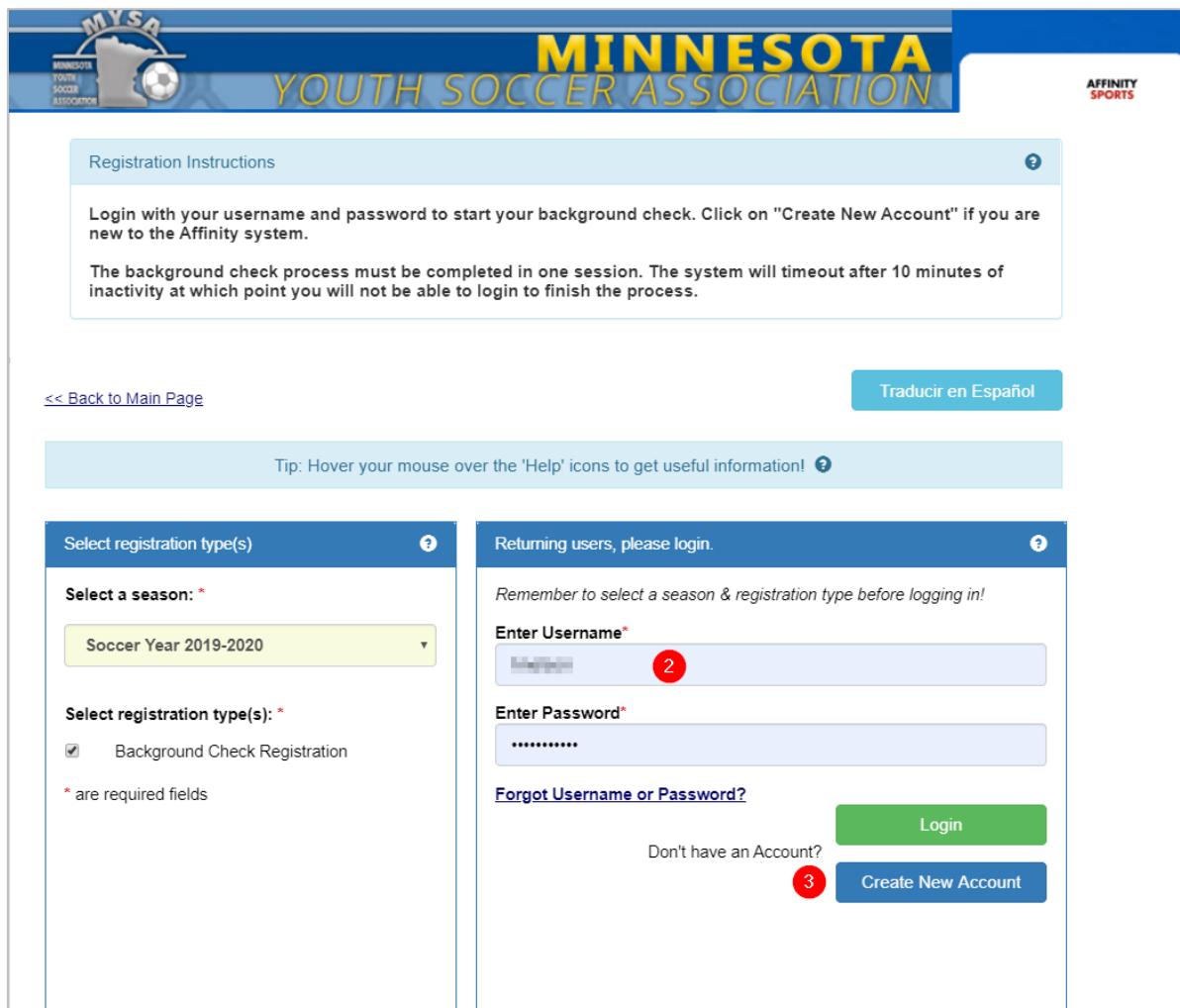


MYSA Background Check

1. Please use the link below to go to the background check registration portal.
<https://secure.sportssaffinity.com/reg/Public/registration/login.aspx?domain=minnesotayouthsoccer-bgc.sportssaffinity.com&language=english&sessionguid>
2. If you coached either the Summer 2020 or Fall 2020 season, login with your username and password to start your background check. If you don't remember your login credentials, please use the "**Forgot Username or Password**" link. **Do NOT create a new account!**
3. If you are new to the Affinity system, click on **Create New Account**.



Registration Instructions

Login with your username and password to start your background check. Click on "Create New Account" if you are new to the Affinity system.

The background check process must be completed in one session. The system will timeout after 10 minutes of inactivity at which point you will not be able to login to finish the process.

<< Back to Main Page

Traducir en Español

Tip: Hover your mouse over the 'Help' icons to get useful information! 

<p>Select registration type(s)</p> <p>Select a season: *</p> <p>Soccer Year 2019-2020</p> <p>Select registration type(s): *</p> <p><input checked="" type="checkbox"/> Background Check Registration</p> <p>* are required fields</p>	<p>Returning users, please login.</p> <p>Remember to select a season & registration type before logging in!</p> <p>Enter Username*</p> <p>Enter Password*</p> <p>Forgot Username or Password?</p> <p>Don't have an Account?</p> <p> Login</p> <p> Create New Account</p>
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4. If you are creating an account, you will be presented with a form containing your personal information fields. All fields with a red * are required. All fields with two red ** indicate that at least one is a required field. Complete the form and click **Save & Continue**. This will be your login information for the MYSA Affinity system. You will need to remember this login for: a) future background checks b) for access to your account for uploading your certificates (Concussion and SafeSport), and c) access to your team during the season.

- Once logged into the system, you will see the screen below. Make sure you are registering for your Background Check with your **CORRECT** legal first name, legal last name and DOB.
- If the data looks accurate, click **Continue**.



MINNESOTA YOUTH SOCCER ASSOCIATION

AFFINITY SPORTS

Logout

Registration Instructions

Please make sure you are registering for your Background Check with your CORRECT legal first name, legal last name and DOB.

If any part of this is not correct, please stop. If you need help with getting this information updated please contact technical support: 1.855.703.2578 or click [HERE](#) to submit a help ticket.

Traducir en Español

[Add Family Member >>](#) [Create Registration >>](#) [Accept ELA >>](#) [Make Payment >>](#) [Print Form](#)

Account Primary Contact

Name: [REDACTED]
Address: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED]

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 [Switch Primary](#).

Add All Your Family Members To Be Registered

If there is no family member to be added, please click continue.

[Add New Player](#) [Add New Parent/Guardian](#) [Continue >> 6](#)

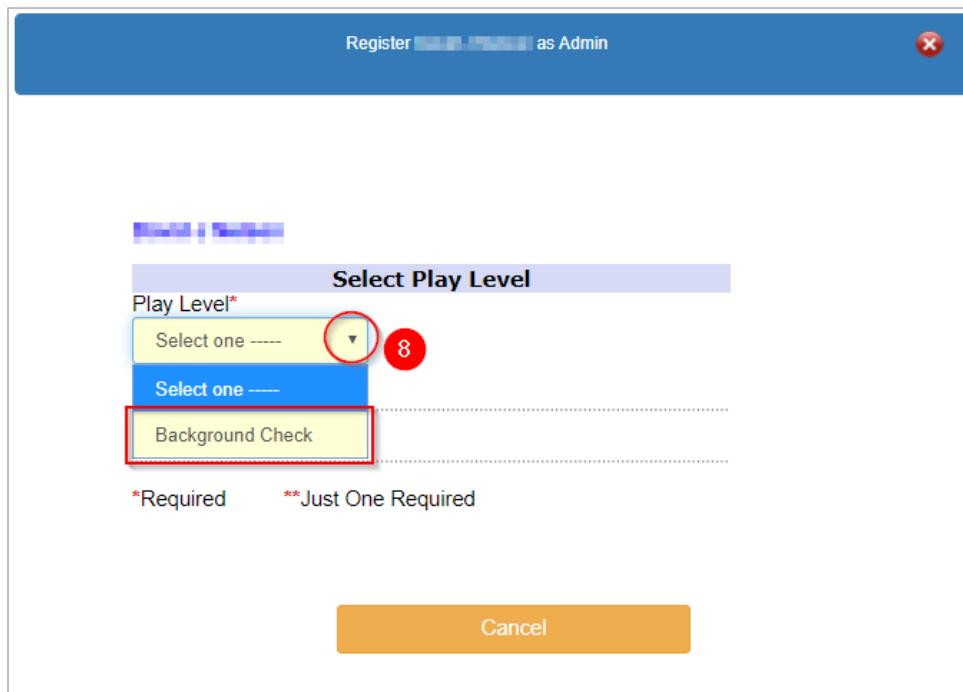
Name 5	IDNum	DOB	Gender	Relationship	Edit
[REDACTED]	[REDACTED]	[REDACTED]	F	No Relationship	Edit

7. Click **Register as Coach/Admin** next to your name.



The screenshot shows the Minnesota Youth Soccer Association (MYSA) registration interface. At the top, the MYSA logo is on the left, followed by the text "MINNESOTA YOUTH SOCCER ASSOCIATION" in large yellow letters. On the right, there are "Logout" and "AFFINITY SPORTS" links. Below the header, there are several buttons: "Add Family Member >>", "Create Registration >>", "Accept ELA >>", "Make Payment >>", and "Print Form". A "Traducir en Español" button is located in a blue box. The main content area is titled "Register Only Members Who Participate This Season (Soccer Year 2019-2020)". It contains a table with columns: Name, ID Num, DOB, Relationship, and Registration. The "Registration" column contains a button labeled "7 Register as Coach/Admin", which is circled in red. Below the table, a message says, "If you would like to add additional family members please click the back button." To the right, a red box contains the text "Please register at least one family member above to Continue." A "Back" button is at the bottom left of this message area.

8. From the **Play Level** drop down box choose **Background Check**.



The screenshot shows a dropdown menu titled "Select Play Level". The "Play Level*" label is marked with a red circle and the number 8. The dropdown menu has two visible options: "Select one ----" and "Background Check". The "Background Check" option is highlighted with a red box. Below the dropdown, there is explanatory text: "*Required" and "**Just One Required". At the bottom, there is a "Cancel" button.

9. Verify that the information provided in the required fields is accurate.

Register [REDACTED] as Admin

Select Play Level

Play Level*

Background Check

Personal Information

First Name* Initial Last Name* Suffix

Gender* Birthdate*

Female

10. Scroll to the bottom of the form. Choose **CC United** in the first Club drop down box.

Club Detail Additional Information

Please select your club below: SID is for Affinity internal use Only*

CC United --- (SID#7939661) 10

Please select any additional club affiliation: SID for Affinity internal use

Please select any additional club affiliation: SID for Affinity internal use

In addition to being a coach/administrator, will you also Referee? Make your selection below.*

No 11

*Required **Just One Required

Save & Register Another Save & Next Page 12

Cancel

11. If you are also a Referee for our club as well, set the **Referee** drop down box to **Yes**. If not, set to **No**.

12. Click **Save & Next Page**.

13. Accept the Authorization/Certification/Disclosure information by checking each box. Click **Agree & Continue** at the bottom of the window.

14. Click **Submit Background Check** (or the button may read **Continue to Background Check.**) Please Note: If you do not have a social security number, you will need to complete some additional steps to finish your background check. Follow the on-screen prompt.



Registration Instructions

NOTE: If you do not have a social security number, you will need to complete some additional steps to complete your background check.

Please complete the following disclosure form and cover sheet: [PDF](#)

Once completed, please submit to your club registrar.

Traducir en Español

Add Family Member >> Create Registration >> Accept ELA >> Make Payment >> Print Form

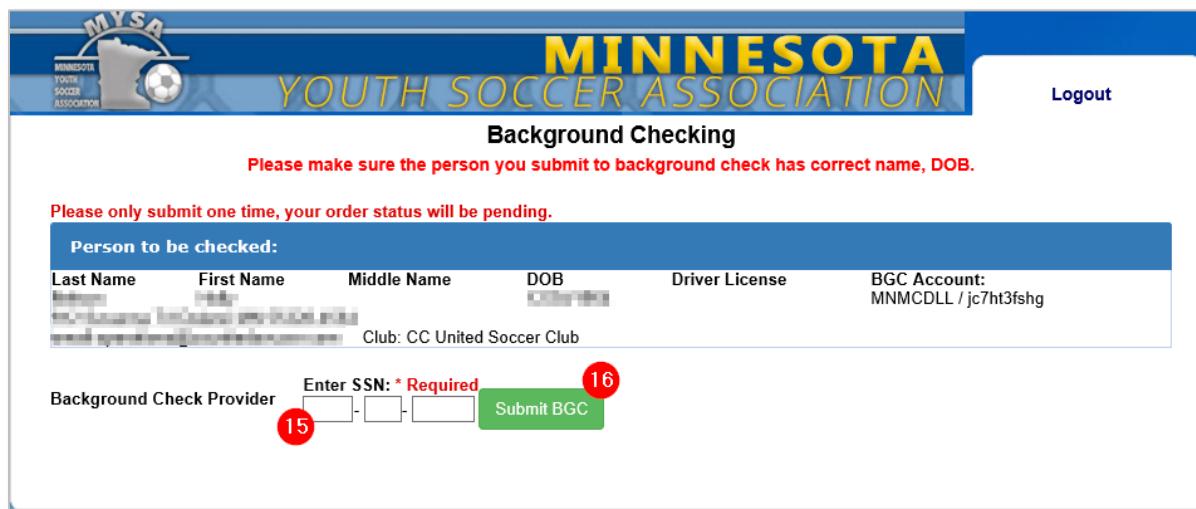
Print Form

In order to process your background check your Social Security must be provided. Please click the Submit Background Check button below to submit your Social Security number for processing. Your Risk Management application will not be considered complete until this step is completed.

Submit Background Check 14

[Print Receipts & Forms](#)

15. The last step in this process is to enter your social security number.



Background Checking

Please make sure the person you submit to background check has correct name, DOB.

Please only submit one time, your order status will be pending.

Person to be checked:

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Johnson	John		12/12/1980		MNMCDLL / jc7ht3fshg

Club: CC United Soccer Club

Background Check Provider Enter SSN: * Required 15 16

16. Click the **Submit BGC** button. **DO NOT CLICK THE SUBMIT BGC BUTTON TWO TIMES.**

17. Once you have entered and submitted your social security number, you will see a message at the bottom of the window that reads “Background Checking is completed. Risk Status is also Updated”.



MINNESOTA
YOUTH SOCCER ASSOCIATION

Logout 18

Background Checking

Please make sure the person you submit to background check has correct name, DOB.

Please only submit one time, your order status will be pending.

Person to be checked:					
Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	MNNMCDLL / [REDACTED]
Club: CC United Soccer Club					

Background Check Provider **Enter SSN: * Required** - -

Background Checking is completed. Risk Status is also Updated. 17

18. Click **Logout**.

19. Once a background check application is created by you, your information is sent securely to the Background Check provider (McDowell Agency). An application with our club is also created overnight on the day that you initiate your background check. A result can be expected within 10 business days.

NOTES: Please make sure the person you submit to background check has the correct name and DOB. The background check company will charge for every submittal, even if the name or DOB is incorrect.