

North Andover Soccer

Adult Registration Process

Who must register?

Any adult who participates in the program as coach, volunteer or board member must register.

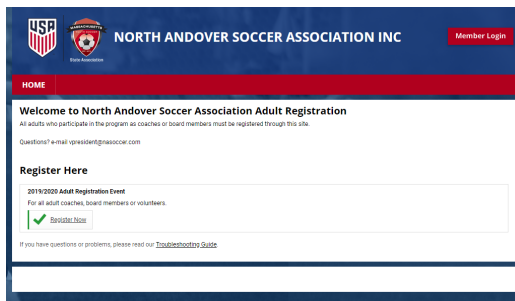
What must be done?

There are three steps to complete:

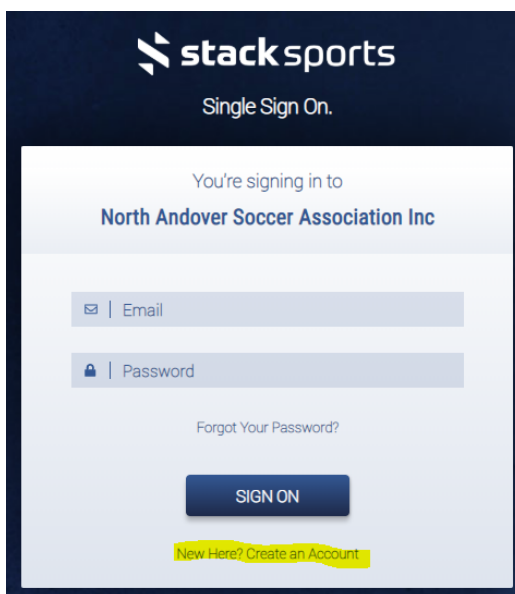
- Adult registration with Mass Youth Soccer
- CDC Heads Up Concussion Certification
- Safe Sport Certification

Adult Registration

1. Visit <http://noandover.mayouthsoccerconnect.org/home.php> and click “Register Here”



2. Click on “Click on New Here? Create an Account”



3. Fill out the email and password information

Create A New Stack Sports Account

Create new account

Email address

Retype email address

Password

Retype password

By creating a member account and logging into the Connect product you are agreeing to the Stack Sports [Terms of Service](#) and [Privacy Policy](#).

Create my Stack Sports Account

4. Fill out your name and address information

Become A Member Of North Andover Soccer Association

Stack Sports Account: test@nasoccer.com
This member information should be a parent or adult

First name

Last name

Address

City

State Zip

Phone number Mobile

Mobile Phone Carrier

Sign in

After this step, you may move directly to step 7.

5. Next you will see your member account page. Click on “Register Now”

My Member Account

My Member Account Home | [Sign Out](#)

Choose Layout: List Tiles

Register Now View Team Assignments My Registrations Change My Password Add A Family Member

Member Profiles

Jay Artz Edit Member Information

Parent/Guardian 1

Upload Photo

Account Balances

You currently have no balances due.

Notices


You have no current notices.

6. Click on Register Now

North Andover Soccer Association Online Registration

[Back to Member Home](#)

Other

2019/2020 Adult Registration Event	 Register Now
------------------------------------	--

7. Choose yourself and click “Add Registration for Selected Person”

Registration for 2019/2020 Adult Registration Event

[Choose Registrant](#) > [Choose Category](#) > [Registrant Information](#) > [Photos](#) > [Waivers](#) > [Review](#)

> [Receipt](#)

Choose someone to register

☐ Jay Artz

☐ Someone else...

[Add Registration for Selected Person](#)

8. Check off “Coach Pool” and click on Continue to Registrant Information

Registration for 2019/2020 Adult Registration Event

[Choose Registrant](#) > [Choose Category](#) > [Registrant Information](#) > [Photos](#) > [Waivers](#) > [Review](#)

> [Receipt](#)

☒ **Coach Pool**

[Back to Choose Registrant](#) [Continue to Registrant Information](#)


9. There is a page where you fill in the remainder of your registration information. After filling in all information to the best of your ability, click “Continue to Photos”
10. If you have a photo to upload choose the file. If you don’t have one now, you can upload the photo later. Click Continue to Waivers to move on.

[Choose Registrant](#) > [Choose Category](#) > [Registrant Information](#) > [Photos](#) > [Waivers](#) > [Review](#)

> [Receipt](#)

Photos

Photos may be needed to verify identity and will be included on any member passes provided for this event. If a photo is needed, it must be a head shot facing the camera without a hat or sunglasses.

[Choose File](#)

[Back to Registrant Information](#) [Continue to Waivers](#)

11. There is a page with more information for you to fill out. Read through the information, fill them out and move through all of the waivers. One of the waivers asks for your social security number. Here is what the state told us about how they use the SS#:

We do require all adults to provide us with their full SS#. This is so we can have the proper and complete National Background Check, including a SS# trace performed for any person that comes back with a hit.

We use Reference Services Inc as our National Background Check provider. Here is a link to their web site and information about data security with them:

<http://www.referenceservices.com/consumer-info/>

Below is the link to Stack documentation on privacy. Stack does not want the SSN data but we collect it so CORI and RSI can work. Stack Sports does not maintain the SSN after it has been provided to RSI. Without it, the registrant cannot be processed through either.

<https://stacksports.com/legal-privacy/>

How secure is the Stack Sports Connect system and software?

Stack Sports Connect software platform is fully ([PCI DSS](#)) compliant which is the Payment Card Industry Data Security Standard that governs and ensures that ALL companies that accept, process, store or transmit credit card information maintain a secure environment. We also maintain operational procedures for [COPPA](#) compliance which is the Children's Online Privacy Protection Rule directive for collecting personal information online from a child under the age of 13. We furthermore have integrated document encryption, [User Permissions](#) access control and all Club's and Leagues also own their own personnel data within the Connect platform.

12. On the review tab, click “Confirm Registration”

Participants	Registration Category	Fees
Test, Morgan	Adult Registration	
	State Fee	\$0.00
	New Registration Sub Total	\$0.00

Please click **Confirm Registration** to complete your registration.

[Back to Waivers](#) [Confirm Registration](#)

13. Once the registration is complete, you'll get a confirmation screen

Choose Registrant Choose Category Registrant Information Photos Waivers Review

Receipt

Return to Member Account Register Again

Successful Registration!

TBD

Registration Information

Registration Summary		
Participants	Registration Category	Fees
Test, Morgan	Adult Registration	
	Base Fee	\$0.00
	New Registration Total	\$0.00


14. Click on Return to Member Account

15. In your account, you see the registration and a checklist of items you need to complete

Morgan Test Edit Member Information

Coach

Coaching Documents

 View Photo

☐ Concussion Training Certification Learn More >

☐ Abuse Prevention Certificate Begin Training >

☐ Safety/Additional Certification Upload

☒ CORI Acknowledgement Download

Background Check: 3059150 - Not Cleared

iCORI: None

16. There are 4 radio buttons:

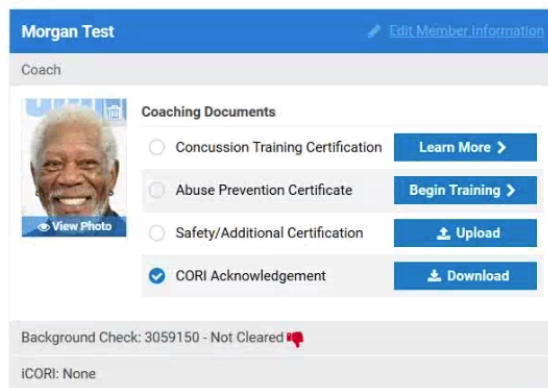
- Concussion Training Certification
- Abuse Prevention Certificate
- Safety / Additional Certification - You don't need to do anything with this
- CORI Acknowledgement - You don't need to do anything with this

Concussion Training Certification

Every coach must complete the concussion training certification each year. If you have not done the certification, you can complete the certification through your member page. If you have completed it before, you can upload your prior certificate, which you can export from GotSoccer. See below for instructions for each method.

Complete training through Profile

1. Click on Learn More on the concussion training certification item.



The screenshot shows a user profile for 'Morgan Test' with the role of 'Coach'. Under the 'Coaching Documents' section, there are four items: 'Concussion Training Certification' (with a 'Learn More >' button), 'Abuse Prevention Certificate' (with a 'Begin Training >' button), 'Safety/Additional Certification' (with an 'Upload' button), and 'CORI Acknowledgement' (which is checked and has a 'Download' button). Below this, a 'Background Check' status is shown as '3059150 - Not Cleared' with a red heart icon, and 'ICORI' is listed as 'None'.

2. Click on Start your training

1. Access Your HEADS UP Concussion Training

By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field. This course takes approximately 30 minutes to complete.

START YOUR TRAINING

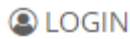
2. Once complete, upload your certificate below

UPLOAD CERTIFICATE

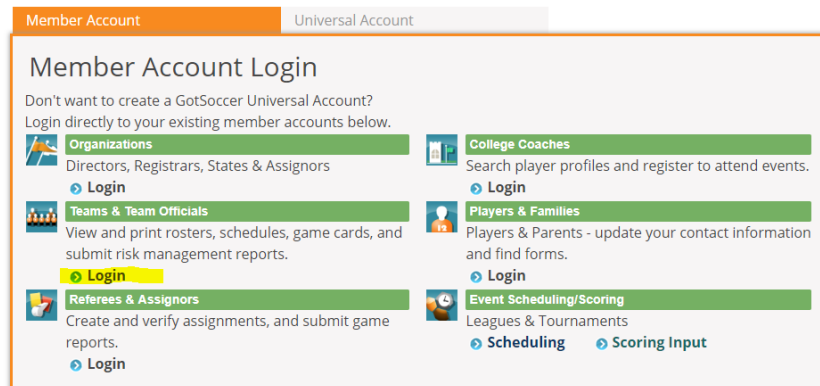
3. Complete the training, and when done, download your certificate.

Export existing certificate from GotSoccer

1. Visit GotSoccer at <http://gotsoccer.com>
2. Click Login in top right corner

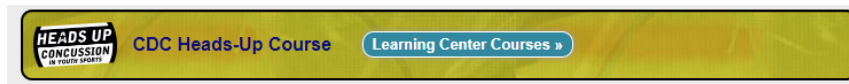


3. Click Login under Teams & Team Officials

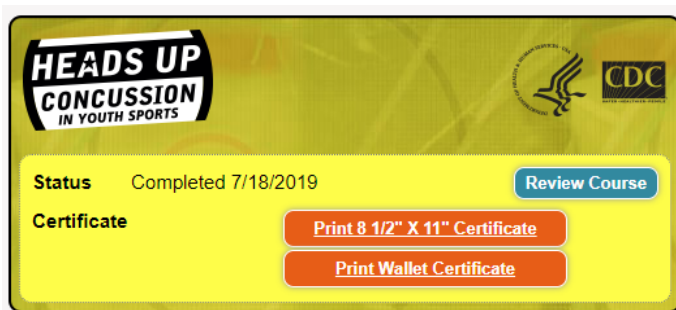


4. Fill out the Individual Coach login

5. On your home page, you can click on the CDC Learning Center Courses button



6. You can choose to "Print 8 1/2" x 11" Certificate"



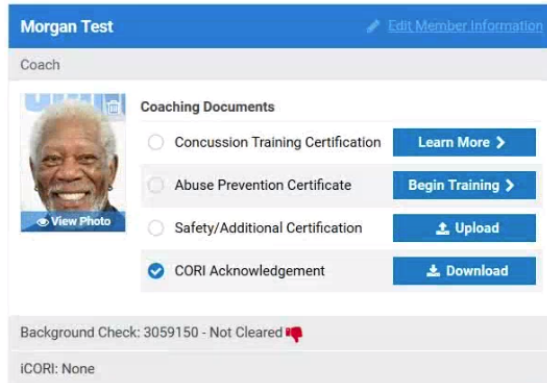
7. Choose Print Certificate



8. In the printer dialog, choose to save it as a PDF.

Upload Certificate

1. Click on Learn More on the concussion training certification item.



The screenshot shows a user profile for 'Morgan Test' with a blue header and an 'Edit Member Information' link. Below the header, the role 'Coach' is listed. A profile picture of an older man is shown with a 'View Photo' link. To the right, under 'Coaching Documents', there are four items: 'Concussion Training Certification' (with a 'Learn More >' button), 'Abuse Prevention Certificate' (with a 'Begin Training >' button), 'Safety/Additional Certification' (with an 'Upload' button), and 'CORI Acknowledgement' (with a 'Download' button). At the bottom, the background check status is '3059150 - Not Cleared' with a red heart icon, and 'iCORI: None'.

2. Click on Upload certificate

1. Access Your HEADS UP Concussion Training

By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field. This course takes approximately 30 minutes to complete.

START YOUR TRAINING

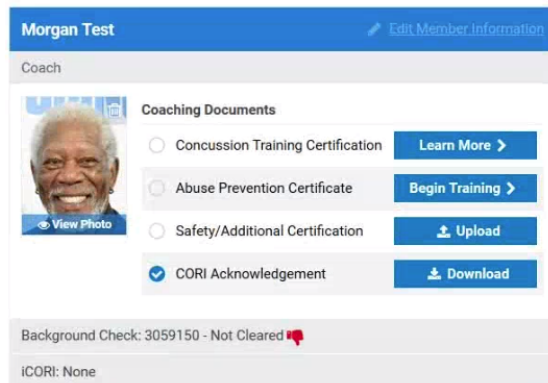
2. Once complete, upload your certificate below

UPLOAD CERTIFICATE

Safe Sport Certification

Every coach must complete the safe sport certification each year. The first year the course takes approximately one to two hours. The recertification for subsequent years should be shorter (approximately 25 minutes).

1. Click on Begin Training on the abuse preventions certificate item.



The screenshot shows a user interface for 'Morgan Test' with a blue header. Below the header, there's a 'Coach' section with a profile picture of an older man and a 'View Photo' button. To the right, under 'Coaching Documents', there are four items: 'Concussion Training Certification' with a 'Learn More' button, 'Abuse Prevention Certificate' with a 'Begin Training' button, 'Safety/Additional Certification' with an 'Upload' button, and 'CORI Acknowledgement' with a 'Download' button. At the bottom, there's a 'Background Check' status of '3059150 - Not Cleared' with a red heart icon, and 'iCORI: None'.

2. Copy the access code and then click Begin Safesport Training:

Access Your SafeSport Training

This SafeSport training course covers Sexual Misconduct Awareness Education is geared toward coaches, team volunteers, officials or team staff members (athletic trainer, team doctor, etc.). You are eligible to take this training through your sport's National Governing Body, U.S. Soccer and became a requirement due to federal legislation passed in 2018.

Copy U.S. Soccer Access Code below.

Your U.S. Soccer Access Code is required to access your training.



A box containing the text 'Access Code' and the code 'YC3E-6P5G-YYIL-CS2M' with a copy icon to the right.

Your training course is not timed and can take around 1-2 hours to complete.

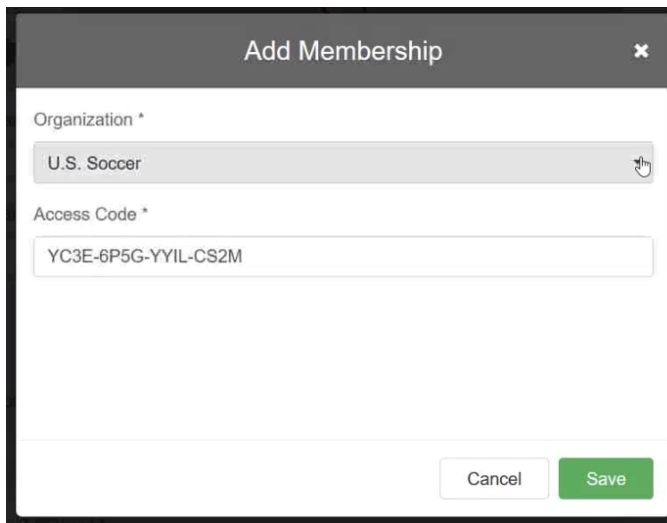
Your first name, last name, and date of birth must match the information input in Safe Sport to validate and approve completed courses.



A large blue button with the text 'BEGIN SAFESPORT TRAINING'.

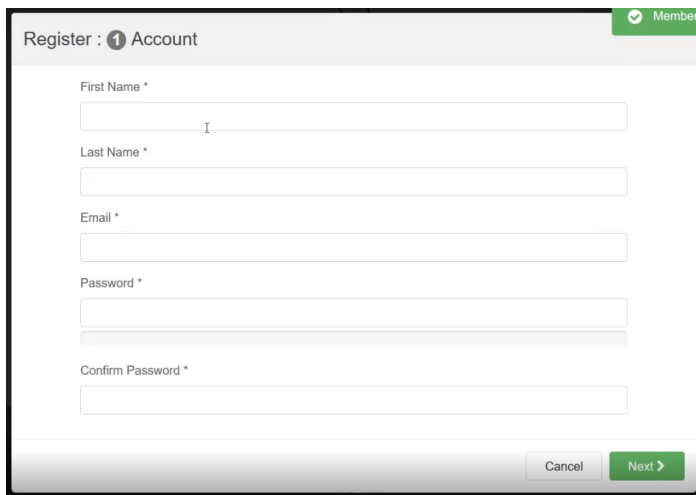
3. *If you have already completed safesport training, they will have emailed you a certificate which you can upload using the "Upload Safesport certificate" button*

4. When you create an account, select US Soccer and enter the access code you copied



The image shows a dialog box titled "Add Membership" with a close button (X) in the top right corner. Inside the dialog, there are two required fields: "Organization *" and "Access Code *". The "Organization *" field is a dropdown menu with "U.S. Soccer" selected. The "Access Code *" field is a text input containing the code "YC3E-6P5G-YYIL-CS2M". At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

5. Create a Safe Sport account:



The image shows a registration form titled "Register : 1 Account". In the top right corner, there is a green tab labeled "Members". The form contains five required fields: "First Name *", "Last Name *", "Email *", "Password *", and "Confirm Password *". Each field has a corresponding text input box. At the bottom right of the form, there are two buttons: "Cancel" and "Next >".

6. Be sure to use the e-mail in Safe Sport that you used for your adult registration. The systems should integrate based on that e-mail.
7. Complete the course.