

MYSA Background Check

1. Please use the link below to go to the background check registration portal.
<https://secure.sportsaffinity.com/reg/Public/registration/login.aspx?domain=minnesotayouthsoccer-bgc.sportsaffinity.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**.

The screenshot shows the MYSA Affinity Sports registration and login portal. At the top, there is a header with the MYSA logo and the text "MINNESOTA YOUTH SOCCER ASSOCIATION" and "AFFINITY SPORTS". Below the header, there is a "Registration Instructions" box with the following text: "Login with your username and password to start your background check. Click on 'Create New Account' if you are new to the Affinity system." and "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." Below the instructions, there is a link "<< Back to Main Page" and a button "Traducir en Español". A tip box says "Tip: Hover your mouse over the 'Help' icons to get useful information!". The main content area is divided into two columns. The left column is titled "Select registration type(s)" and contains a "Select a season:" dropdown menu with "Soccer Year 2019-2020" selected, and a "Select registration type(s):" section with a checkbox for "Background Check Registration" checked. The right column is titled "Returning users, please login." and contains a "Remember to select a season & registration type before logging in!" message, an "Enter Username*" field with a red "2" next to it, an "Enter Password*" field, a "Forgot Username or Password?" link, a "Login" button, and a "Create New Account" button with a red "3" next to it. A link "Don't have an Account?" is also present.

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

[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: Emily Madison
Address: 12345 Main St, Minneapolis, MN 55401-1234
Phone: (612) 555-1234
Email: emily.madison@minnysa.org

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 >>

Name	IDNum	DOB	Gender	Relationship	Edit
Emily Madison	123456789	11-11-2004	F	No Relationship	Edit

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

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

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

The screenshot shows a registration window titled "Register [redacted] as Admin". The "Select Play Level" section includes a "Play Level*" dropdown menu and a "Background Check" dropdown menu. The "Personal Information" section includes fields for "First Name*", "Initial", "Last Name*", and "Suffix", each with a dropdown menu. Below these are "Gender*" (with a "Female" dropdown) and "Birthdate*" (with a date selector).

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

The screenshot shows the "Club Detail Additional Information" section. It includes a dropdown menu for "Please select your club below: SID is for Affinity internal use Only*" with "CC United --- (SID#7939661)" selected, marked with a red circle 10. Below are two more dropdown menus for "Please select any additional club affiliation: SID for Affinity internal use". At the bottom of this section is a dropdown menu for "In addition to being a coach/administrator, will you also Referee? Make your selection below.*" with "No" selected, marked with a red circle 11. The footer contains a legend: "*Required" and "**Just One Required". At the bottom are three buttons: "Save & Register Another", "Save & Next Page" (marked with a red circle 12), and "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.

The screenshot shows the Minnesota Youth Soccer Association (MYSA) website. At the top, there is a header with the MYSA logo and the text "MINNESOTA YOUTH SOCCER ASSOCIATION". A "Logout" link and "AFFINITY SPORTS" logo are in the top right. Below the header, a "Registration Instructions" box contains a red-bordered note: "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." Below this is a "Traducir en Español" button. A green navigation bar contains links: "Add Family Member >>", "Create Registration >>", "Accept ELA >>", "Make Payment >>", and "Print Form". The main content area is titled "Print Form" and contains instructions: "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." A large green button labeled "Submit Background Check" is centered, with a red circle containing the number "14" next to it. Below this button is a "Print Receipts & Forms" button.

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

The screenshot shows the "Background Checking" section of the MYSA website. At the top, there is a header with the MYSA logo and the text "MINNESOTA YOUTH SOCCER ASSOCIATION". A "Logout" link is in the top right. Below the header, the text "Background Checking" is centered, followed by a red instruction: "Please make sure the person you submit to background check has correct name, DOB." Below this is another red instruction: "Please only submit one time, your order status will be pending." A blue box titled "Person to be checked:" contains a table with the following information: Last Name (Baker), First Name (John), Middle Name (Michael), DOB (01/01/1980), Driver License (M12345678), and BGC Account (MNMCDLL / jc7ht3fshg). Below the table, the text "Club: CC United Soccer Club" is displayed. At the bottom, there is a section for "Background Check Provider" with a red instruction: "Enter SSN: * Required". A red circle containing the number "15" is next to the "Enter SSN" text. Below this is a green button labeled "Submit BGC" with a red circle containing the number "16" next to it.

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

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]	MNMCDLL / [redacted]

Club: CC United Soccer Club

Background Check Provider Enter SSN: * Required - -

Background Checking is completed. Risk Status is also Updated.

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.