**STEP 1: New Process for Adult Registrations**

1. On our state web site, www.mayouthsoccer.org, a link for Adult Registrations is

prominently displayed. Upon clicking on this link the adult will be taken to the new

Mass Youth Soccer Adult Registration Portal.

*2.* **IMPORTANT**: *All adult registrants must have a color photo available to be uploaded on the computer/device being used when registering, as a part of the registration process.*

*Editing capabilities are available after the photo is uploaded (cropping, resizing, and*

*rotating).*

3. Upon entering the Adult Registration portal there will be two options available. It is

important that the registrant identify which type of user they are.

a. **NEW USERS** ‐ If registering with Mass Youth Soccer for the first time or it has

been more than two years (prior to July 15, 2013) since a CORI registration has

been completed the registrant must create a new account.

*b.* **RETURNING USERS** ‐ A returning user is anyone who has CORI registered with

Mass Youth Soccer within the past two years (since July 15, 2013). Basic data has

already been imported into the system and an inactive account has been created

for this registrant. ***They must not create a new account.*** The user will select the

**Forgot Username or Password** to retrieve access to this account and create a

Username and Password. *At a minimum the email address used when*

*completing the most previous CORI registration must be entered to locate the*

*account.*

i. If an account cannot be found based on the email address they will need

to use the NEW USER option.

4. Once into the registration system instructions for completion are provided.

5. All of the information needed to complete an Adult Registration is typical data. Some

of the data needed that may appear new to many is:

* Program Additional Information – Affiliated Organizations
* All adult registrants will be able to provide up to three organizations they are affiliated with under Mass Youth Soccer. Only one registration is needed. Each organization listed will have access to this adult’s registration data.
* In addition, the adult must select their role with the organization(s). Multiple roles can be chosen. It is imperative that all officers and directors of all organizations select their current role/position.
* Referees: The role of referee is purely for informational purposes only. All USSF Certified Referees will continue to recertify and CORI register through MSRC.

6. **Username and Password**: KEEP these handy as they will be needed for updates, annual

registrations, and the CORI Registration process.

**STEP 2: New CORI Registration Process**

The online CORI registration form has been moved onto the ShareView system.

* *In order to complete a CORI registration all adults must have registered using the new Adult Registration process. They will need their ShareView Username and Password.* The CORI registration form will be pre‐populated with their personal information.
* To complete a CORI registration, the adult will need to receive an email invitation which

includes the link for the registration. Adults will no longer be able to complete a CORI

form without properly completing their Adult Registration.

* With the initial rollout, over the next six months, the following adults will receive email

invitations after completing their Adult Registrations.

* All adults with current CORI certifications set to expire within one year. All of

these adults will have registered as a New User.

* All adults who have never CORI registered with a Mass Youth Soccer organization

and have completed an Adult Registration as a New User

* After the initial rollout, when all adults have accounts set up, they will receive automatic

emails when their CORI certification has five months until expiration. Reminder emails

will also be sent at the three and one month dates until expiration.

***Online CORI Registration Process***

1. After an adult completes the Adult Registration form, the system will identify them and match their information with the uploaded CORI data from our old database.

2. An email with instructions on completing the CORI registration will go to all adults who had to register as New Users (those with a CORI expiring within a year and those without any CORI certification history)

3. Upon receipt of the email the adult will click on the link provided and open up their browser to the CORI Registration online form.

*4. The adult will need to enter the username and password they recorded after completing their Adult Registration.*

5. The adult will complete their CORI registration.

* **Note**: Only one CORI registration need be completed if the adult is affiliated with more than one organization. This single CORI registration will be used for all organizations selected during the Adult Registration process.

6. Upon completion of the CORI registration, the adult must print out their Mandatory

CORI Submission Form using the “PRINT FORM” button.

* For those adults affiliated with more than one organization, print or copy enough forms for each organization.

7. This will complete the online CORI registration Process

***Paper CORI Form Submission Process***

1. Upon completion of the online process and printing of the CORI Submission Form all adults must complete the form by hand filling in the blank sections.

2. After completing the printed form, the adult must submit their form in person to the

CORI submitter for each organization with which they are affiliated. They must provide

proof of identity by using their driver’s license. If a driver’s license is not available, some

other form of U.S. Government issued photographic identification is suitable.

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3. Both the CORI subject (adult completing the form) and their organization’s CORI

submitter(s) must sign the form using a pen (ink). No stamps, electronic signatures, or

facsimiles are permitted. Must be “wet.”

***4.*** The organization’s CORI submitter only need keep the original copy of the form on file.

***There will be no need to keep and maintain photocopies of the identification used.***