

# ADULT REGISTRATION & CORI SUBMISSION FAQ

## 1. Who needs to complete and Adult Registration?

**All** adult members of Massachusetts Youth Soccer Association's affiliated organizations. Including, but not limited to:

- Coaches (all types)
- Team Managers, including designated team parents assigned team management responsibilities
- Board Members (Officers, Directors, Administrators, Committee Chairs, Appointees, etc.)
- Trainers (Permanent or Temporary)
- Volunteers
- Organization Employees
- Concession Workers
- Referees (Note: All USSF Referees will complete their CORI registration through MSRC, non USSF in-town only referees over 18 must complete an Adult Registration and CORI Submission)

## 2. Who needs to be CORI'd

Every adult age 18 or older that may have the opportunity to have direct and unmonitored access to children, is required by state law to complete the CORI certification process.

## 3. How often do I need to complete an Adult Registration?

You will need to complete your Adult Registration yearly. The registration window for the upcoming seasonal year (fall season followed by the next spring e.g. Fall 2016 followed by Spring 2017) will open on the preceding June 1<sup>st</sup>. When you register the system assigns the current open registration season to your registration. If in June you need to register for the current year please contact the state office to update your account accordingly

## 4. Does the Adult Registration process replace the MYSA affiliation requirement?

Currently both methods are required. You will need to complete your Adult Registration online in ShareView (Affinity), and your registrar will continue to affiliate you with MYSA via the current process managed by Rachel Woo

## 5. How do I know if I am a new or returning user in the Adult Registration System?

If you are CORI cleared with an expiration date of 7/18/2016 to present, your clearance information **\*should** have been uploaded into the Adult Registration System and can be accessed by registering as a returning user with the **email address you used on your CORI form when submitted.**

\*Not all individuals with the inclusive dates were uploaded into the new system; some may have to register as new users

If you are not CORI cleared or your clearance expires on 7/17/2016 or prior we did not upload your information into the Adult Registration System and you would need to register as a new user.

>>Please follow the link below to check your CORI clearance; it is in alphabetical order by organization name:

<http://www.mayouthsoccer.org/programs/cori.update.aspx>

## 6. How often and when do I need to complete a CORI Submission Request?

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CORI Submissions are required every three years, with some exceptions. You must complete a CORI Submission and be **cleared** prior to working for any affiliated member organization and with the children

- Must have completed the Adult Registration Process prior to submitting your CORI submission.
- Use link that is emailed to you from ShareView. The system will notify existing users when the CORI renewal window is open. Typically 5 months prior to expiration.
- May take up to a week from submission to clearance. Please contact your local CORI submitter to verify your CORI submission has been received and is being processed.

## 7. I don't remember the email address that I used, I can't remember my password?

- Please contact your organization's Registrar ([registrar@tysl.us](mailto:registrar@tysl.us)), as they will be able to look up the email of record and/or reset your password, or
- Call the Affinity help line at (855) 703-2558. They also can look up your email address and reset your password after you identify yourself, or,
- You may also contact Mary Relic at the state office via email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or call (978) 466-8812 Ext 222.

## 8. What is needed to complete the Adult Registration online?

- a. You will need to upload a pass card quality photo, this would be a clear head shot of you. You will be able to edit (crop) your photo after you upload it.
- b. Your driver's license number and expiration date.
- c. The name(s) of your local organization(s). TAUNTON YOUTH SOCCER
- d. Basic information.

## 9. Once my Adult Registration is complete is a CORI request initiated automatically?

No, these are two separate processes. Please note that the Adult Registration is the first step and completing the separate CORI Submission Request is the next. After you complete your Adult Registration you will receive a link via email to complete your CORI Submission Request. This email will be sent from [noreply@sportsaffinity.com](mailto:noreply@sportsaffinity.com). For some people the email has been ending up in spam folders, so please look for it there.

## 10. What happens if I do not receive the email with the link to complete my CORI request?

- a. Check your Spam or Junk Folder. If the email went to your spam folder please add [noreply@sportsaffinity.com](mailto:noreply@sportsaffinity.com) to your safe list, as all system generated emails come from that account.
- b. Check to see if the email was sent. ShareView will retain a copy of all emails sent in your online account. To verify this:
  - After you completed your Adult Registration you should have received an email with a link to complete your CORI Submission Request.
  - If you are unable to find the email containing the CORI link, please log back into your Adult Registration account using the user login button located at the top left hand side of the link below:

<http://ma-adult.affinitysoccer.com/reg/index.asp?sessionguid=#>

- You will need your Username and Password to access your account. After you log in look for "My Account" on the top left hand side of the page under your name. Click

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on “Message Center” and it will show your emails, click on your “Thank You for Registering, (your name)” email. The email will open up (lower pane) on the bottom of the page. The link to complete your CORI Submission Request is at the bottom of that email.

- c. If there is not an email in the message box there are two possible reasons
- The first reason is you are not in the CORI renewal window, meaning your current CORI expiration date is more than six months in the future.
  - The second reason is that your Adult Registration is not complete. Please go back to verify all information has been entered and you have read and accepted the ELA (Electronic License Agreement).
- d. Please verify your email address in ShareView so future messages are delivered to the correct email address. Your Registrar, Affinity Help Line or the State Office will be able to assist you with that update

## **11. I need help with the Adult Registration Process...**

Affinity is the name of the organization that is housing the Adult Registration under ShareView. Their help line number is (855) 703-2558.

You may also contact Mary Relic at the state office via email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or call (978) 466-8812 Ext 222.

## **12. I made a mistake on my date of birth what do I do?**

Contact Mary Relic at the Mass Youth Soccer State Office so she can update your Adult Registration account.

## **13. I put my first name in the incorrect place how do I fix it?**

Contact Mary Relic at the Mass Youth Soccer State Office so she can update your Adult Registration account.

## **14. I need help with the CORI Process...**

First contact your organization’s CORI Submitter for help ([registrar@tysl.us](mailto:registrar@tysl.us)). If they are unable to help you, please feel free to contact Mary Relic at the state office via email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or call (978) 466-8812 Ext 222.

## **15. Is there a deadline for registering?**

No. That was discussed, but will not be implemented.

## **16. Where and to whom do I send the CORI Agreement Form?**

Please bring the CORI Agreement Form to your local organization’s CORI Submitter (Pedro Botelho [registrar@tysl.us](mailto:registrar@tysl.us)). They will need to verify the information on the form using your driver’s license or a government issued ID. You both will sign the form and the CORI Submitter will keep the original form in a secure location until they have completed an online verification filing. Please do **not** send it to the Mass Youth Soccer state office. Please note that if you belong to more than one affiliated organization you will only need to complete the Agreement form and submit it to one of the affiliated organizations.