



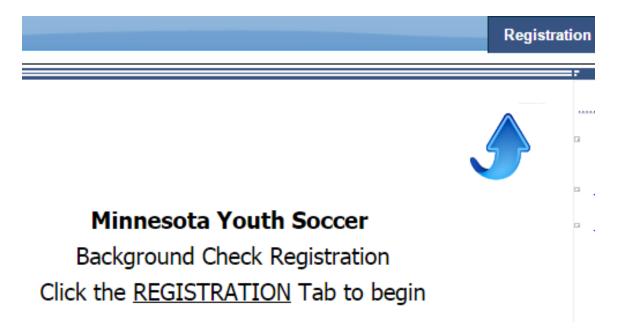
Coaches/Admins BGC

Minnesota Youth Soccer Association Background Check Instructions

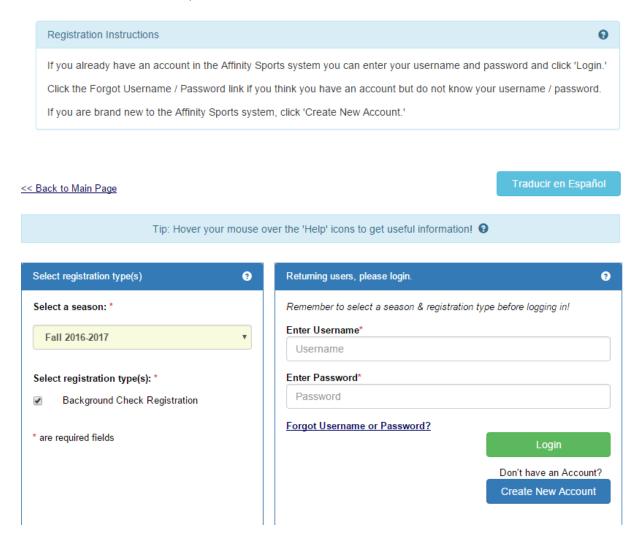
This guide will provide navigation instructions for coaches/admins. This process will run a background check on all coaches/administrators. There is no fee required.

http://minnesotayouthsoccer-bgc.sportsaffinity.com

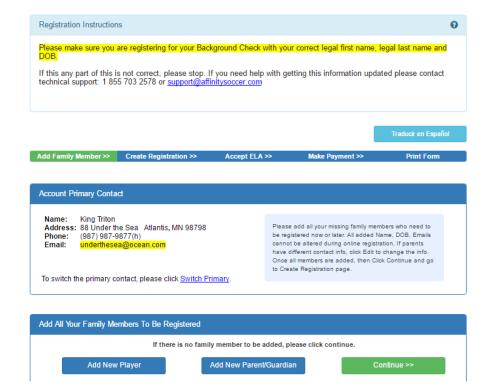
- Use the link above to access the background check portal.
- Click on the Registration tab to begin.



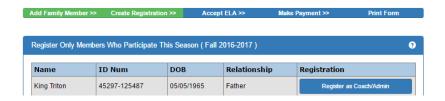
- Returning Users: Log in to your Affinity Sports account with your username and password; this is the same login you have used to access your account during previous seasons.
- New Users: Click *Create New Account* if you are new to MYSA or have not ever created an Affinity Sports account. Do not attempt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



- 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.



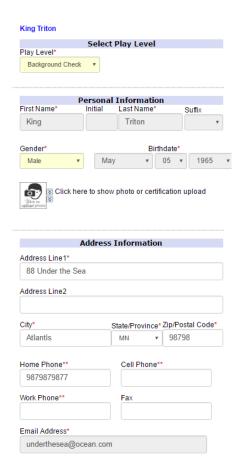
• Click on Register as Coach/Admin, be sure to have your pop-up blocker turned off.



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



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



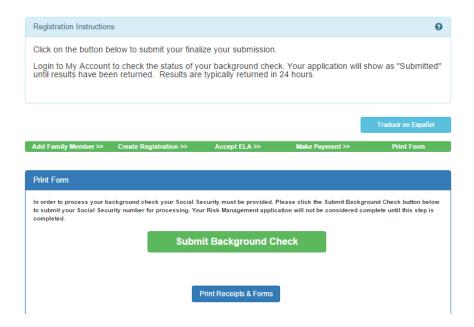
- Select your club from the drop down menu.
- Select any additional club affiliations if you are associated with more than one club. If you
 are associated with more than two clubs, please call the Affinity help desk to connect
 your account with the additional clubs after you have completed the remainder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



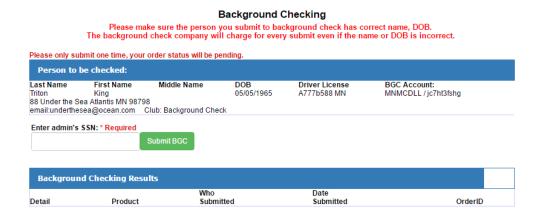
- Check the I Accept box after reading through and accepting all three ELA's (electronic legal agreements). You must accept all three in order to advance to the next screen.
- Type your first and last name and click on Agree & Continue.



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



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



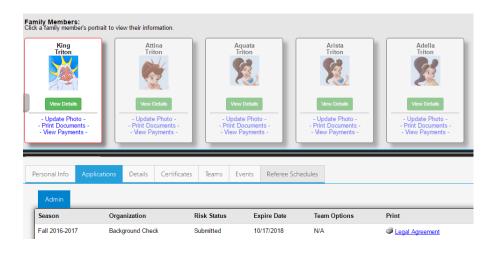
• Once submitted, a message will appear in RED that reads *Background Checking is completed*. *Risk Status is also Updated*.



• Your status will show as "Pending" until the results are returned.



- 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.



Questions??? Please Call 1.855.703.2578