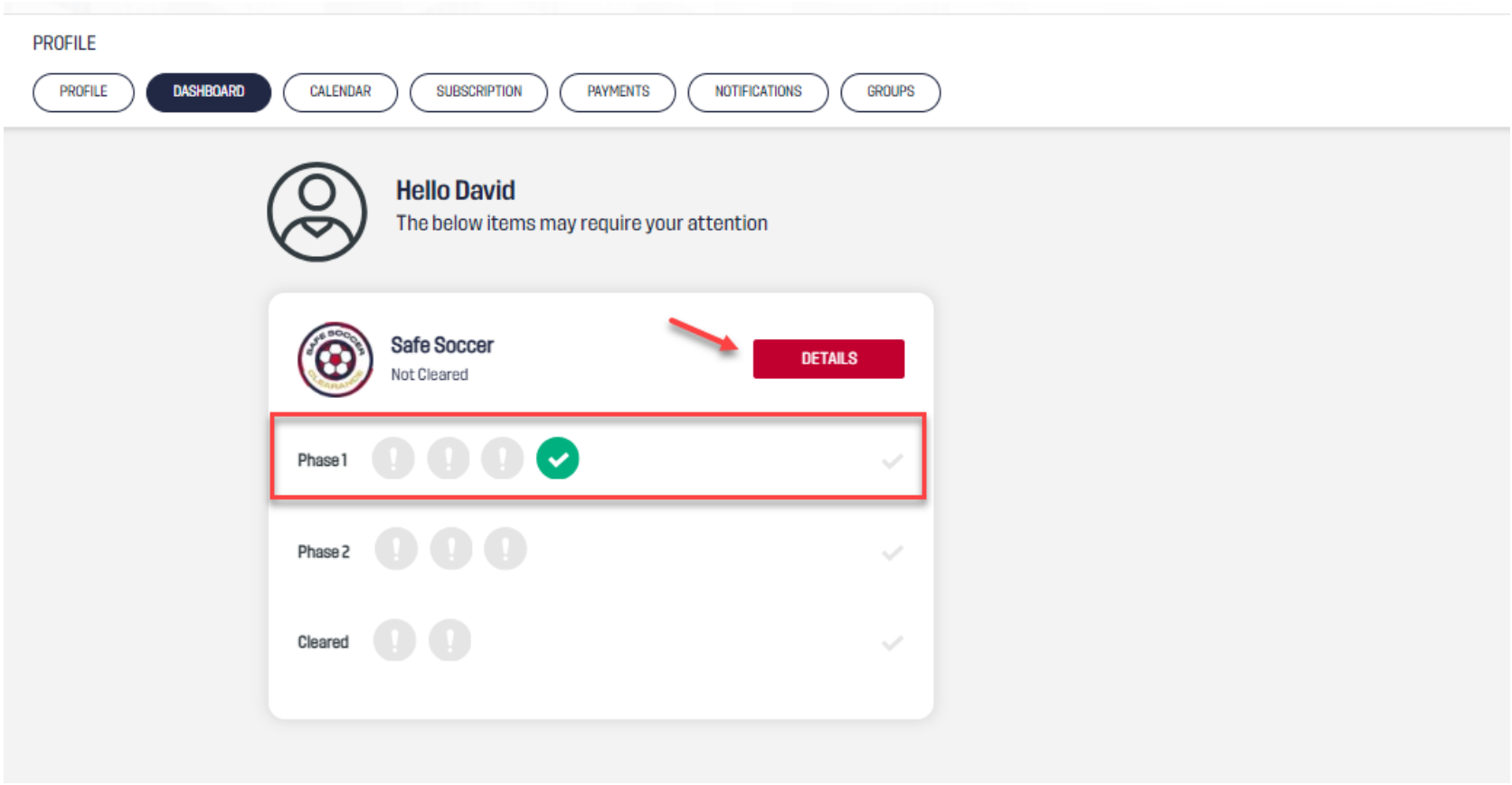
If you are a new team admin, please scroll down to page 22,
follow the steps to create an account, then start taking the courses.

After logging into your account, click DASHBOARD.



The image below is the dashboard that you will work from.
For Washington Youth Soccer, you are only required to do Phase 1. There are no fees for these courses.
DO NOT PAY FOR ANY COURSES OR BACKGROUND CHECKS! WYS OR YOUR CLUB WILL NOT REIMBURSE YOU

Click the DETAILS link to start the process.

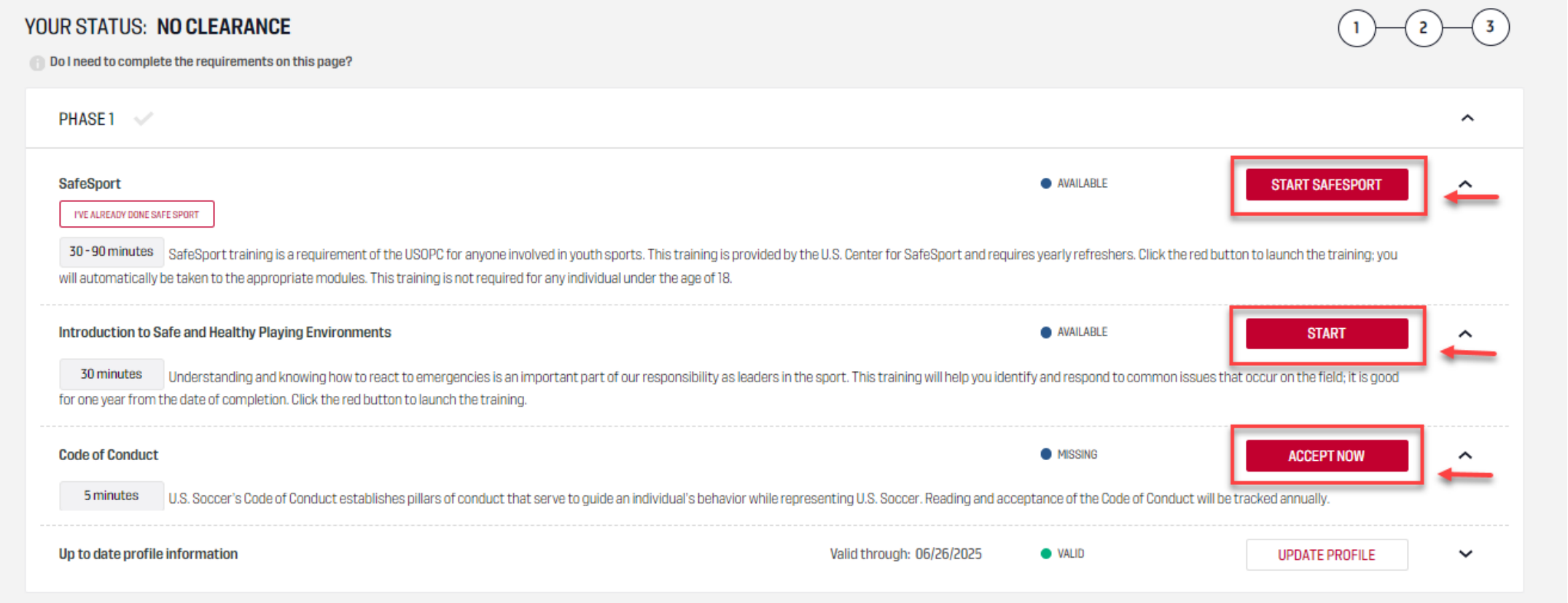


The below image shows the starting point for each course or if you need to come back to finish a course.

ALL and ONLY COURSES IN PHASE ONE MUST BE COMPLETED!

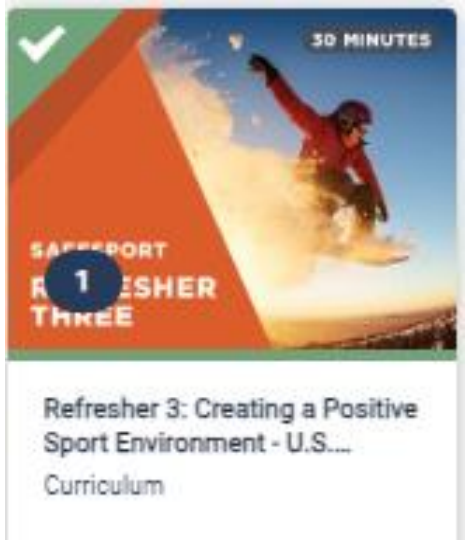
Click the course you would like to do first. Then work on completing the rest of the courses.

A background check can not be started unless all courses are completed.



LC training courses DO NOT produce downloadable certificates

When it comes to Safe Sport, what course should I take? There are only 4 courses required by US Soccer. There is a 1-90 minute course and 3-30 minute refresher courses. Only one course needs to be completed once a year. If you would like to take more courses, you may, but you only get credit for one course a year. As of right now, once you have completed 1-90 min the 1st year and then the 3-30 min refresher courses years after. Then, the process starts all over again with 1st- 90 minute session.



Introduction to Safety in the US Learning Center is for Concussion and Sudden Cardiac Arrest education.

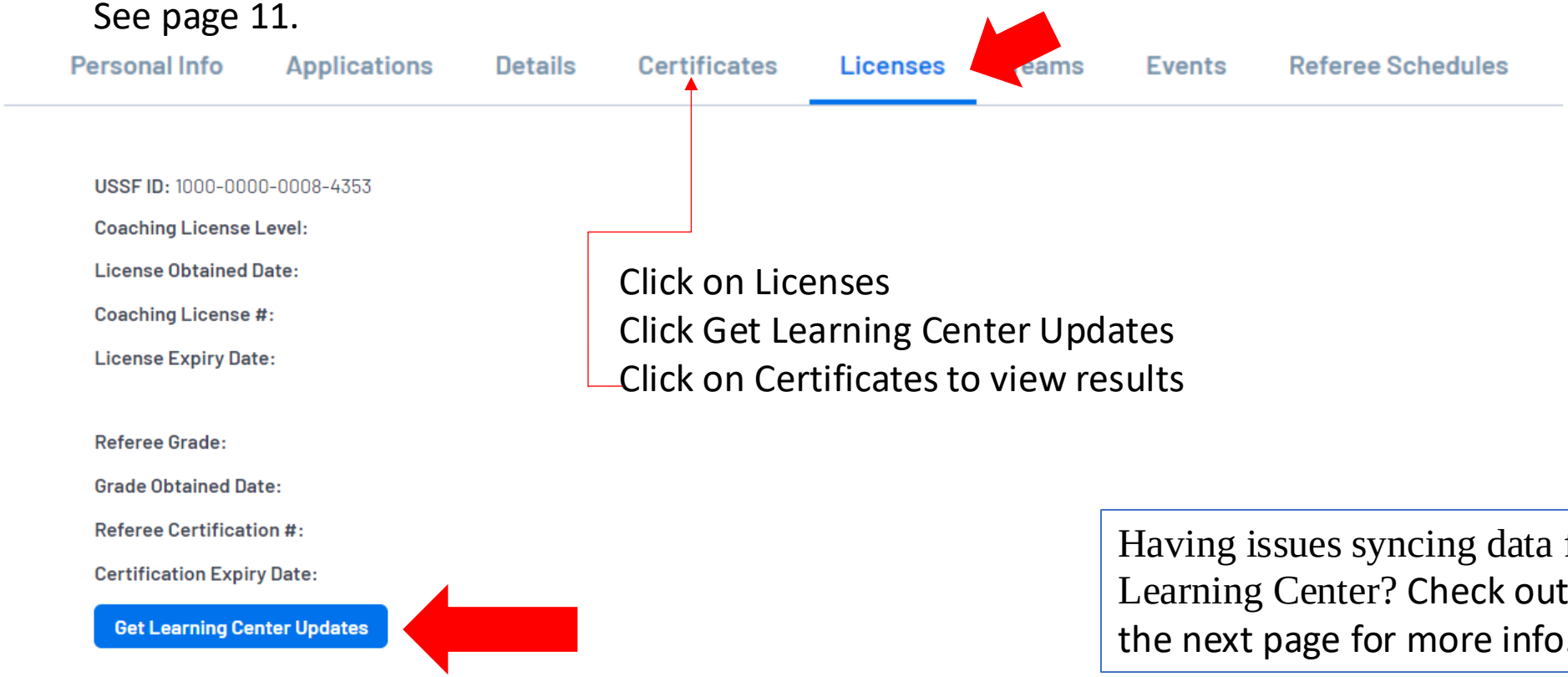
There are no fees to be paid during this process.

DO NOT DO A BACKGROUND CHECK IN THE US LEARNING CENTER. THEY WILL CHARGE YOU $25.00. THERE WILL BE NO REIMBURSEMENT

Now, let's sync the data into your state account. Only Safe Sport is pushed into your account automatically. You may need to get the Intro to Safety yourself, or the club admin can help.

Log into My Account: LINK

Once logged in, go to Licenses, then click Get Learning Center Updates. Click over to Certificates to see if the data has come over and marked them verified. If so, continue with the background check process.
See page 11.



Click on Licenses
Click Get Learning Center Updates
Click on Certificates to view results

Having issues syncing data from the US Learning Center? Check out the next page for more info.

You have completed the courses. What are the next steps?
You need your Certifications added to your state platform account. Most roadblocks occur here, and you may need support from your club or WYS.

Contact your Club:

- You are a new admin, and your account needs to be converted from a parent account. They can convert your account to an admin account and sync your account.
- You are a former player, and you do not have an admin account. They can update your account to an admin account and sync your account.

Contact WYS for Assistance:

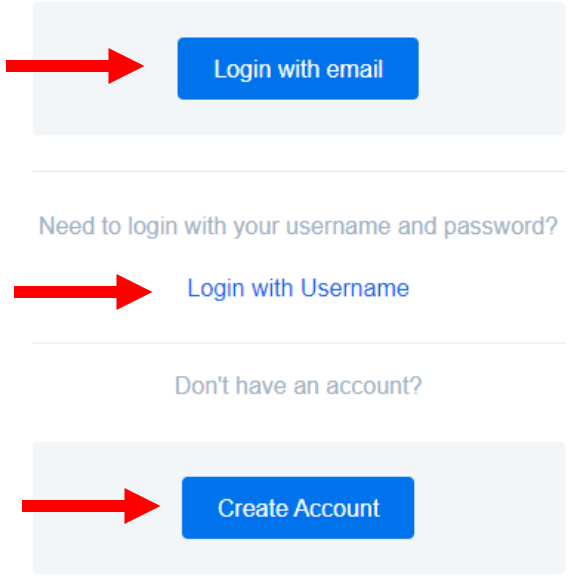
- You do not have the matching info. (Legal First and Last Name, email and DOB)
- You have duplicate accounts, and the system does not know which account to use.

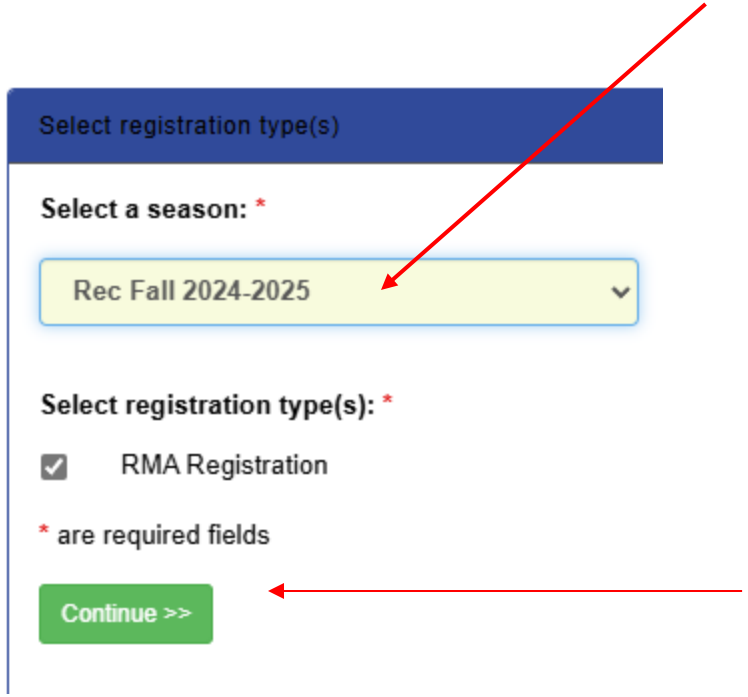
Sports Connect Support:
Office Phone:888.213.3999 or 800.808.7195
Monday - Friday: 8:30 AM - 5:00 PM PST
Saturday: 7:00 AM - 3:00 PM PST
Sunday: Closed
** Hours subject to change*

Washington Youth Soccer:
Phone 253-944-1609
Dan Rubin
Danr@washingtonyouthsoccer.org

BGC Portal Website: LINK

1. Login with your
   email or
   Username or
   Create New Account

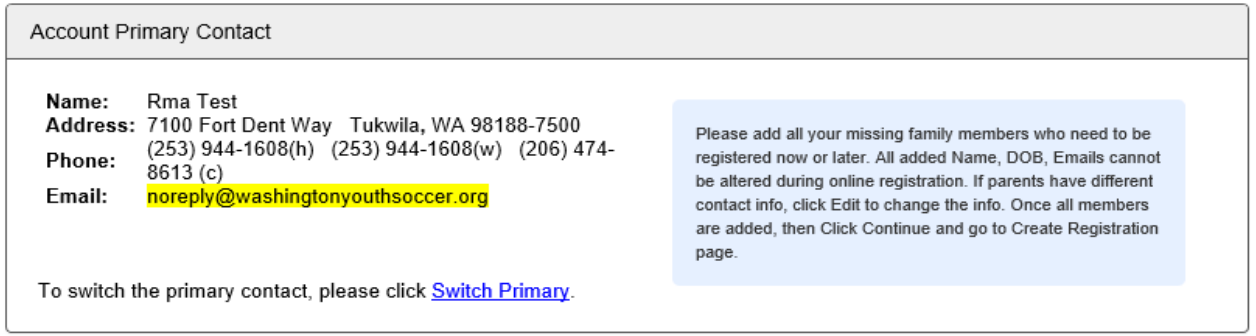


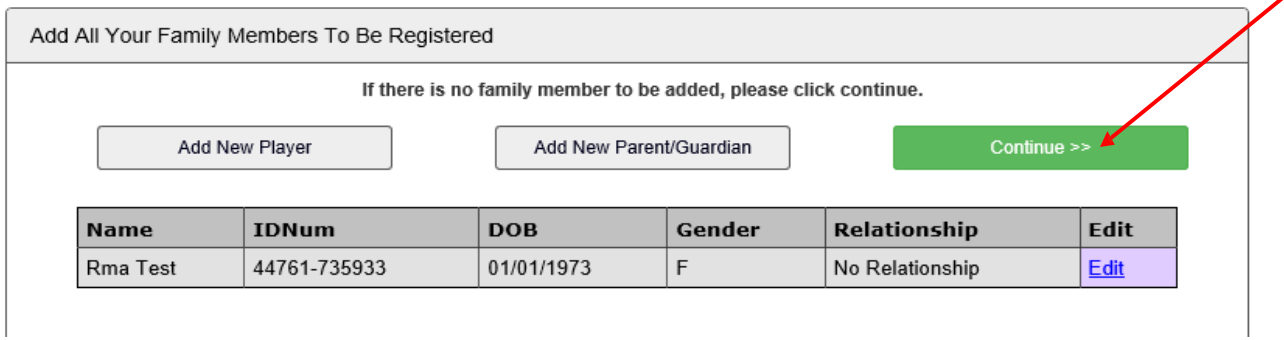


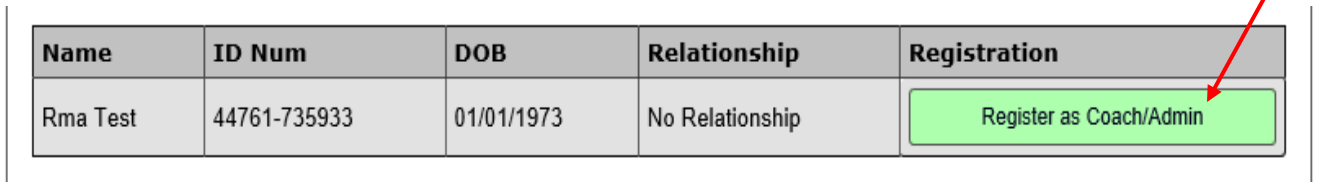
2. Select the correct season from the dropdown menu that you will be coaching/volunteering in
If you do not know the season, ask your registrar – if you select the incorrect season your registrar will not be able to see your RMA.

3. Click Continue

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





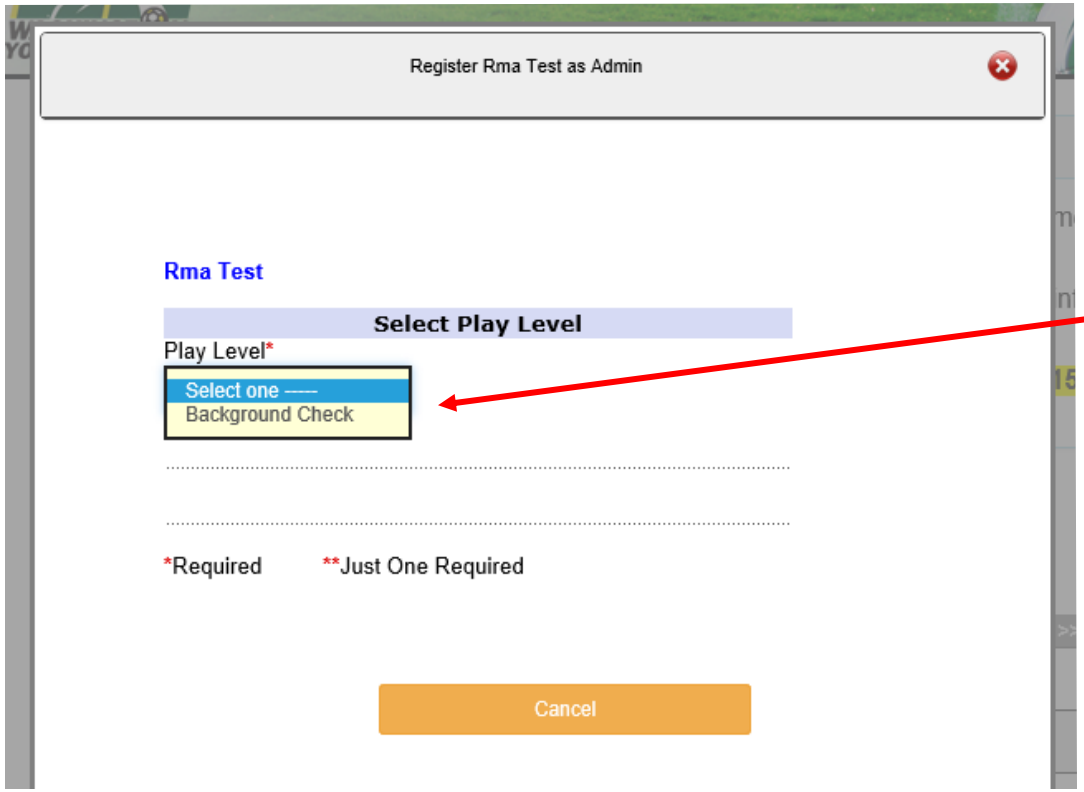


4. Click Continue

5. Click Register as Coach/Admin

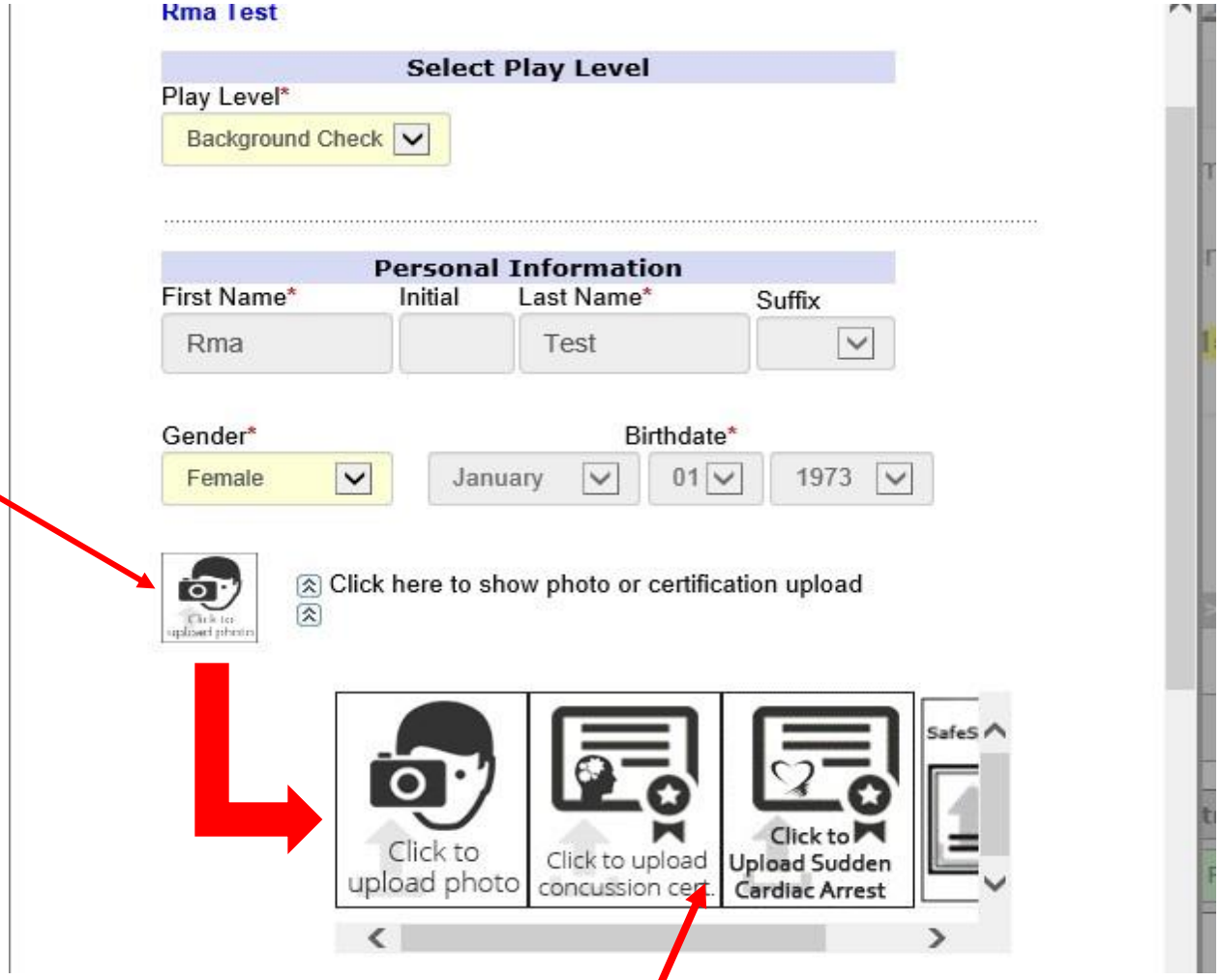
If you have more than 1 profile listed – call customer support before you continue to have your profiles merged.

If "Register as Coach/Admin" does not have the green button behind your name, you are logged into the incorrect profile and will not be able to complete a background check under your name. Please back out and log in with your Username and Password. (You cannot use a spouse's Username and Password. You must have your own!)



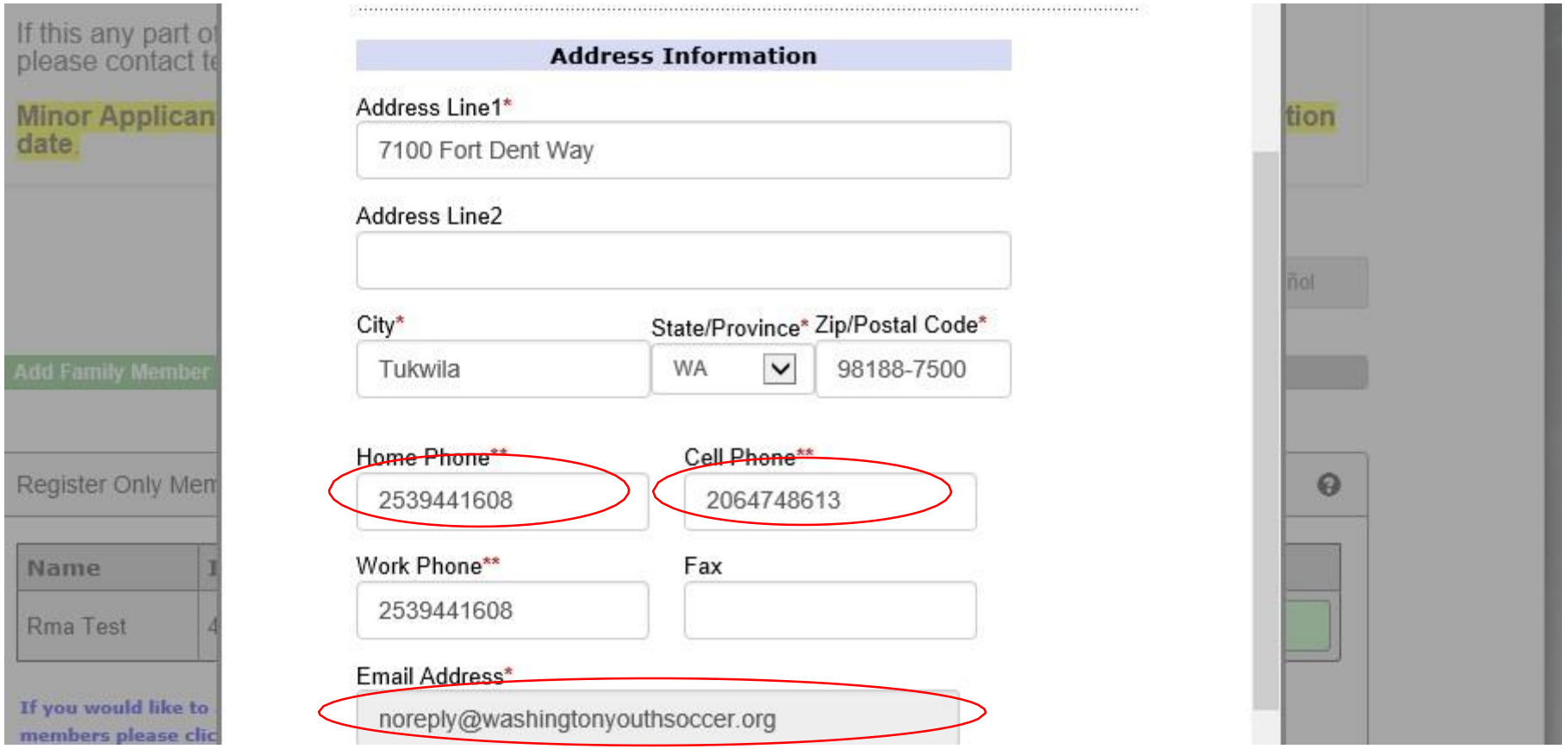
6. Select Background Check from the dropdown

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

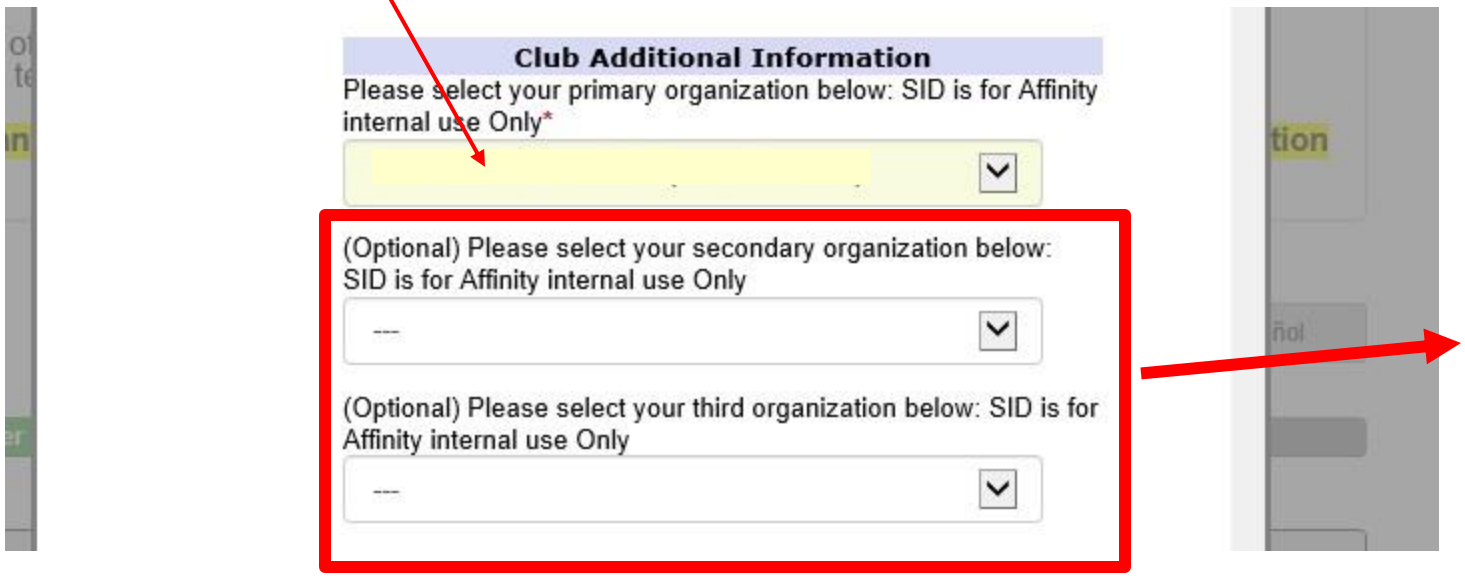


In the larger boxes - the 2nd, 3rd, and 4th boxes should have images of your course training verifications. Please see pages 10-11 on how to sync your account to the US Learning Center.

8. Review your address and contact phone numbers and email address
If you need to correct your email address, contact Customer Service



9. In the first dropdown choose your PRIMARY CLUB



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

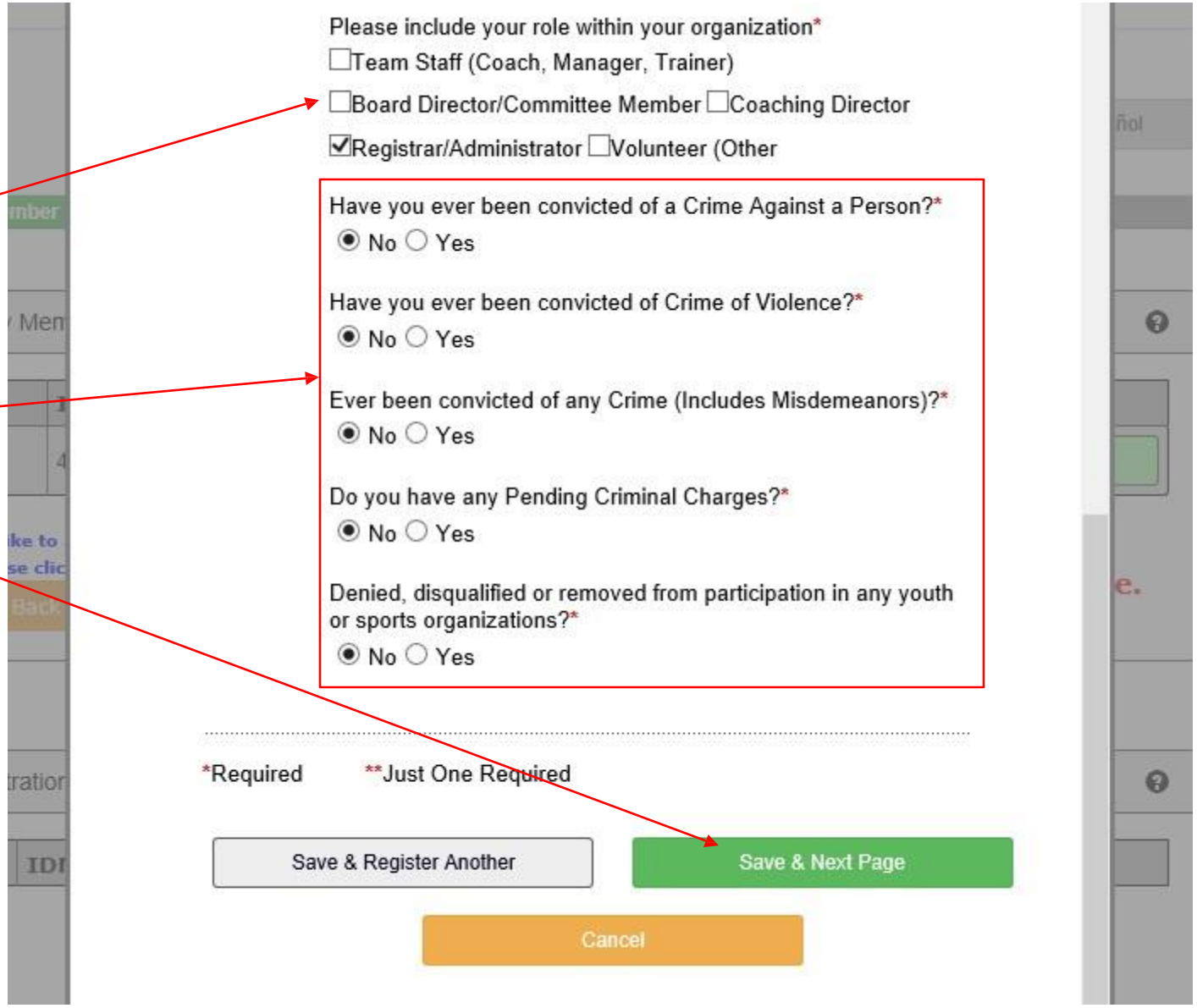
Important Note:

DO NOT use the 2nd and 3rd dropdowns if you ONLY coach in 1 club – choosing additional clubs charges the club for the background check.

10. Check your position in your organization

11. Answer the legal questions

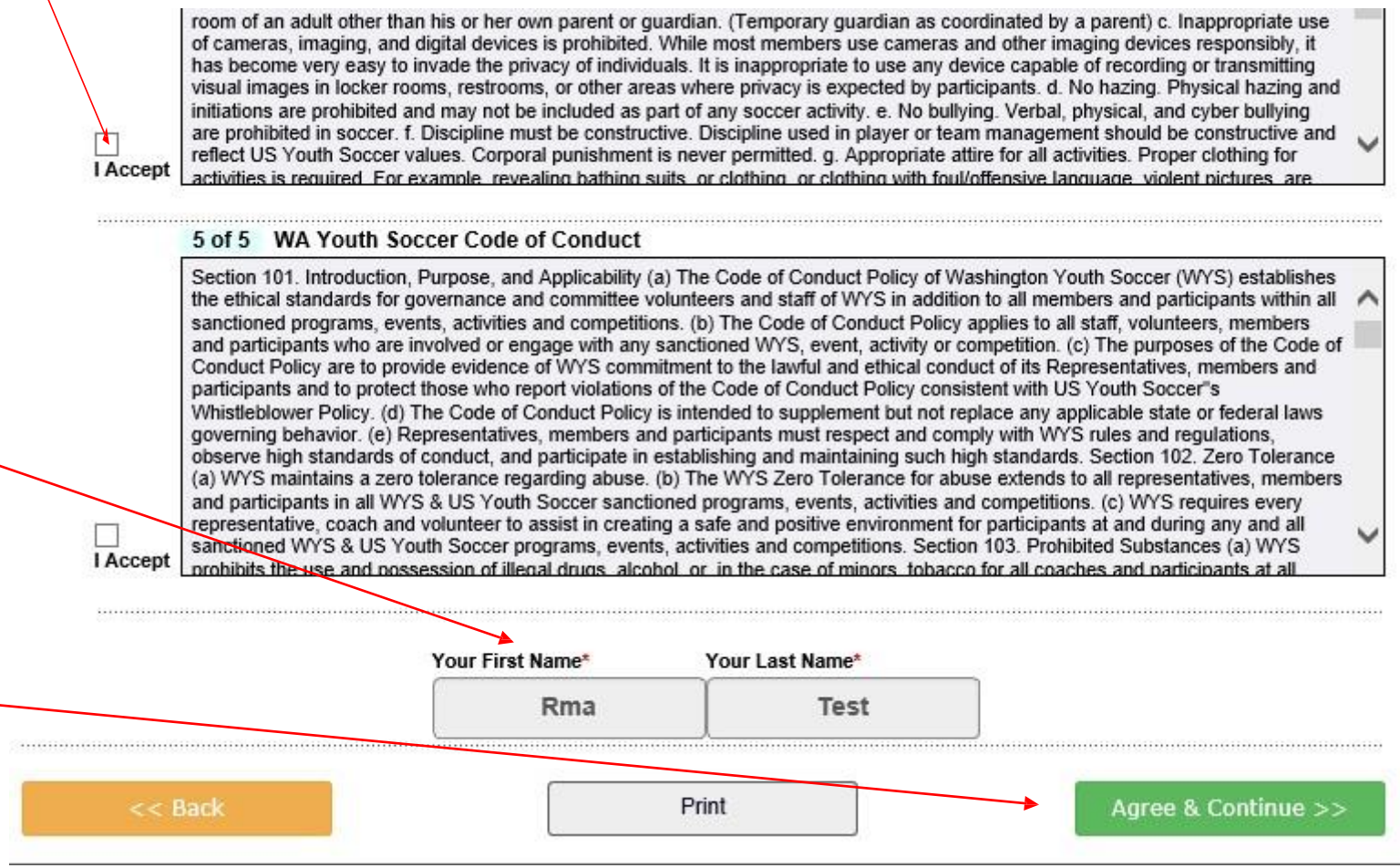
12. Click save and next page



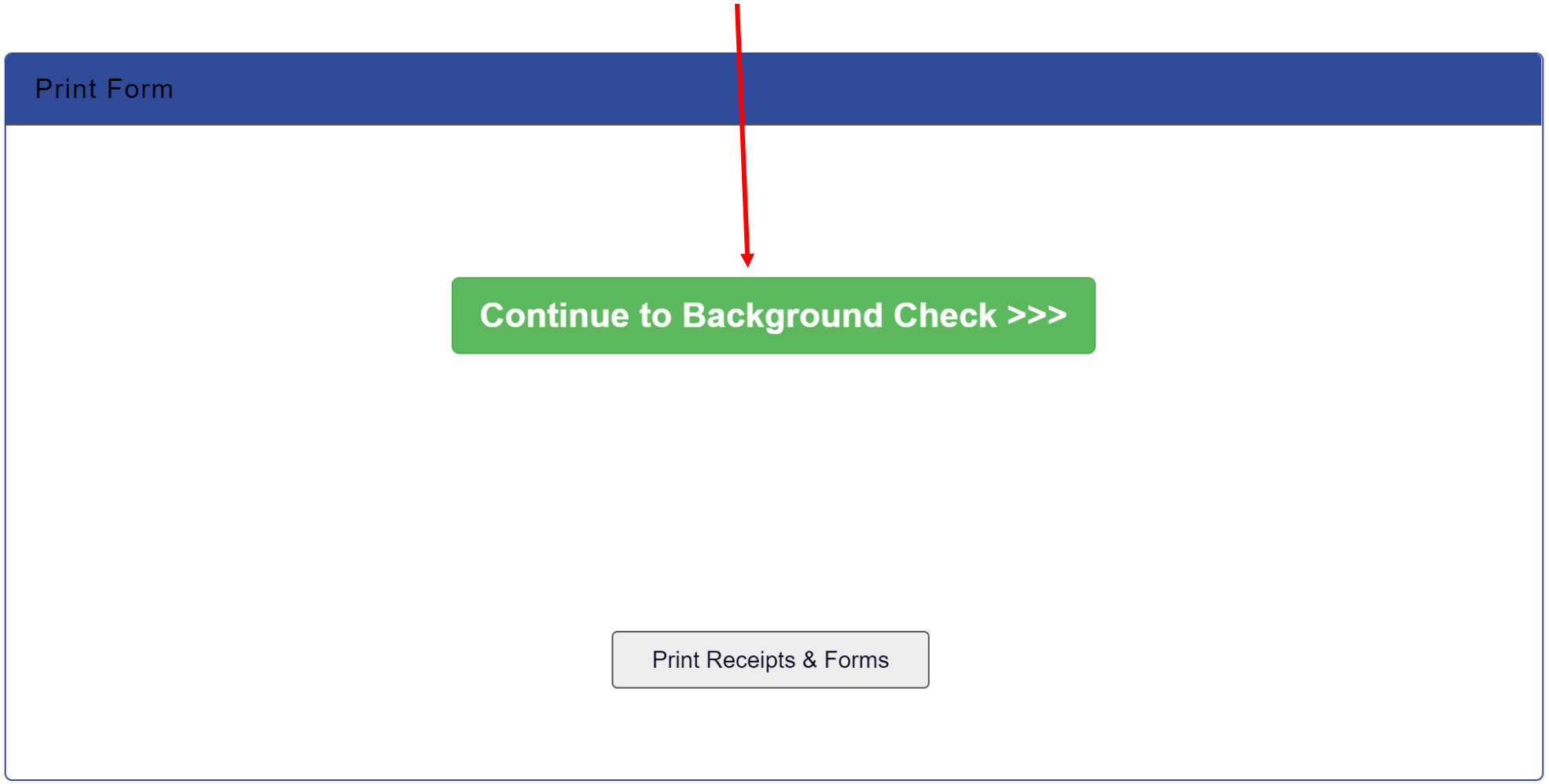
13. READ AND ACCEPT ALL ELECTRONIC LEGAL AGREEMENTS (ELA'S)

14. Confirm your signature is accurate

15. Click agree and continue

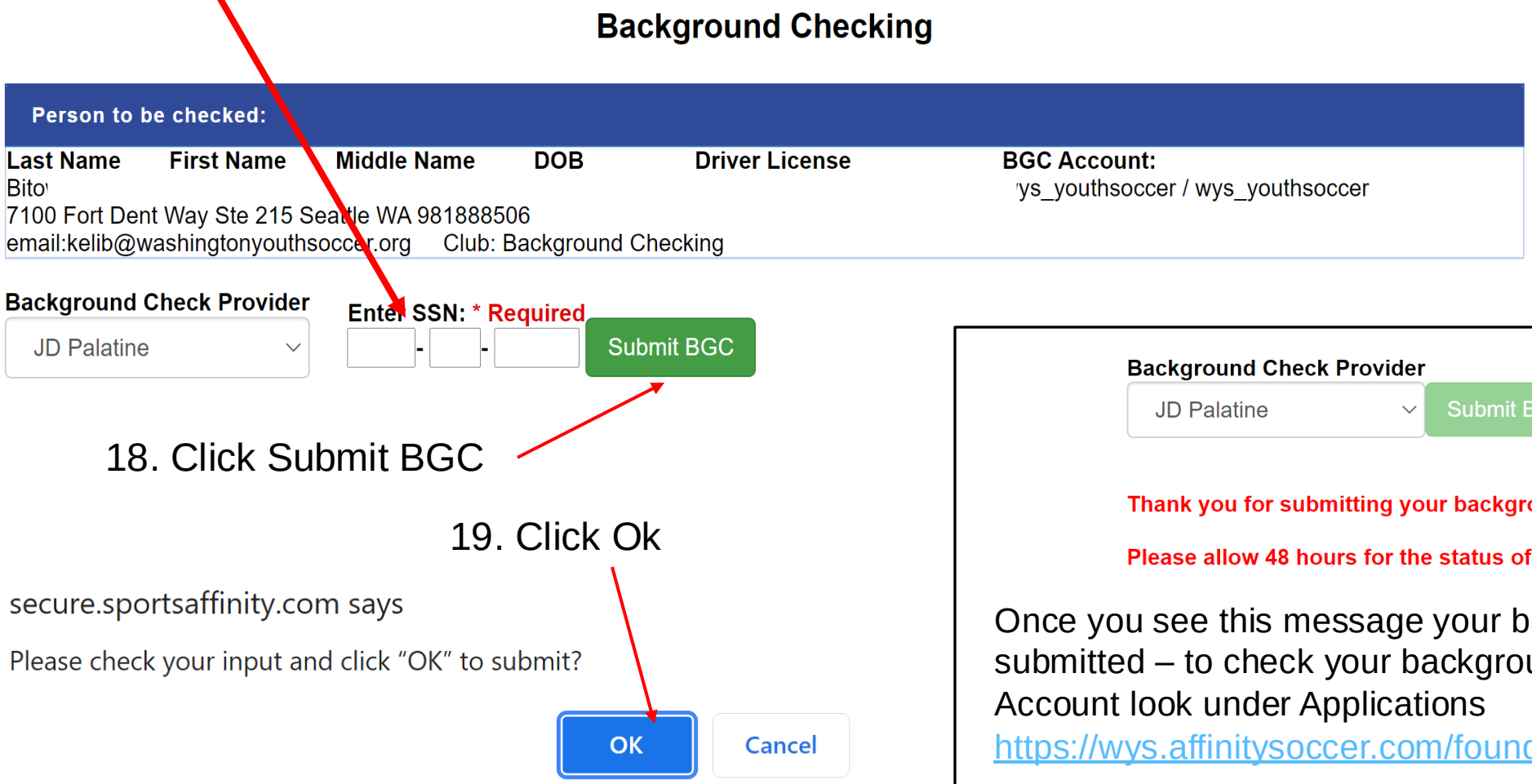


16. Click Continue to Background Check



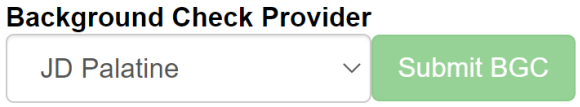
17. Enter your social security number. If you DO NOT have an SSN, contact your club registrar.

If an incorrect SSN is entered, you will be contacted to provide accurate information.



18. Click Submit BGC

19. Click Ok



Thank you for submitting your background check.

Please allow 48 hours for the status of your background check to update.

Once you see this message your background check is submitted – to check your background check status login to My Account look under Applications

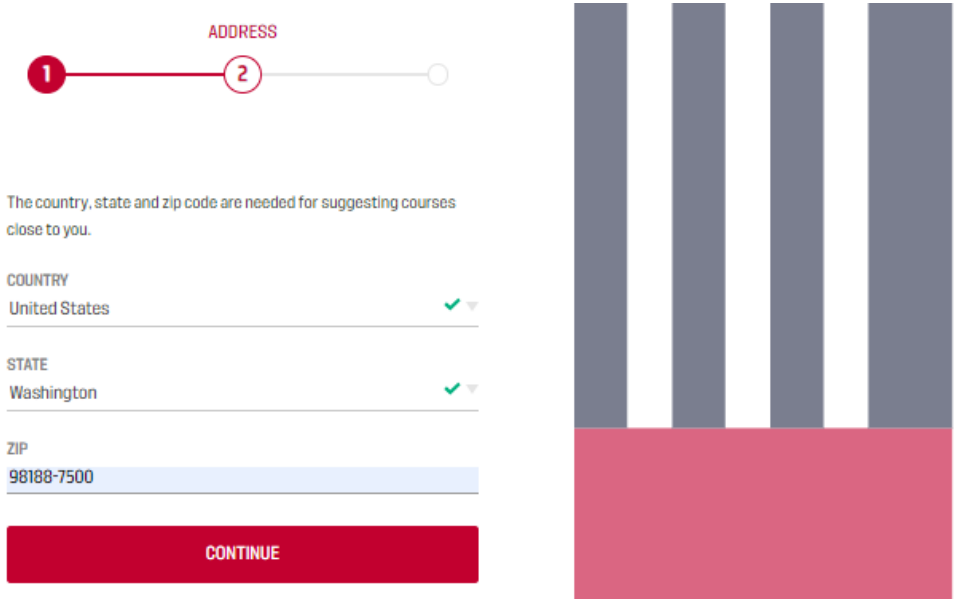
https://wys.affinitysoccer.com/foundation/login.aspx

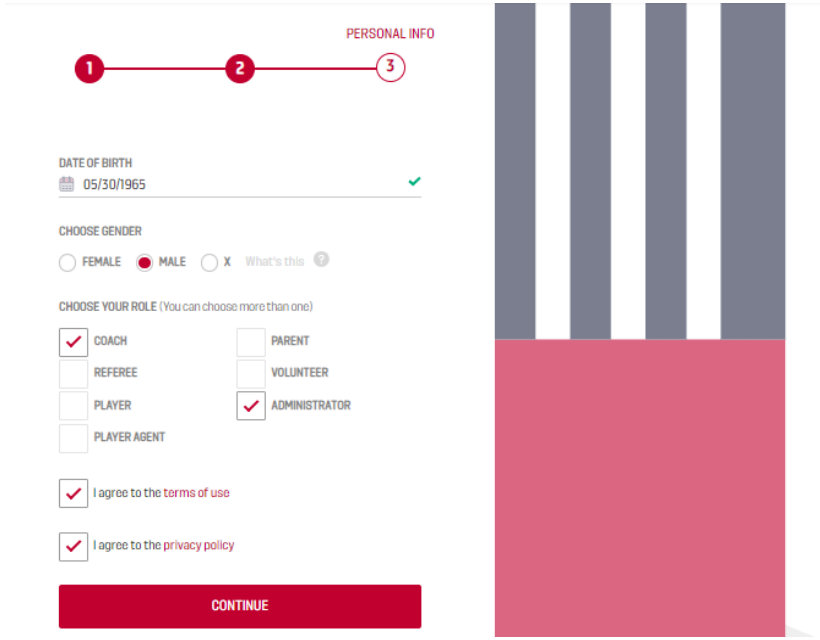
Steps to set up your account in the US Learning Center. (Then you can start doing the courses.)

US Soccer Learning Center Link: https://learning.ussoccer.com/coach, click sign up

Please use your legal first and last name and the same email address that you used for your club registration.

Please make sure to choose the correct state before continuing.



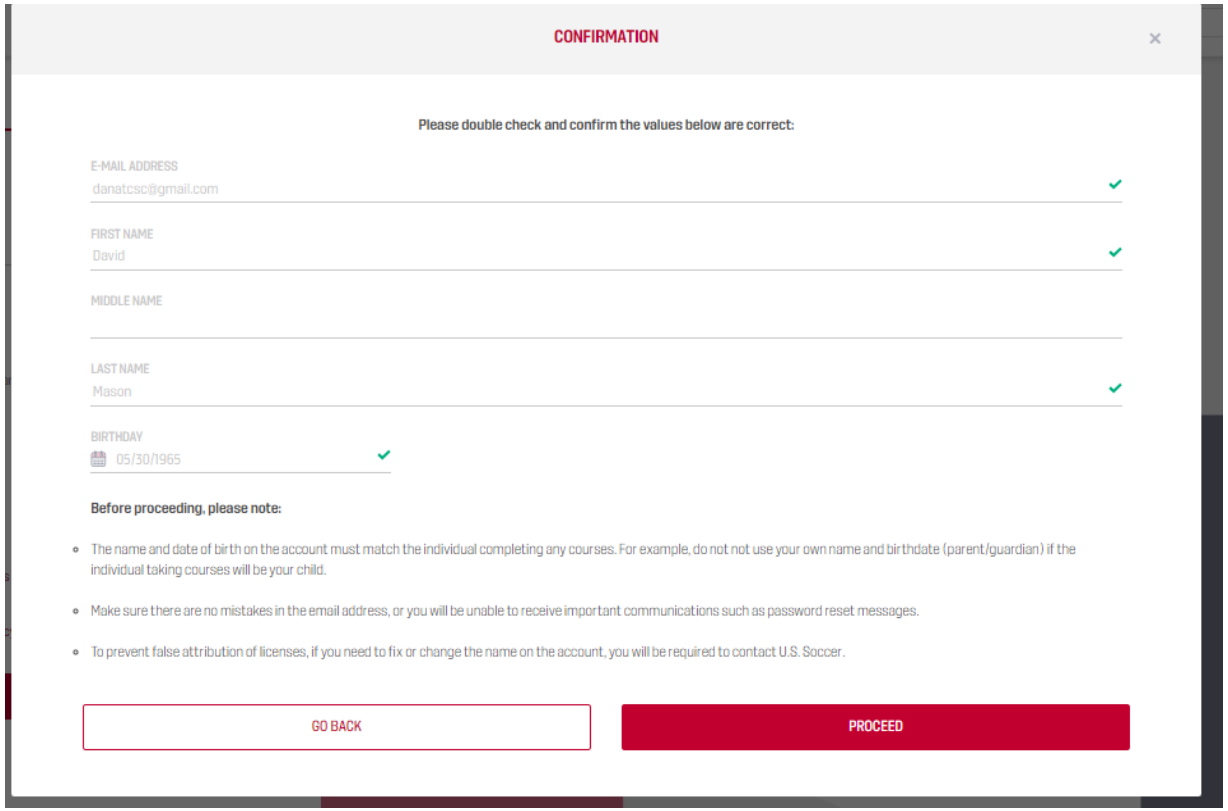


Sign up for free

Already have an account? LOG IN

Please make sure
to use your correct date of birth.

Please double-check that your data is correct.



Dear David,

Please click this link to confirm your email address.

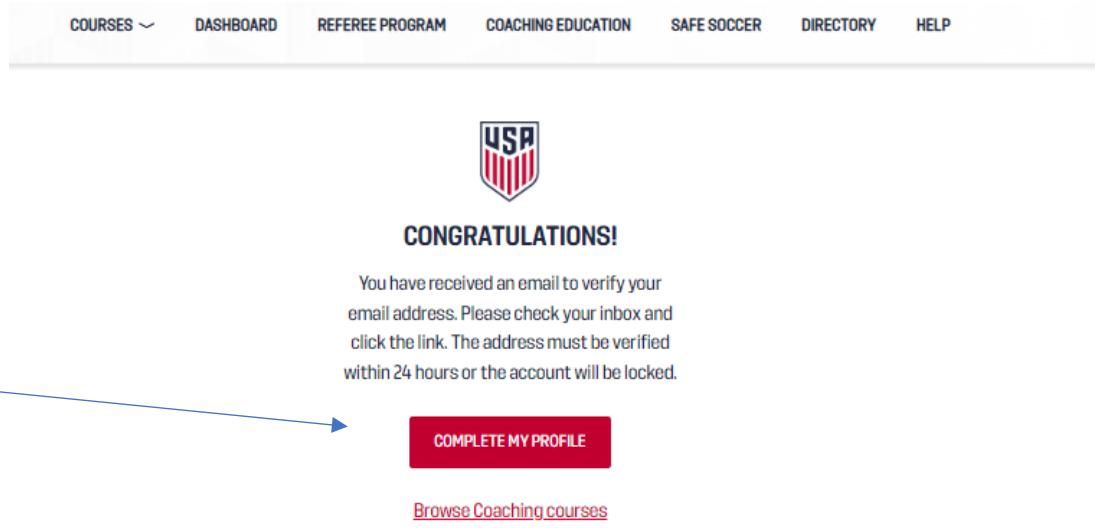
If you need assistance using the platform, please contact us at learningcentersupport@ussoccer.org.

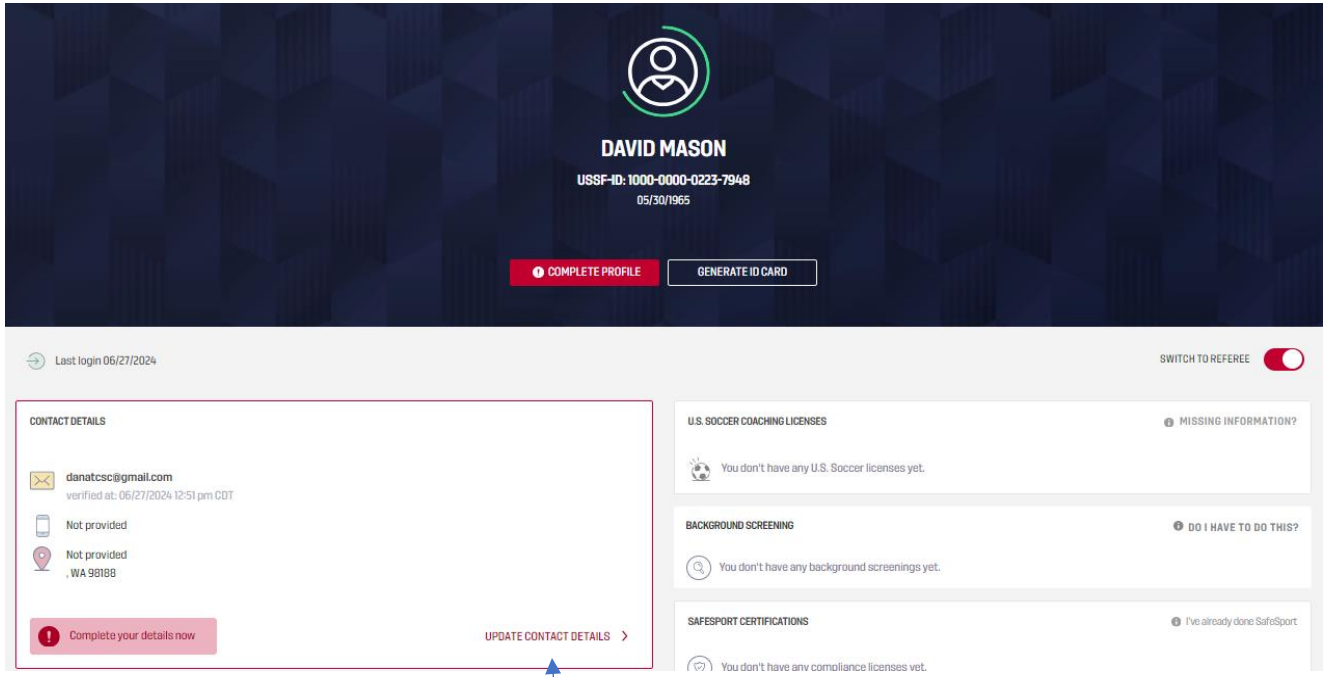
Regards,

The U.S. Soccer Learning Center

Once you have clicked "Proceed" from the previous page, an email will be sent to the email address you used to build your account. Click the click the word link in the email

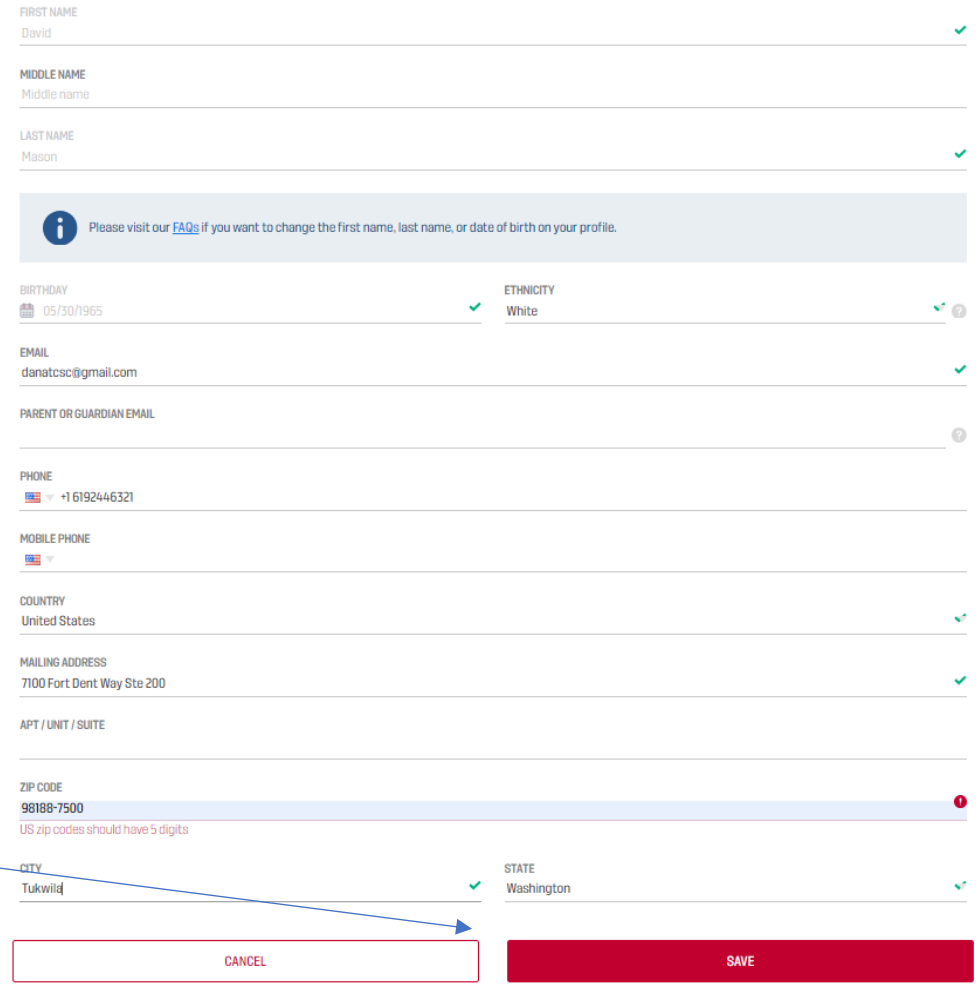
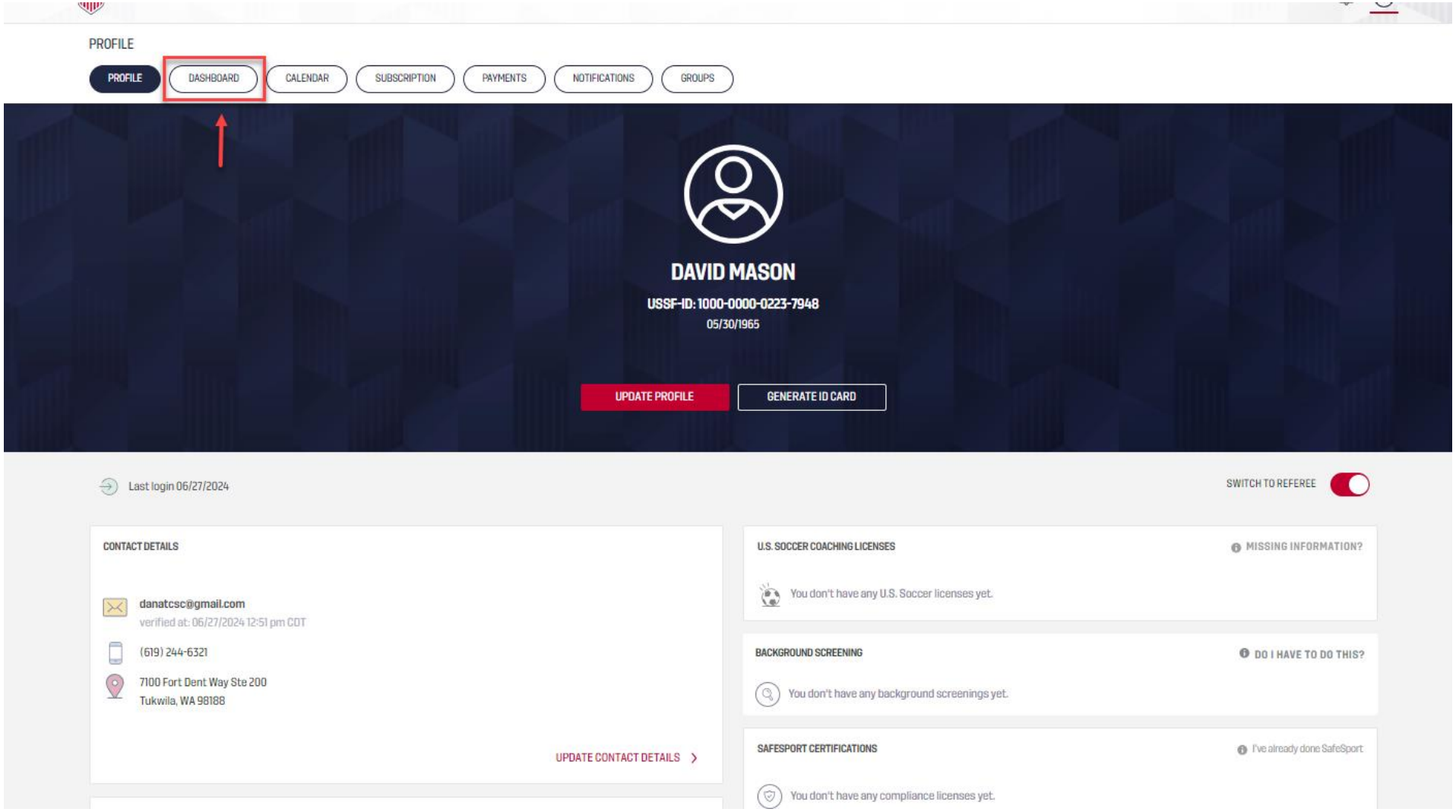
You are almost done setting up your account.
Click "Complete My Profile" to finish.





Click "Update Contact" Details

Then update the other items. Then click Save



Click "Dashboard" and return to page 6 to follow the steps to complete the requirements before you can do a background check