

Coaches/Admins BGC

Minnesota Youth Soccer Association Background Check Instructions

This guide will provide navigation instructions for coaches/admins. This process will run a background check on all coaches/administrators. There is no fee required.

support

http://minnesotayouthsoccer-bgc.sportsaffinity.com

- Use the link above to access the background check portal.
- Click on the *Registration* tab to begin.



- Returning Users: Log in to your Affinity Sports account with your username and password; this is the same login you have used to access your account during previous seasons.
- New Users: Click *Create New Account* if you are new to MYSA or have not ever created an Affinity Sports account. Do not attempt to create multiple accounts as you will be locked out of all of them if a duplicate record is detected.

	Registration Instructions		0
	If you already have an account in the Affinity Spor Click the Forgot Username / Password link if you t If you are brand new to the Affinity Sports system,	rts system you can enter your username and password and think you have an account but do not know your username / , click 'Create New Account.'	click 'Login.' password.
<<	Back to Main Page	Traducir	en Español
	Tip: Hover your mouse ove	er the 'Help' icons to get useful information! 9	
. 5	Select registration type(s)	Returning users, please login.	0
9	select a season: *	Remember to select a season & registration type before loggin	g in!
9	Select a season: * Fall 2016-2017	Remember to select a season & registration type before loggin Enter Username* Username	g in!
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	Select a season: * Fall 2016-2017 Select registration type(s): * Background Check Registration	Remember to select a season & registration type before loggin Enter Username* Username Enter Password* Password	g in!

- Once you are logged in or have created an account:
 - Returning Users: you will see yourself and any family members associated with your account.
 - New Users: you can add family members to be registered or skip this section.
 - All Users:
 - Be sure YOUR name appears as the Account Primary Contact.
 - Click on *Switch Primary* if your name is not listed as the *Account Primary Contact*.
- Click *Continue* in the green box.

Registration Instructions		¢
Please make sure you are registering for your Background Cl DOB. If this any part of this is not correct, please stop. If you need technical support: 1 855 703 2578 or <u>support@affinitysoccer</u> .	eck with your correct legal first name, legal last name and help with getting this information updated please contact com	
	Traducir en Españo	bl
Add Family Member >> Create Registration >> Accept	ELA >> Make Payment >> Print Form	
Name: King Triton Address: 88 Under the Sea Atlantis, MN 98798 Phone: (987) 987-9877(h) Email: underthesea@ocean.com	Please add all your missing family members who need to be registered now or later. All added Name, DOB, Emails cannot be altered during online registration. If parents have different contact info, click Edit to change the info. Once all members are added, then Click Continue and go to Create Registration page.	
To switch the primary contact, please click <u>switch Primary</u> .		
Add All Your Family Members To Be Registered If there is no family member t	o be added, please click continue.	
Add New Player Add New P	arent/Guardian Continue >>	

• Click on Register as Coach/Admin, be sure to have your pop-up blocker turned off.

dd Family Member >>	Create Registratio	n >> Accep	t ELA >>	Make Payment >>	Print Form		
Register Only Members Who Participate This Season (Fall 2016-2017)							
Name 1	ID Num	DOB	Relationship	Registratio	n		

• Select *Background Check* from the drop down box that says *Play Level*.

King Triton	
	Select Play Level
Play Level*	
Background Check	•

• Ensure that all required information is filled in and correct. Required fields are noted with a red asterisk.

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- Select your club from the drop down menu.
- Select any additional club affiliations if you are associated with more than one club. If you are associated with more than two clubs, please call the Affinity help desk to connect your account with the additional clubs after you have completed the remainder of the process.
- Click Save & Next Page

Club Detail Additiona	I Information
Please select your club below: SID is Only*	s for Affinity internal use
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Please select any additional club affi internal use	liation: SID for Affinity
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Save & Register Another	Save & Next Page
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- Check the *I* Accept box after reading through and accepting all three ELA's (electronic legal agreements). You must accept all three in order to advance to the next screen.
- Type your first and last name and click on Agree & Continue.

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• Click *Submit Background Check* in the green box to continue to the final step.

Registration Instruction	Registration Instructions 0						
Click on the button b Login to My Account until results have bee	elow to submit your final to check the status of yo en returned. Results are	ize your submission. our background chec typically returned in	k. Your application will sh 24 hours.	ow as "Submitted"			
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Add Family Member >>	Create Registration >>	Accept ELA >>	Make Payment >>	Print Form			
Print Form In order to process your ba to submit your Social Secu	ackground check your Social S4 urity number for processing. You	ecurity must be provided. F ır Risk Management applic	Please click the Submit Backgrou ation will not be considered com	und Check button below plete until this step is			
completed. Submit Background Check							
		Print Receipts & Forms	l				

- Enter your Social Security Number into the box. Affinity Sports and the MYSA do not store Social Security Numbers.
- Click Submit BGC.

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• Once submitted, a message will appear in RED that reads *Background Checking is completed*. *Risk Status is also Updated*.

	Please	make sure the ner	Background	Checking	orrect name DOB	
	The backgro	und check compan	y will charge for eve	ry submit even if the na	ame or DOB is incorrect.	
Please only	y submit one time, y	our order status will	be pending.			
Person	to be checked:					
Last Name Triton 88 Under th email:unde	First Name King he Sea Atlantis MN 9 rthesea@ocean.com	Middle Name 18798 n Club: Background	DOB 05/05/1965 Check	Driver License A777b588 MN	BGC Account: MNMCDLL / jc7ht3fshg	
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• Your status will show as "Pending" until the results are returned.

Backg	Background Checking is completed. Risk Status is also Updated.							
Background Checking Results								
Detail	Product FRS LINXML	Who Submitted King Triton	Date Submitted 10/17/2016	OrderID DF28FFFC-751F-4A1C-ADA6-386906FF00CB				
	Status: PENDIN Receipt: L0025	<mark>G</mark> 5651951						

- Once submitted, background checks will take 1-10 days to process depending on volume and review.
- You may view the status of your background check by logging into your Affinity Sports account and clicking on your Applications Tab. Your Risk Status will be displayed there.

Family Members: Click a family member's portrait to King Triton Vew Detais - Update Photo - - Print Documents - Vew Parments -	Attina Attina Vev Detas - Update Photo - - Print Documents -	Aqu Trit Vew D - Update - Print Do	ata on etalt Photo - suments -	Arista Triton Vev Detais	Adella Triton Vev Detats - Update Photo - - Phint Documents -
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Questions??? Please Call 1.855.703.2578