

# Association Connect Users: Risk Management Application (RMA) Process

Customer Support: 888.213.3999 or 800.808.7195

Monday-Friday: 8:30AM - 5:00PM PST

Saturday: 7:00AM – 3:00PM PST

Sunday: Closed

\*Hours subject to change

## IMPORTANT INFORMATION:

- All **required** trainings **that are eligible to be completed** MUST be completed BEFORE submitting your background check.
  - You will be required to complete the following two online training courses:
    - **Introduction to Safe and Healthy Environments** (20-25 minutes)
    - **SafeSport** (60-90 minutes): expires 1 year from the time you last take it, but can take it 60 days prior to expiration. Consequently, this may not show as eligible for you to take.
- All training certifications are completed in the US Soccer Learning Center (LC).
- All SSN background checks will be completed through US Soccer Connect (aka: Affinity).
- Integration between US Soccer Connect and the US Soccer LC requires an exact match for the two systems to sync and the verifications of the training courses to upload to your US Soccer Connect profile. The following must be an exact match in both systems:
  - legal first and last name,
  - date of birth, and
  - email address.
- **It can take up to 24 hours for the training courses and verification to sync to your US Soccer Connect Profile.**
- The US Soccer LC does NOT produce downloadable certificates of completion.

## Returning coach/manager/treasurer/volunteer

- Once you create a US Soccer LC profile with a matching first/last name, birthdate, and email address the LC will search for previously completed SafeSport trainings.
- If you took SafeSport training for another sport or governing body, please contact Washington Premier FC Club Registrar Kelley Jean ([keg108@msn.com](mailto:keg108@msn.com))

## BEFORE YOU BEGIN...

- If you are unsure of your US Soccer Connect profile (legal first and last name, date of birth, and email address) OR if you need to make a change to your US Sports Connect profile, contact your club registrar, Kelley Jean ([keg108@msn.com](mailto:keg108@msn.com)), before proceeding
- If you already have a Learning Center profile and your name, DOB or email address do not match, please email [learningcentersupport@ussoccer.org](mailto:learningcentersupport@ussoccer.org) to request changes.
  - If the LC support has not responded with-in 48 hours, *please contact WYS*
    - *WYS Contacts: Dan Rubin [DanR@WashingtonYouthSoccer.Org](mailto:DanR@WashingtonYouthSoccer.Org)*

# US Soccer Learning Center Instructions

US Soccer Learning Center Link: <https://learning.ussoccer.com/coach>

- LOG IN or SIGN UP for a coach's profile regardless of your role.
- If you are SIGNED UP for the first time, you will be required to verify your email address.

The screenshot shows the homepage of the US Soccer Learning Center. At the top, there is a navigation bar with links for COURSES, INFO, HELP, RECOGNIZE TO RECOVER, and DIRECTORY. On the right side of the navigation bar, there are buttons for LOG IN and SIGN UP, with a red arrow pointing to the LOG IN button. Below the navigation bar, the main heading is "Coaching license pathway". Underneath, there is a paragraph explaining that U.S. Soccer is committed to providing all coaches, from beginner to advanced, with education tailored to their experiences and the needs of their players. The Coaching License Pathway consists of a series of courses designed to meet the specific needs of a coach at every step of the way. Below the text, there are two buttons: "FREE INTRO COURSE" and "REGISTER FOR A COURSE". On the right side of the page, there is a "COACHING LICENSE PATHWAY" section. It is divided into two main categories: "GRASSROOTS PATHWAY" and "PRO PATHWAY". The GRASSROOTS PATHWAY includes courses for 4v4, 7v7, 9v9, and 11v11. The PRO PATHWAY includes courses for D, C, B, A SENIOR, and A YOUTH. A red arrow points to the "LOG IN" button in the navigation bar.

## If you have an existing profile...

- Go to your "Profile" found on the top, right corner and pull down and click "Profile."

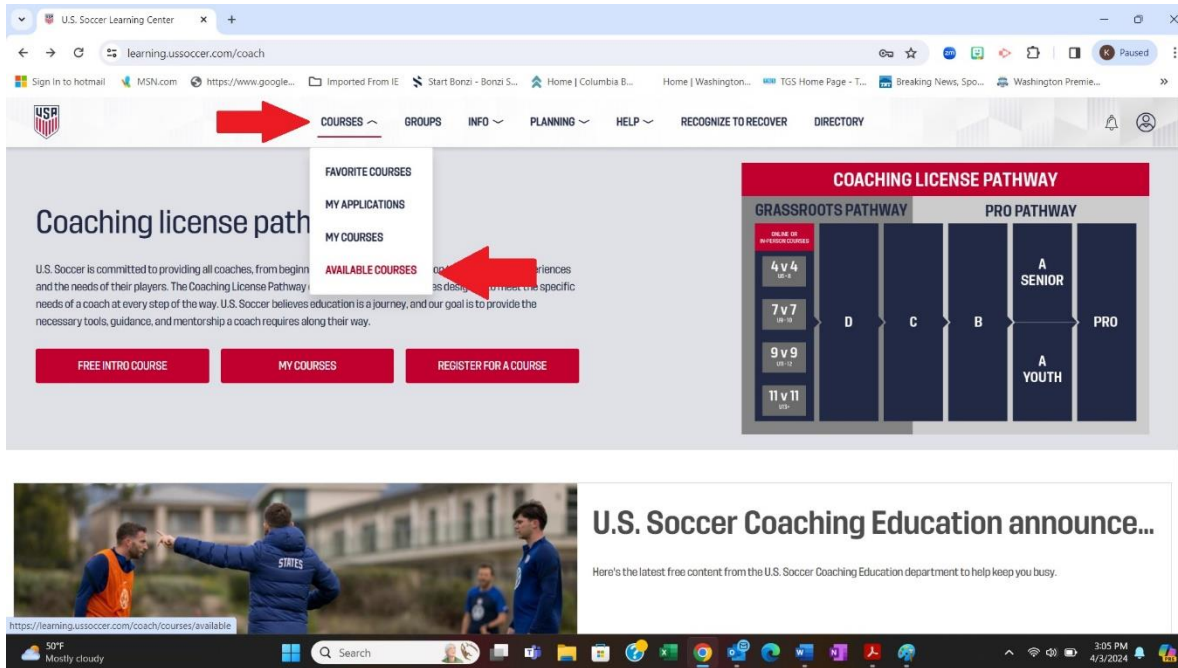
The screenshot shows the profile page of a user named KELLEY JEAN. The page is titled "COACHING LICENSE PATHWAY" and features a navigation menu with options for PROFILE, CALENDAR, CHANGE PASSWORD, and LOGOUT. A red arrow points to the PROFILE option in the menu. Below the profile information, there is a section for "U.S. Soccer Coaching Education announce..." with a sub-heading "Here is the latest free course from the U.S. Soccer Coaching Education department to help keep you busy."

- You can view your certificate status and/or expiration status, resume trainings and update profile information. Once finished with your courses you should be good to go.

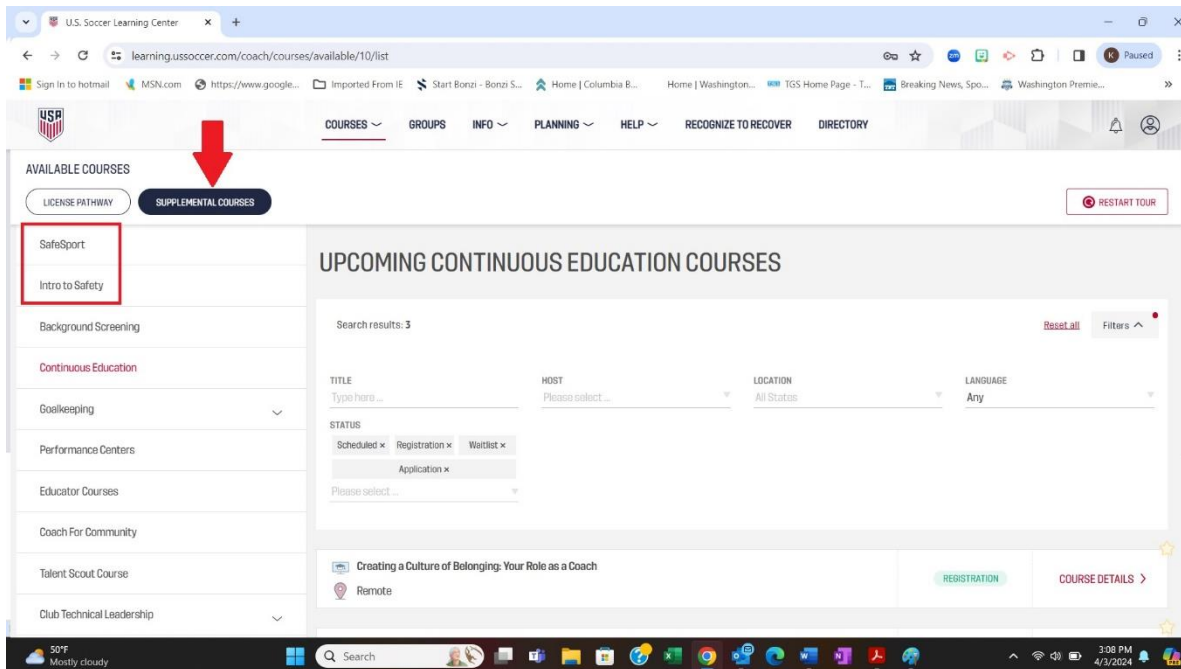
The screenshot shows the profile page of a user named KELLEY JEAN, focusing on the certification status. The page is titled "COACHING LICENSE PATHWAY" and features a navigation menu with options for PROFILE, CALENDAR, CHANGE PASSWORD, and LOGOUT. A red arrow points to the PROFILE option in the menu. Below the profile information, there is a section for "U.S. Soccer Coaching Education announce..." with a sub-heading "Here is the latest free course from the U.S. Soccer Coaching Education department to help keep you busy."

If you created a new profile...

- From the top menu bar, click “Courses” and pull down to “Available Courses.”



- Then click “Supplemental Courses” and you should see the two required courses: SafeSport and Intro to Safety. Clicking either one of those will show you both courses.



- Complete all required courses that are eligible for you to take, and you are done!

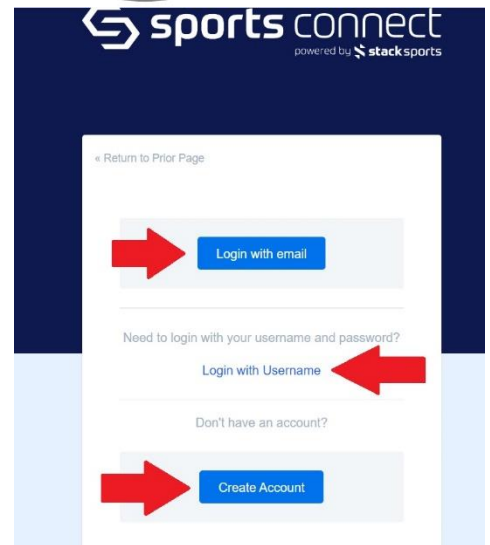
## BACKGROUND CHECK PROCESS



## BACKGROUND CHECK (BGC) PROCESS INSTRUCTIONS

BGC Portal Website: [LINK](#)

- LOG IN with your email OR USERNAME or Create a New Account
  - If you have tried to reset your password and are having issues, contact US Connect Customer Support 888-213-3999.
- Select the correct season from the drop-down menu and then click “Continue.”



[<< Back to Main Page](#)

Traducir en Español

Tip: Hover your mouse over the 'Help' icons to get useful information! ⓘ

Select registration type(s)

Select a season: \*

Fall 2024-2025

Select registration type(s): \*

RMA Registration

\* are required fields

Continue >>

- If your name does not appear under “Account Primary Contact” click “Switch Primary” and see if you appear.

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](mailto: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](#).

Click Continue

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	<a href="#">Edit</a>

Click Register as Coach/Admin

If you have more than 1 profile listed – call customer support before you continue to have your profiles merged.

If “Register as Coach/Admin” does not have the green button behind your name, then you are logged into the incorrect profile and will not be able to complete a background check under your name.

Please back out and login with your UN and PW. (You can not use a spouses UN and PW, you must have your own)

Name	ID Num	DOB	Relationship	Registration
Rma Test	44761-735933	01/01/1973	No Relationship	<a href="#">Register as Coach/Admin</a>

Register Rma Test as Admin

**Rma Test**

Select Play Level

Play Level\*

Select one  
Background Check

\*Required \*\*Just One Required

[Cancel](#)

Select Background Check from the dropdown

- Complete all the following which will appear after selecting “Background Check:”
  - Personal Information
    - If your required courses did not upload, contact Kelley Jean (keg108@msn.com)
  - Address Information
  - Admin Information
    - Please note that it does NOT matter what “Role” you choose.
  - ID Information
  - WYS Additional Information
  - Club Additional Information
    - In the first dropdown choose your PRIMARY CLUB
    - DO NOT use the second or third dropdowns unless you coach/volunteer for another club

When finished, click “Save & Next Page.”

- Read and Accept ALL Electronic Legal Agreements (ELAs)
- Click “Continue to Background Check”
- Enter your Social Security Number (SSN)

- If you do not have one, contact Kelley Jean
- Click “Submit BGC.”
- Click “OK”

**Background Check Provider**

JD Palatine



Submit BGC

**Thank you for submitting your background check.**

**Please allow 48 hours for the status of your background check to update.**

Once you see this message your background check is submitted – to check your background check status login to My Account look under Applications

<https://wys.affinitysoccer.com/foundation/login.aspx>

If you are still pending after 48 hrs, contact your club registrar.