



"I agreed to be in a leadership role..."

What's Next??

Thank you for participating in Washington Youth Soccer!!!

As a Volunteer/Coach/Administrator/Staff we need your assistance in creating a safe environment for all those involved.

- There are 4 compliance items that are required by either State or Federal law to be completed *prior* to your participation.
- Without completion your local club can not allow you participate.

Required:

1. SafeSport Certification
2. Concussion Certification
3. Sudden Cardiac Arrest Certification
4. Risk Management Application (RMA) approval

- A. Please complete the 3 Certificates prior to 6/30/2019
- B. Starting 7/1/2019 submit your RMA and upload the 3 certificates
there is an option to upload your certificates prior to 7/1-but you can not submit a 19-20 RMA until 7/1

Table of Contents

Page:

#3. Certificate Link Information

#4. SafeSport Training

#9. Sudden Cardiac Arrest (SCA) Training

#14. Concussion Compliance (CC) Training

#18. Where/How to Upload Certificates-Affinity

-Option #1: Uploading Certificate
before RMA

-Option #2: Uploading Certificate
when submitting RMA



Washington Youth Soccer Login

Enter your username
RMA Test

Enter your password
.....

LOGIN

[Help](#) | [Forgot password](#)

TOURNAMENTS **LEAGUES**

All 3 required certificate links can be located in Affinity in **My Account**:

1. Login at wys.affinitysoccer.com
2. Click on Certificates

Required Codes – All Certificates are **free of charge**

How often the certification is required

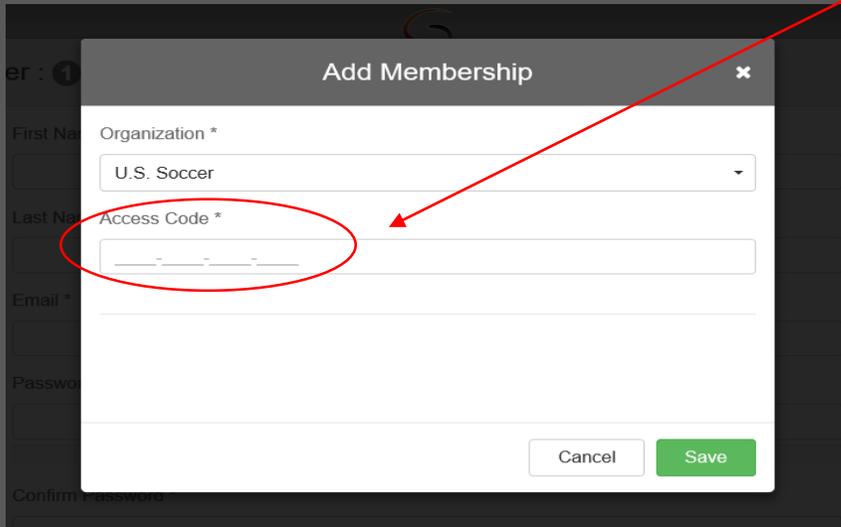


SafeSport Training

Requires Annual
Certification

Cost: Free with Access
Code

1. Enter the Access Code provided in Affinity-My Account
2. Click Save
3. Complete registration

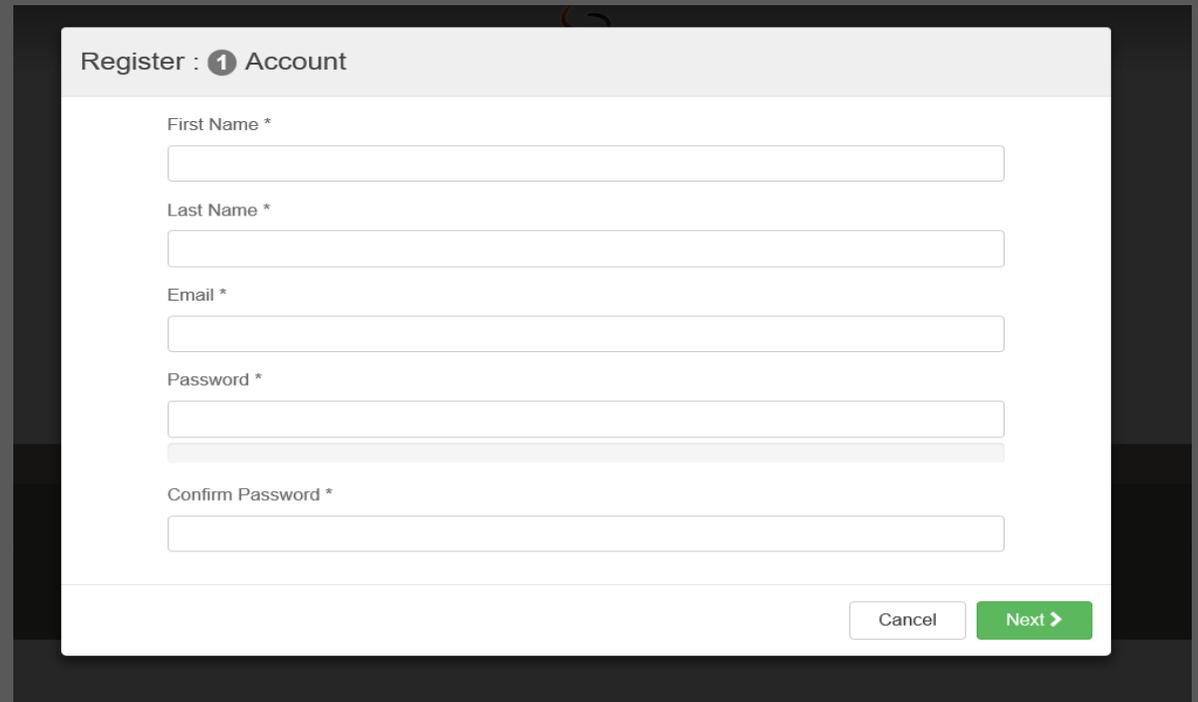


Add Membership [Close]

Organization *
U.S. Soccer

Access Code *
[Red circle around the field]

Cancel Save



Register : 1 Account

First Name *
[Input field]

Last Name *
[Input field]

Email *
[Input field]

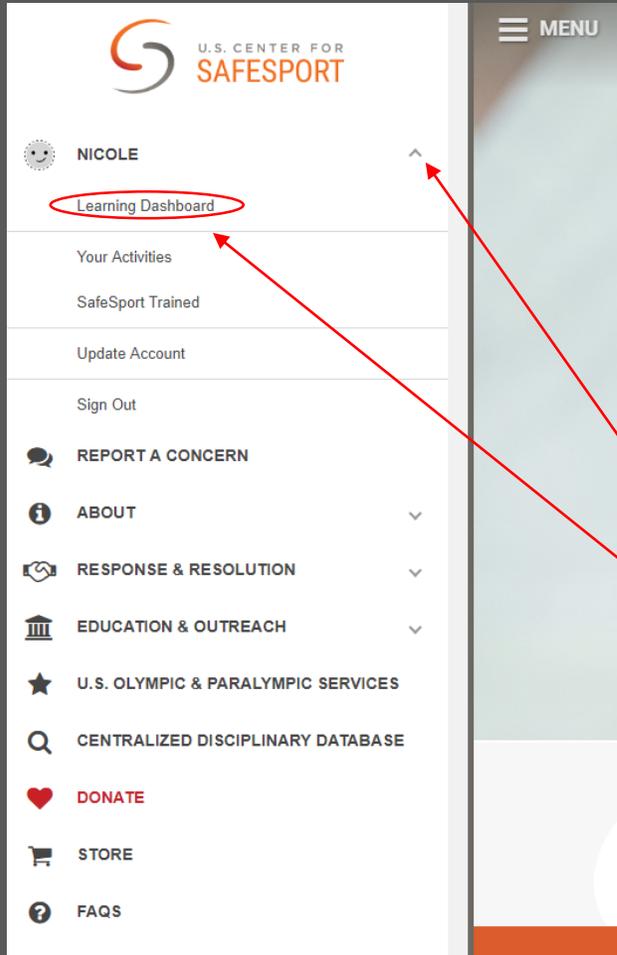
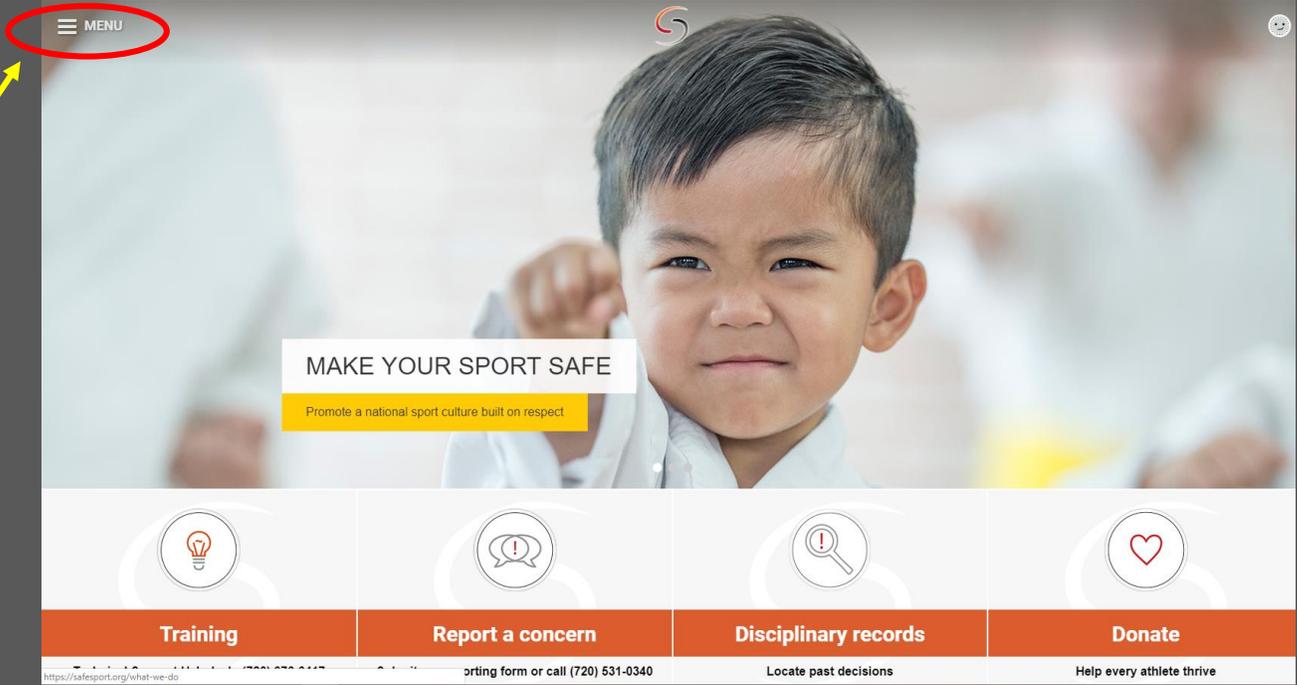
Password *
[Input field]

Confirm Password *
[Input field]

Cancel Next >

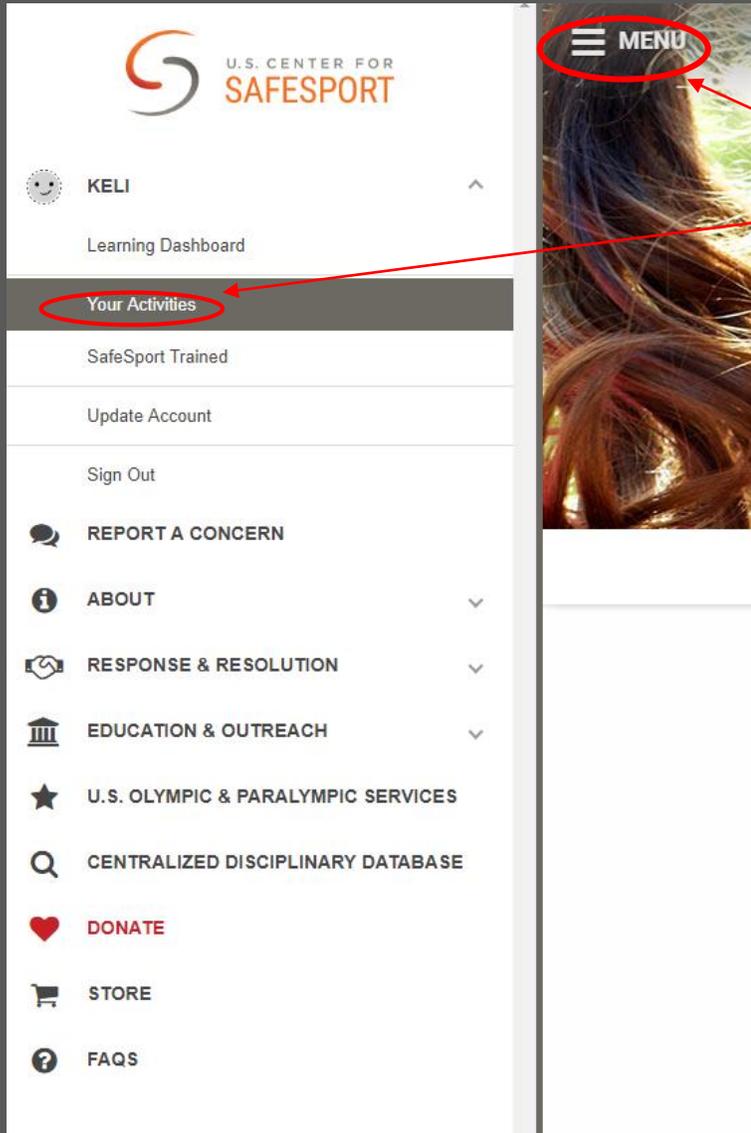
There are many resources on the website please take a few minutes and explore.

4. Click on Menu

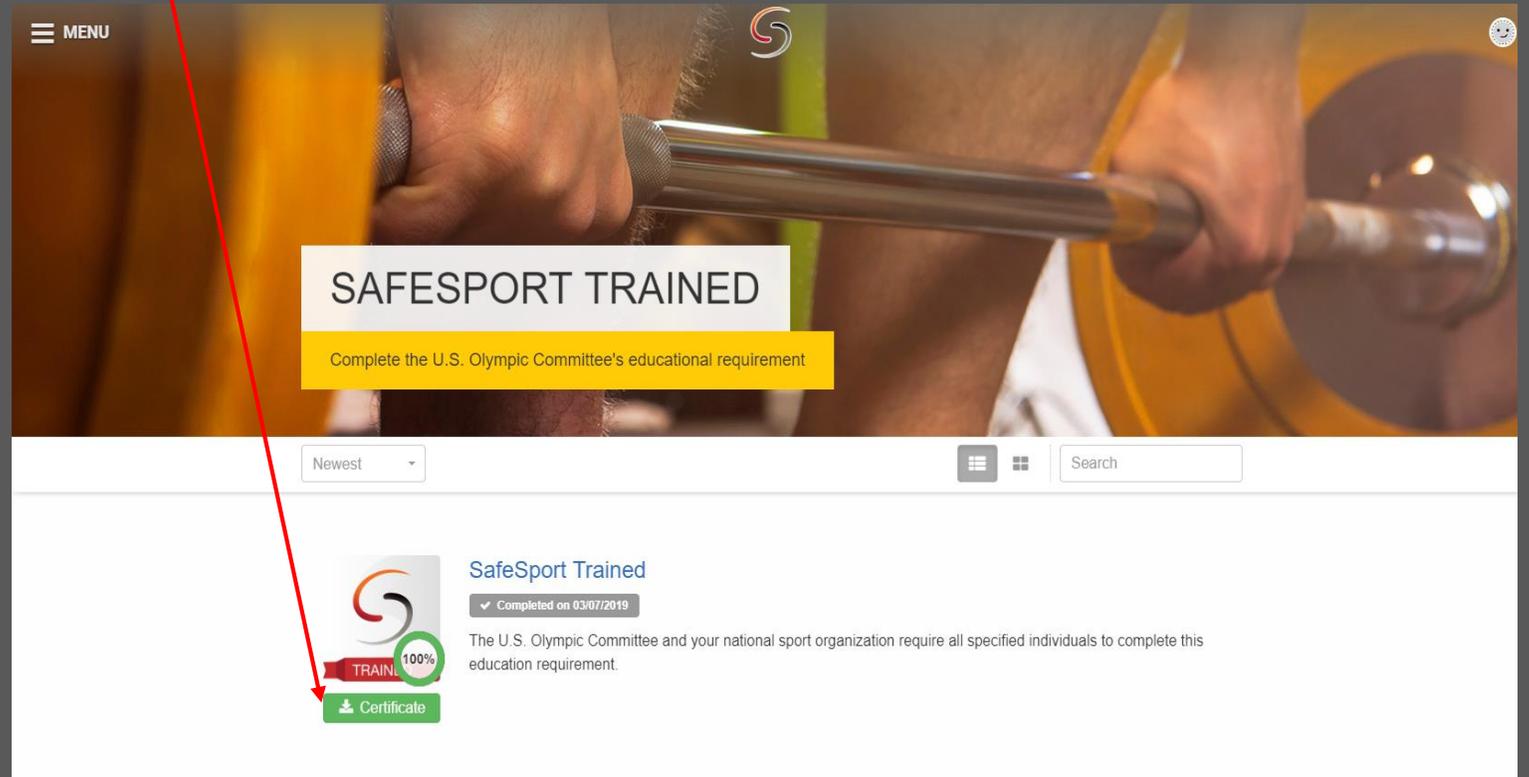


5. Click the arrow next to your name

6. Click on Learning Dashboard – you will need to watch and answer questions in all 3 videos
-Emotional and Physical Misconduct
-Sexual Misconduct Awareness Education
-Mandatory Reporting



- Once all 3 videos are complete.
- 7. Go back to Menu
- 8. Click Your Activates
- 9. Click on Certificate - download and save
- *SafeSport Trained certificate is uploaded in Affinity



U.S. CENTER FOR SAFESPORT

KELI

Learning Dashboard

Your Activities

SafeSport Trained

Update Account

Sign Out

REPORT A CONCERN

ABOUT

RESPONSE & RESOLUTION

EDUCATION & OUTREACH

U.S. OLYMPIC & PARALYMPIC SERVICES

CENTRALIZED DISCIPLINARY DATABASE

DONATE

STORE

FAQS



If you are RE-TAKING SafeSport training.

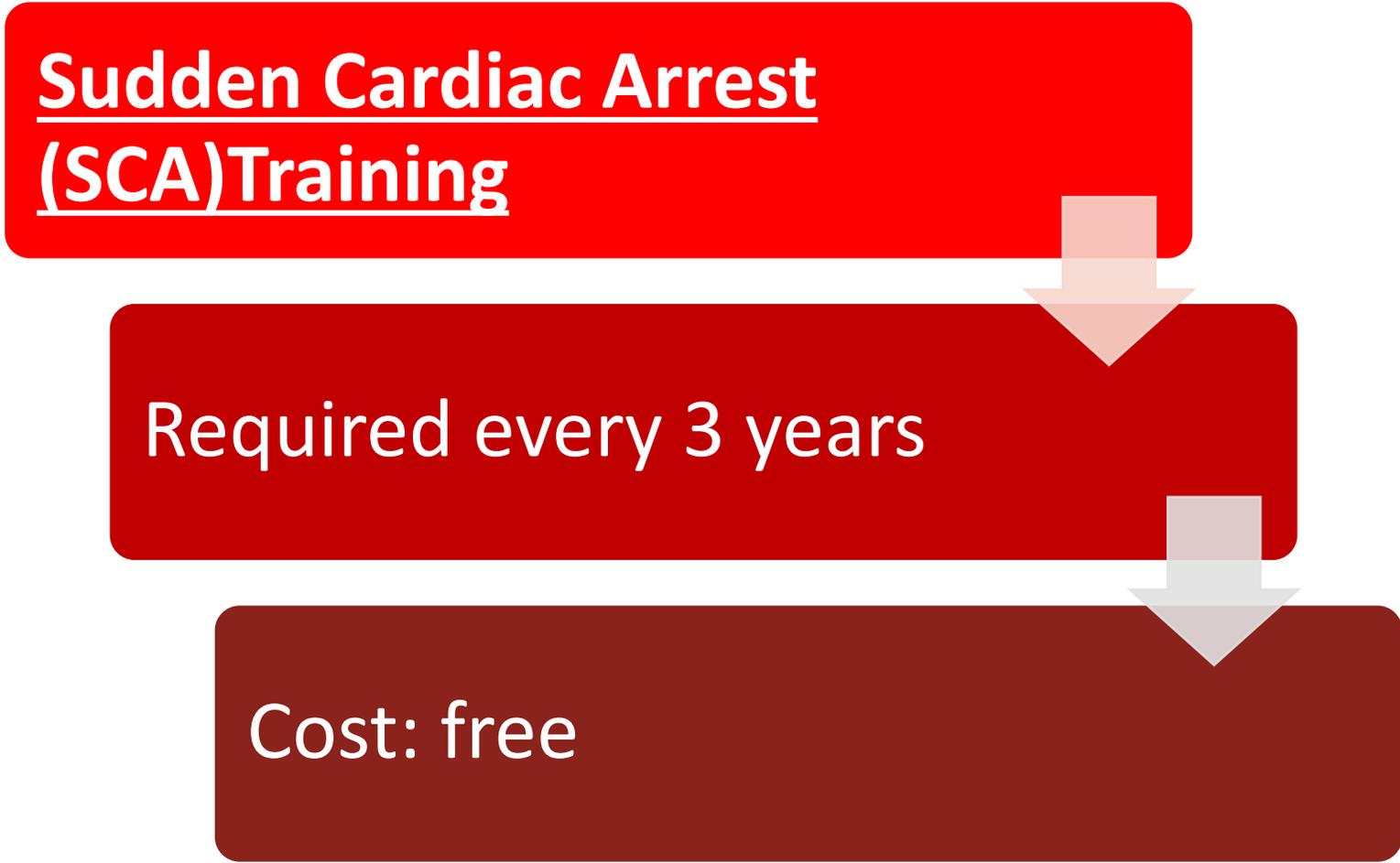
Please go to **Your Actives** and take the Refresher 1: Recognizing and Reporting Misconduct

Refresher 1: Recognizing and Reporting Misconduct

Not Started

This course is a separate course and is not part of the core training. This course reviews the basics of recognizing misconduct in sport and understand the requirements for reporting misconduct. SafeSport Trained (Core Training) must be completed before taking this course.

Sudden Cardiac Arrest (SCA) Training

A vertical flowchart with three red rounded rectangular boxes. The top box is bright red and contains the title. The middle box is a darker red and contains the frequency. The bottom box is the darkest red and contains the cost. Downward-pointing arrows connect the boxes.

Required every 3 years

Cost: free

NFHS.org NFHSLearn.com

NFHS 100 YEARS LEARNING CENTER

COURSES NFHSLearn FOR YOU USER LOOKUP HELP

SUDDEN CARDIAC ARREST
 Elective Course
 Student Coach Parent Administrator Official Performing Arts
 Please Select Your State \$ Order Course

1. Sign In or Register

NFHS Sign In

Email or Username

Password

Forgot your password?

Sign In

Don't have an account? Register

Course Details

SIMON'S Heart

Related Courses

- Fundamentals of Coaching View Course
- Officiating Soccer: Offside Rule View Course
- Concussion for

Dr. Mick Koester
 Chair of the NFHS Sports Medicine Advisory Committee

Registration for NFHS Account

1 2
 Account Information Profile Information

Email

Username

Password

Confirm Password

Next

Already have an account? Sign in



SUDDEN CARDIAC ARREST

Elective Course

Student Coach Parent Administrator Official Performing Arts

Washington

\$ 0

Order Course

2. Select Washington from dropdown

3. Click Order Course

4. Click Continue

This course(s) will be completed by:

Myself

Others

Continue

Cancel

NFHS LEARNING CENTER

DASHBOARD COURSES NFHSLearn FOR YOU USER LOOKUP HELP

Your Shopping Cart

Courses for myself

Course	State	Item Total
Sudden Cardiac Arrest	Washington	\$0.00

Courses for myself subtotal: \$0.00

Total: **\$0.00**

[Continue Shopping](#) [Checkout](#)

6. Click Checkout

Billing Information Review Order Payment Information

Your Order

Courses for Myself

Course	State	Price
Sudden Cardiac Arrest	WA	\$0.00

Subtotal: **\$0.00**

Total **\$0.00**

I agree to the NFHS No Refund Policy for online education courses, except for inadvertent duplicate purchases.

[Continue](#)



Order Summary

[Edit](#)

Courses for Myself	\$0.00
Courses for Distribution	\$0.00
Other Items	\$0.00
Total:	\$0.00

7. Click Continue

Your Order Receipt

Your order has been processed. A receipt is shown below; which includes a link to a print friendly version. To access your course(s) please [Click here](#).

Thank you for your interest in NFHS Coach Education. Credit Card Payment to: National Federation of State High School Associations

[Open Printable Version](#)

Invoice Num:	R808369093
Date:	04/16/2019
Total:	\$0.00
Name:	Nicole Peter
Payment Method:	Free Course

Courses for Myself

Item	State	Quantity	Price	Total
Sudden Cardiac Arrest	WA	1	\$0.00	\$0.00
				Subtotal: \$0.00
				Total \$0.00

8. Click here. This will take you to your Dashboard page.

9. Once on you Dashboard – Verify your Account

Verify Your Account

Please verify that nicolep@washingtonyouthsccer.org is an up-to-date email address for your account.

[Update Email](#) [This Email is Accurate](#)

10. Click Begin Course

My Courses



Sudden Cardiac Arrest
Elective Courses
0% Completed
Active until: 07/15/2019

[Begin Course](#)



Concussion Compliance (CC) Training

Required Annually

Cost: Free

HEADS UP COACHES

CONCUSSION IN YOUTH SPORTS

Changing the Culture of Concussion Starts With You!

LOGIN - REGISTER

By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field.

1. Login or Create an Account

*If you recently took a USSF Coaching Education course. You are CC trained for 1 yr. - Your CC certificate can be loaded from the DCC to Affinity – your email address must match in the DCC and Affinity. If you have questions please contact Keli Bitow at kelib@washingtonyouthsoccer.org

You are not logged in.

E-mail or username *

Enter your e-mail address or username.

Password *

Enter the password that accompanies your e-mail.

[Request new password](#)

You are not logged in.

E-mail *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Password *

 Password strength: _____

Confirm password *

Provide a password for the new account in both fields. Password must be at least 6 characters.

2. You will receive a verification email-you must accept to continue to the training.



HEADS UP!

An email from DUPIInquiries@cdc.gov with information on how to start the training has been sent to the email address you provided. You will need to click on the link in this email to access the training.

! If you don't see an email in your inbox after a few minutes, please check your spam or junk folder for the email.

LOGIN - REGISTER

3. Watch the videos and answer the questions.

4. Print your certificate and upload to your Affinity profile.



INTRO



Where/How to upload certificates

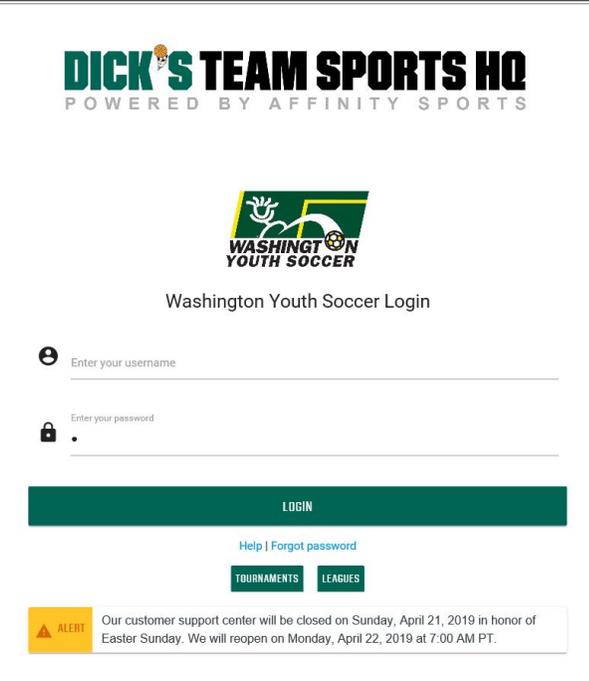
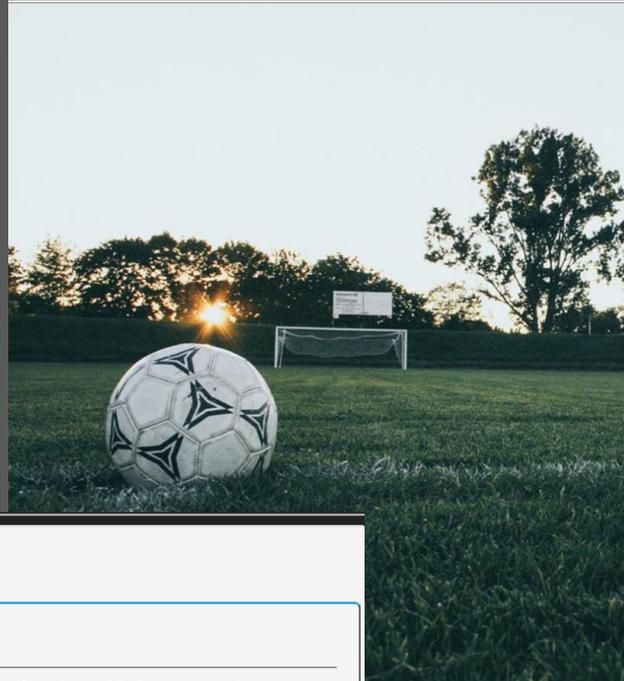
I have my certificates!!!

Now what?



Option #1-uploading certificate before or after submitting RMA :

1. Go to wys.affinitysoccer.com
2. Login – My Account



Personal Info Applications Details **Certificates** Teams Events Referee Schedules

Certificates

If you have available certificates, click on the image to upload or view a file.

Copy and paste the URLs below into your browser to access the SafeSport, Concussion (CC) and Sudden Cardiac Arrest (SCA) trainings. Once complete return here to upload your certificates. You must have certificates uploaded before your registrar will be able to activate your team and print passes.

Re-Certification required annually
<https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>
Access code:YC3E-6P5G-YYIL-CS2M

Re-Certification required annually
<https://headsip.cdc.gov/>
Access code: none needed

Re-Certification required every three years
<https://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
Access Code: none needed

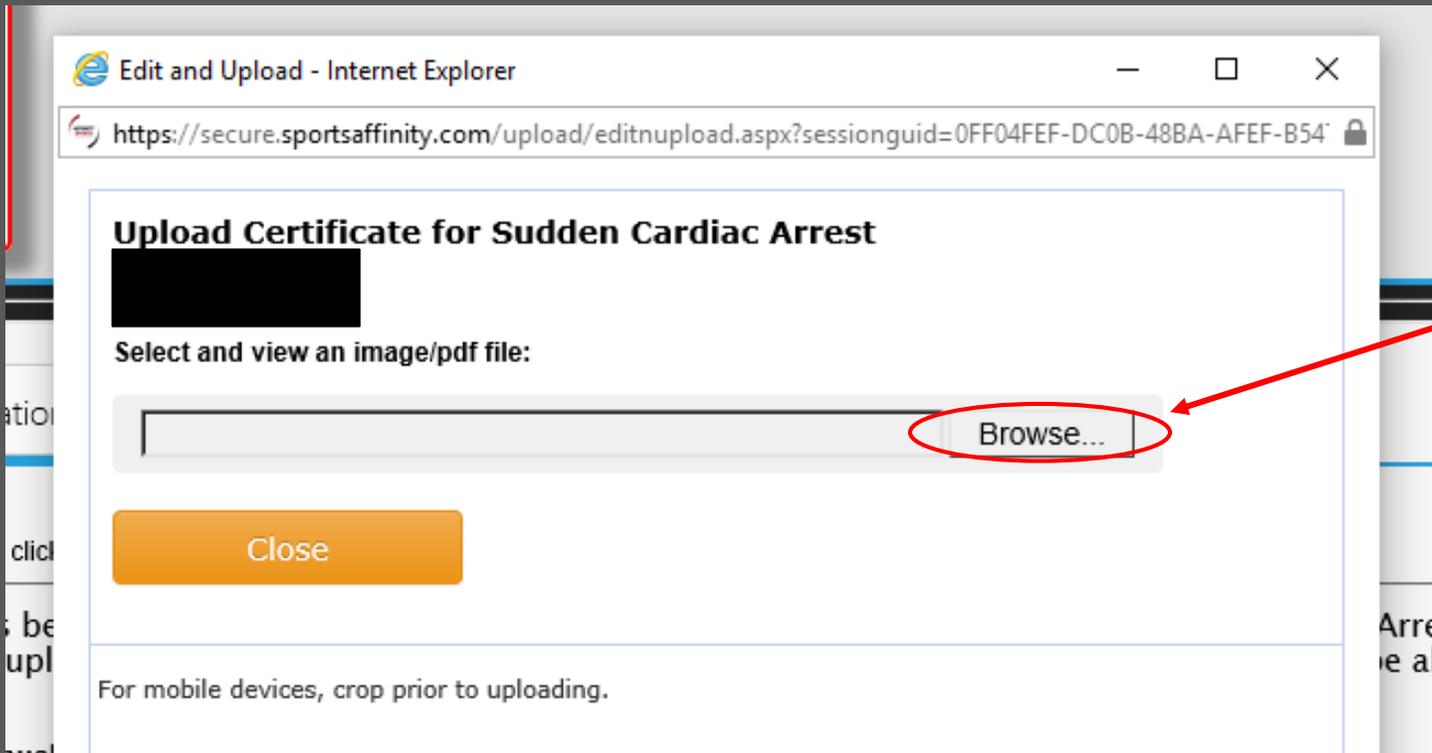
Click to Upload Sudden Cardiac Arrest

Click to Upload Letter of Recommendation

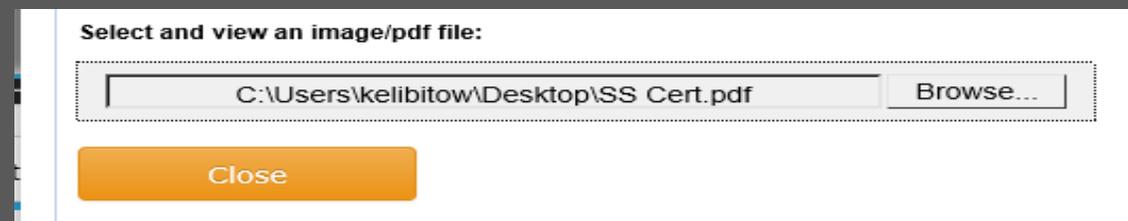
3. Click on Certificates

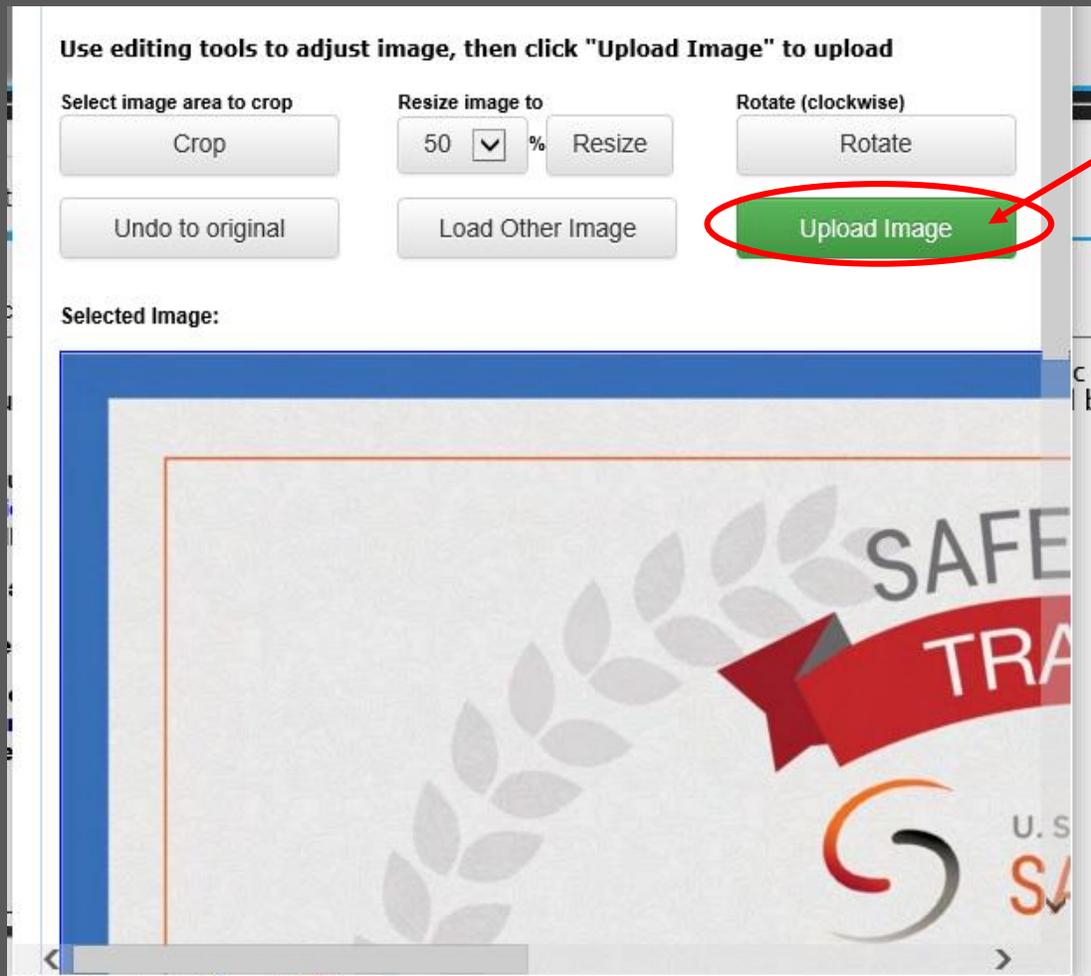
4. Click on the corresponding certificate window

5. A window will pop open



6. Click Browse
7. Click on the certificate stored on your computer
8. Once you have clicked open, you will see the information in in the Browse bar **WAIT**-it takes a few seconds for the image to load!!





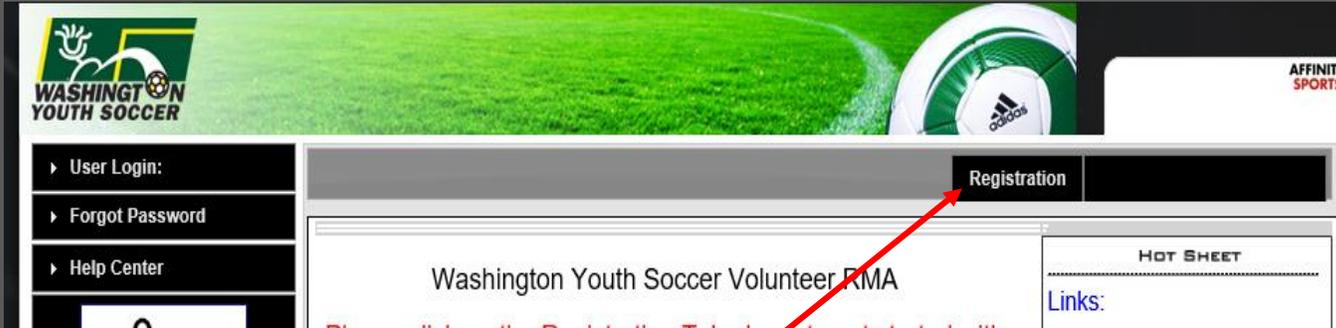
9. Click Upload Image

*Repeat steps for each certificate

Completed Upload Image



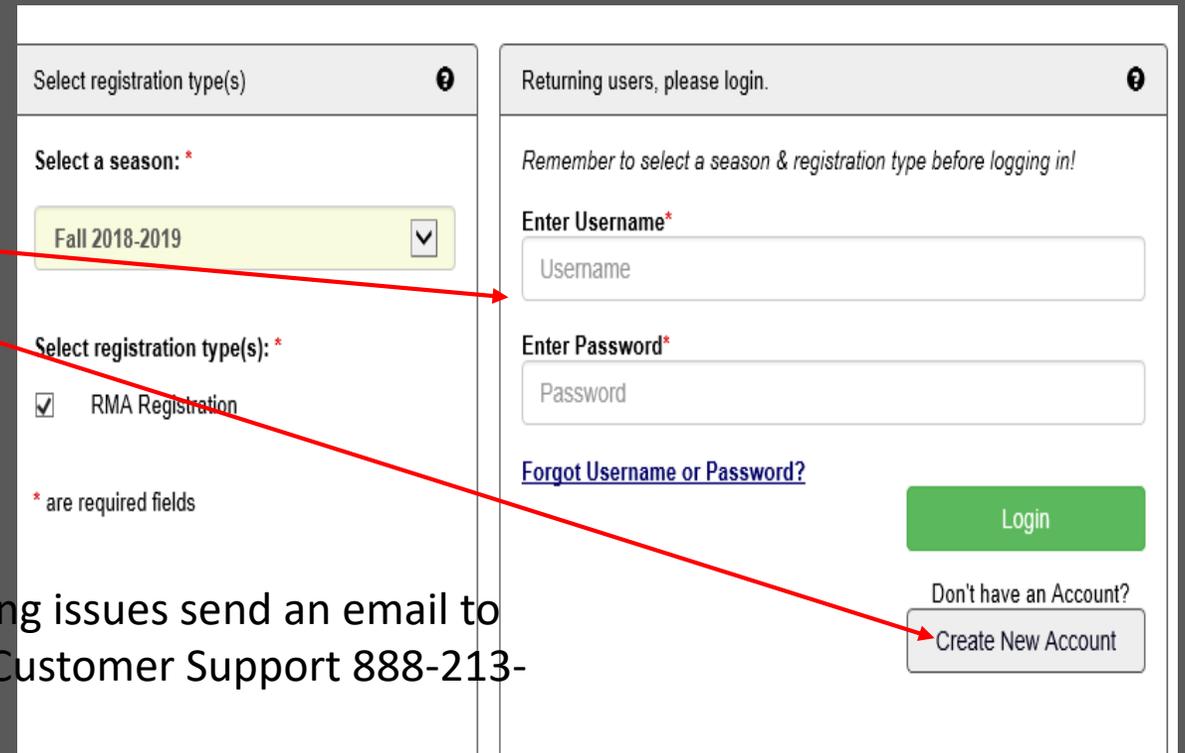
Option #2-Upload when submitting RMA



GO TO:

<https://wys-bgc.affinitysoccer.com/reg/index.asp?sessionid=&domain=wys-bgc%2Eaffinitysoccer%2Ecom>

1. Click on Registration Tab
2. Login or Create New Account



*If you have tried to reset your password and are having issues send an email to kelib@washingtonyouthsoccer.org or contact Affinity Customer Support 888-213-3999

Account Primary Contact

Name: Rma Test
Address: 7100 Fort Dent Way Tukwila, WA 98188-7500
Phone: (253) 944-1608(h) (253) 944-1608(w) (206) 474-8613 (c)
Email: noreply@washingtoneyouthsoccer.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
Rma Test	44761-735933	01/01/1973	F	No Relationship	Edit

- 3. Click Continue
- 4. Click Registrar as Coach/Admin

Name	ID Num	DOB	Relationship	Registration
Rma Test	44761-735933	01/01/1973	No Relationship	Register as Coach/Admin

5. From the dropdown select Background Check

Rma Test

Select Play Level

Play Level*

Background Check ▾

Personal Information

First Name* Initial Last Name* Suffix

Rma [] Test []

Gender* Birthdate*

Female [] January [] 01 [] 1973 []

 Click here to show photo or certification upload

 Click to upload photo

 Click to upload concussion cert.

 Click to Upload Sudden Cardiac Arrest

Register Rma Test as Admin

Rma Test

Select Play Level

Play Level*

Select one —
Background Check

.....

.....

*Required **Just One Required

Cancel

6. Click on the small photo box-additional larger boxes will appear

Upload sscert Certificate

Name: Rma Test
DOB: (01/01/1973)

Select and view an image/pdf file:

Close

For mobile devices, crop prior to upload

Upload sscert Certificate

Name: Rma Test
DOB: (01/01/1973)

Select and view an image/pdf file:

Close

For mobile devices, crop prior to uploading.

Upload sscert Certificate

Name: Rma Test
DOB: (01/01/1973)

Use editing tools to adjust image, then click "Upload Image" to upload

Select image area to crop	Resize image to	Rotate (clockwise)
<input type="button" value="Crop"/>	50 <input type="button" value="v"/> % <input type="button" value="Resize"/>	<input type="button" value="Rotate"/>
<input type="button" value="Undo to original"/>	<input type="button" value="Load Other Image"/>	<input type="button" value="Upload Image"/>

Selected Image:



7. Click Browse
8. Click on the certificate stored on your computer
9. Once you have clicked open on your PC, you will see the information in in the Browse bar
- WAIT**-it takes a few seconds for the image to load!!
10. Click Upload Image