

Procedures to Obtain a Background Check (updated 4/4/18)

It is **extremely important** when completing any of these background check applications that you use your **EXACT** legal name for both registrations. Once you complete the applications, please inform Kelley Jean (keg108@msn.com). Also, **please read all directions FIRST**.

If your team is registered through Washington Youth Soccer as almost all WPFC teams are you will need to complete **two** registrations. The first registration is the one through Washington Premier which will allow you to be placed on your team's roster. The second registration is through Washington Youth Soccer which runs the background check. **If you believe your RMA is current, you do NOT need to complete this registration.** See the steps below:

For coaches/managers/chaperones of an RCL or Washington United team:

Registration 1

REGISTER NOW

1. Click on the above Register Now button
2. Under "COACH/MANAGER/VOLUNTEER" category, choose which "event" you're are registering for (e.g. 2018-19 Jr Program or 2018-19 Girls U9-19 and Boys U9-15 COACHES or 2018/19 Boys High School Premier...) and clicking the "Register Now" button to the right of the event.
 - that action which will take you to Blue Star (formerly Bonzi), WPFC's registration system
3. You will then be prompted to...
 - "Choose an Account" (if you have logged into Blue Star lately) and should be your email address; OR
 - Enter your email address and password, if you have ever registered for a program with WPFC; OR
 - Create an account, if this is your first time registering for a WPFC program.
4. There will be options listed in blue, choose "Register Now."
5. Repeat Step 2.
6. You will then be prompted to choose the person you want to register. You should be listed. If not, choose "Someone else..." and enter your information.
 - At the bottom of the page, click the blue "Add Registration for Selected Person."
7. Choose "Boys or Girls" and click the blue "Continue to Registrant Information."
8. Fill in ALL required fields.
9. Click "Continue to Photos." Note: you do NOT need to add a photo.
10. Click "Continue to Waivers;" there should be 2.
11. After the 2nd waiver, click "Continue to Review."
12. A box showing \$0.00 fees due will appear; click "Confirm Registration."
13. You should receive an email thanking you for registering.

For coaches/managers/chaperones of an RCL or Washington United team:

Registration 2

REGISTER NOW

1. Click on the above register now button
2. About one third of the way down the page you will see "Process for WA Youth Soccer Volunteers." Within the paragraph there is a link – click it.
3. Follow the system prompts and complete the application. Again, there should not be a fee associated with the application.