

## **Background Check Instructions**

Please follow these steps carefully to register as a NEW COACH and complete the required background check. We cannot officially assign you to a team or generate a coach card until this is completed. If you already have a coach account with MYSA, login rather than creating a new account.

Please have a photo ready to upload. Also if you have it, your Youth Coaching Certificate #. (If you don't know it, see the attached list. If you don't have one, you can leave it blank).

1. Go to <https://mysa-bgc.sportsaffinity.com>
2. If you have not coached in the past few years, you will need to complete the **Heads Up Concussion** training from the CDC. Click the link the 3rd paragraph that is highlighted yellow. After completing, save your certificate. Then return to the original link to complete the background check. If you have already done this and have a copy of your certificate, you'll be able to skip this and upload the certificate.
2. **Create New Account**
3. Enter your info - **Save & Continue**
4. If at any time you see a place to add a player - **DO NOT DO THIS!** Just continue.
5. Next to your name click on **Register as Coach/Admin** (Important: Do not select more than 1 person at a time if there are two coaches in your household, complete the steps separately. You can connect the accounts when you enter the 2nd person, but only Register as Coach/Admin one at a time)
6. Select **Kid Safe** for the **Play Level**
7. Enter birthday and click on **Upload Photo**, selecting your photo then use the tools to resize or crop as needed. If you just completed the Heads Up Training, upload your certificate as well. You do not need to upload your driver's license.
8. Enter your Coaching License # if applicable
9. Select Soccer Association of Independence for your Primary Club.
10. Answer the questions. **If NO be sure to put n/a in the comment box.**
11. **Continue**
12. Click the "I Accept" check boxes - **Agree & Continue**
13. **There is a \$5 fee for the background check.**
14. Click **SUBMIT**
15. Enter your **Social Security Number**. It will say **JD Palentine** next to this. That is company that processes the Background Checks.
16. **Submit** - you will get a pop up box saying a fee is associated with each submission. Yes to continue!
17. Once that small box goes away it returns to what appears to be the same screen and you may question if it worked. But if you notice below there will be an Order ID and details about the submitted check. **Please do this only once!**