

# NEW SYSA Soccer Coach Registration Steps

## Computer Directions

**VERY IMPORTANT:** For all websites, use the SAME legal first name, legal last name, date of birth, & same email address.

Complete the training certifications (2 certificates) (Use the Google Chrome Browser). Please note that progress is automatically saved through US Soccer; you do not need to complete it in one sitting.

### Safesport certificate and Intro to Safety certificate

1. Log in to or create an account at US Soccer Learning Site <https://learning.ussoccer.com/>
2. Upper left corner, under courses, click on available courses
3. Upper left corner, click on Supplemental courses
4. On the left side of the screen, click on Safesport
5. On the right side of the screen, click Start Safesport
6. Click Launch Safesport training (if the video is not launching, make sure you are using the Google Chrome Browser)
7. Once the video appears on your screen, click next in the bottom right corner to start the course.
8. When the course is completed (**important to click continue**), continue on to the Intro to Safety video.
9. If you decide not to complete the Intro to Safety and want to return at a later time, use the instructions above but choose the Intro to Safety. Once you complete the course, your two trainings are complete.
10. **\*\*Please note, you only need to complete Phase 1 in the US Soccer Learning Site**
11. To ensure your courses have been completed, go to your dashboard at the top of the screen, ensure for Phase 1 you have 4 green check marks. Now you are ready to complete the background check.

**DO NOT COMPLETE/PAY FOR THE BACKGROUND CHECK ON THE US SOCCER SITE**

### Check your certificates in Washinton Youth Soccer Site.

Log into Washington Youth Soccer Account [HERE](#)

- a. Click Login with USERNAME
- b. **USERNAME is your email address**
- c. **Password is Soccer1**

Need to login with your username and password?


Login with Username

1. Go to certificates in your account
2. Verify all three certificates are in your account with a check box **VERIFY DATES ARE VALID THRU 2027**
3. If they are not in your account click on get Safe Sport Updates, and then click on Get Learning Updates

Click here to start the [background checking process](#)

**Required**


### SafeSport Certificate



Uploaded: 05/27/2026  
Verified: 05/27/2026  
Expires: 05/27/2027

**Required**


### Concussion Certificate (Intro to Safety course)



Uploaded: 05/27/2026  
Verified: 05/27/2026  
Expires: 05/27/2027

**Required**

### Sudden Cardiac Arrest (Intro to Safety course)



Uploaded: 05/27/2026  
Verified: 05/27/2026  
Expires: 05/27/2027

[Get SafeSport Updates](#)

[Get Learning Center Updates](#)

If All certificates are in your account, click on the background checking process or log in [HERE](#)

Sign into Washington Youth Soccer's Sports Connect Account


- a. Click Login with USERNAME
- b. **USERNAME is your email address**
- c. **Password is Soccer1**

Need to login with your username and password?

[Login with Username](#)

- 1. Fill in Mandatory questions
- 2. Select a Season = Fall 2026-207 and continue

**Select a season: \***

Fall 2026-2027 

**Select registration type(s): \***

RMA Registration

\* are required fields

[Continue >>](#)

3. Click Continue



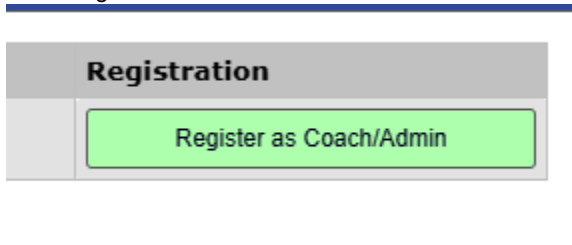
**Add All Your Family Members To Be Registered**

If there is no family member to be added, please click continue.

Add New Player      Add New Parent/Guardian      Continue >>

- 4.

5. Click Register as Coach/Admin



**Registration**

Register as Coach/Admin

- 6.

7. Select Play Level – Background check



**Select Play Level**

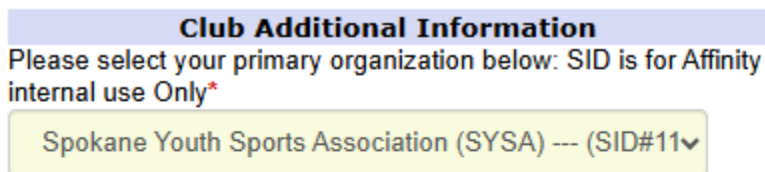
Play Level\*

Background Check ▼

- 8.

9. Scroll down and answer any needed questions

10. Choose your Club Additional Information (Spokane Youth Sports Association SID#11) and click save and next



**Club Additional Information**

Please select your primary organization below: SID is for Affinity internal use Only\*

Spokane Youth Sports Association (SYSA) --- (SID#11) ▼

Required      \*\* Just One Required



Save & Register Another      Save & Next Page

Cancel

- 11.

12. Sign off on ELA's, click Agree and Continue

<< Back

Print

Agree & Continu

- 13.
14. Continue and complete background check.
15. **If the link for the background check is not showing, please email [renee@sysa.com](mailto:renee@sysa.com)**

Print Form

Continue to Background Check >>>

Print Receipts & Forms

## Background Checking

Person to be checked:

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WA	wys_youthsoccer / wys_youthso
email: [REDACTED] Club: Background Checking					

Background Check Provider

JD Palatine

Enter SSN: \* Required

[ ] - [ ] - [ ]

Submit BGC

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

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

**Thank you for getting through these steps! Please email [Renee@sysa.com](mailto:Renee@sysa.com) once finished.**



## SYSA Soccer Coach Registration Steps

### Phone Directions

**VERY IMPORTANT:** For all websites, use the SAME legal first name, legal last name, date of birth, & same email address.

Complete the training certifications (2 certificates) ([Use Google Chrome APP](#)). Please note that progress is automatically saved through US Soccer; you do not need to complete it in one sitting.

#### **Safesport certificate and Intro to Safety certificate**

1. Log in to or create an account at US Soccer Learning Site <https://learning.ussoccer.com/>
2. Click on Coaching Education
3. Click on Register for a course
4. Click on Supplemental Courses
5. Click on Safesport
6. Click Launch Safesport training (if the video is not launching, make sure you are using the Google Chrome App)
7. Once the video appears on your screen, click next in the bottom right corner to start the course.
8. When the course is completed, be sure to click the submit button to get course credit.
9. Close out of the video.
10. Start the same process as above for Intro to Safety, click Coach Education, register for a course, supplemental courses, and then choose Intro to Safety.
11. If you decide not to complete the Intro to Safety and want to return at a later time, use the instructions above but choose the Intro to Safety.
12. Once you complete the course, your two trainings are complete.
13. **\*\*Please note, you only need to complete Phase 1 in the US Soccer Learning Site**
14. To ensure your courses have been completed, go to your dashboard using the three lines in the upper right corner. Now you are ready to complete the background check.

#### **DO NOT COMPLETE/PAY FOR THE BACKGROUND CHECK ON THE US SOCCER SITE**

#### **Check your certificates in Washinton Youth Soccer Site.**

Log into Washington Youth Soccer Account [HERE](#)

- d. Click Login with USERNAME
- e. **USERNAME is your email address**
- f. **Password is Soccer1**

Need to login with your username and password?


#### Login with Username

4. Go to certificates in your account
5. Verify all three certificates are in your account with a check box
6. If they are not in your account click on get Safe Sport Updates, and then click on Get Learning Updates

Click here to start the [background checking process](#)

**Required**


### SafeSport Certificate



Uploaded: 05/27/2026  
Verified: 05/27/2026  
Expires: 05/27/2027

**Required**


### Concussion Certificate (Intro to Safety course)



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**Required**

### Sudden Cardiac Arrest (Intro to Safety course)



Uploaded: 05/27/2026  
Verified: 05/27/2026  
Expires: 05/27/2027

[Get SafeSport Updates](#)

[Get Learning Center Updates](#)

If All certificates are in your account, click on the background checking process or log in [HERE](#)

Sign into Washington Youth Soccer's Sports Connect Account


- d. Click Login with USERNAME
- e. **USERNAME is your email address**
- f. **Password is Soccer1**

Need to login with your username and password?

[Login with Username](#)

- 16. Fill in Mandatory questions
- 17. Select a Season = Fall 2026-207 and continue

**Select a season: \***

Fall 2026-2027 

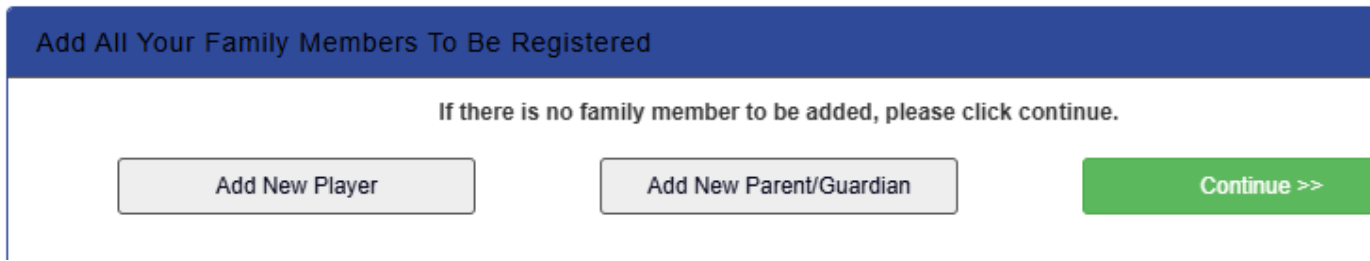
**Select registration type(s): \***

RMA Registration

\* are required fields

[Continue >>](#)

18. Click Continue



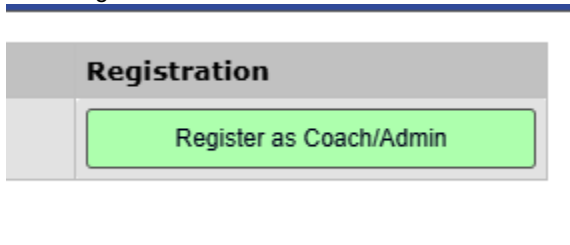
**Add All Your Family Members To Be Registered**

If there is no family member to be added, please click continue.

Add New Player      Add New Parent/Guardian      Continue >>

19.

20. Click Register as Coach/Admin



**Registration**

Register as Coach/Admin

21.

22. Select Play Level – Background check



**Select Play Level**

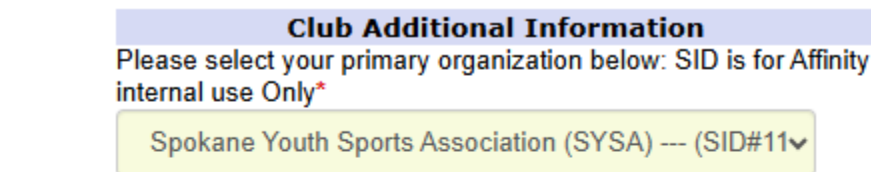
Play Level\*

Background Check ▾

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24. Scroll down and answer any needed questions

25. Choose your Club Additional Information (Spokane Youth Sports Association SID#11) and click save and next




**Club Additional Information**

Please select your primary organization below: SID is for Affinity internal use Only\*

Spokane Youth Sports Association (SYSA) --- (SID#11) ▾

Required      \*\* Just One Required



Save & Register Another      Save & Next Page

Cancel

26.

27. Sign off on ELA's, click Agree and Continue

<< Back

Print

Agree & Continu

28.

29. Continue and complete background check.

30. **If the link for the background check is not showing, please email [renee@sysa.com](mailto:renee@sysa.com)**

Print Form

Continue to Background Check >>>

Print Receipts & Forms

### Background Checking

Person to be checked:

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WA	wys_youthsoccer / wys_youthso

email: [REDACTED] Club: Background Checking

Background Check Provider

JD Palatine

Enter SSN: \* Required

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

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**31. Thank you for getting through these steps! Please email [Renee@sysa.com](mailto:Renee@sysa.com) once finished.**