Coach Registration Instructions for SYSA Soccer Coaches

Thank you for volunteering to coach a SYSA soccer team. We appreciate your energy and time commitment you bring to the youth athletes in our community.

There are several steps that are required to complete before we can assign you to a team.

We recommend saving your user names and passwords for the five different accounts; SYSA Team Connect registration, WYS Affinity site, and the three video websites (save possibly as a contact in your phone “SYSA passwords\*

1. Register as a SYSA Coach [LINK](http://spokaneysasoccer.bonzidev.com/RecSoccer)

(If already complete go to step 2)

2. New Coach (did not coach last year) create account here [LINK](https://wys-bgc.affinitysoccer.com/reg/index.asp?sessionguid=&domain=wys-bgc%2Eaffinitysoccer%2Ecom)

with Washington Youth Soccer.

On this page (picture below) click on the black registration button top right corner.

**If you coached last year, once you click the registration box  DO NOT SIGN IN BY CLICKING USER LOGIN, CLICK THE REGISTRATION BOX ON TOP RIGHT CORNER, sign in and get to step 4.**



3. Create account by clicking on the Create New Account Box (shown below)



4. Fill in all information until you get to this page below.



5. Once you have completed this, you will be done with this website for now, but will

need to go back once you have received your Safe Sport Certificate.

You can leave this open on a tab and go to step 6 which should open a new tab.

6. Use this [LINK](https://wys.affinitysoccer.com/Foundation/Login.aspx?sessionguid=) to sign into Washington Youth Soccer to get link for Safe Sport Video.

It should be the same user name and password that is used in STEP 3.Once you sign in it should look like this.

You can keep this tab open also as you will need to go back to it also.



7. Click on the certificate tab (from picture above) and it should look like this.



8. Click on the first link in the above picture and **VERY** **IMPORTANT** copy

and past the access code that is right below it. (1st picture below)

Once you click link it will take you to Add Membership (2nd picture below)

After adding membership, create account for Safe Sport, I used the same sign in for Washington Youth soccer.

Once you have created your account you will need to verify your email, an email is sent to you, before you can continue.

**Re-Certification required annually**

[**https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41**](https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41)**Access code:YC3E-6P5G-YYIL-CS2M**

**Before the code you are asked to choose an association. Choose US Soccer**



**9.**Once you verify your email address, sign into your account and

you should see this page below. From here you will need watch the video

and answer questions as you go. This video process will take about 70 minutes.

You can watch it all at once or over a period of time, it will save where you left off.



10. Once you complete the training course, you will receive a certificate that

looks like this below.**VERY IMPORTANT** download this document to your computer so you can upload to a separate site.



11. Now go back to the account in step 6, and to the certificate tab.

Upload your certificate to the certificate page. Looks like this below.



12. Go back to the account in step two, (click register if you closed out), just get to this part below. Click on the green continue box in picture below.



13. Click register as Coach/Admin in picture below.



14. On the pop up window (make sure to allow pop ups) select background check

under play level and it will take you to picture below.



15. Click on the square with the camera in it. For some your certificate may already be

loaded in there, if not select the box that says SafeSport Certificate and upload the certificate. Make sure the rest of the information is filled out on the page. You will need your driver's license number

and expiration if it is not already there. Make sure to select Spokane Youth Sports

as your primary organization just like picture below.



16. Click save and next page. You are on the final last step HORRAY!

After checking all the boxes, click on agree and continue. This will

finalize your RMA application. You should receive a confirmation email

like this.

