



# OHIO SOUTH YOUTH SOCCER ASSOCIATION

25 WHITNEY DR. STE #104 • MILFORD, OH 45150 • 513-576-9555

Twitter: @ohiosouthsoccer / Facebook: Ohio South Youth Soccer Association / Instagram: @ohiosouthsoccer



## Rec League Coach Registration Instructions for U.S. Soccer Connect

*The U.S. Soccer Connect (USSC) system was designed and implemented in Ohio South to alleviate the burden of paperwork not only for league organizations, but also coaches and parents as well. Through the use of USSC leagues, coaches and parents will no longer be required to fill out and turn in paper forms for Lindsay's Law or Concussion, and the information to run background checks is now collected during coach registration in the system. All coaches are required to submit a background check to Ohio South, and thus by default are required to sign up as a coach in the USSC system, where they will sign off on Lindsay's Law and Concussion forms.*

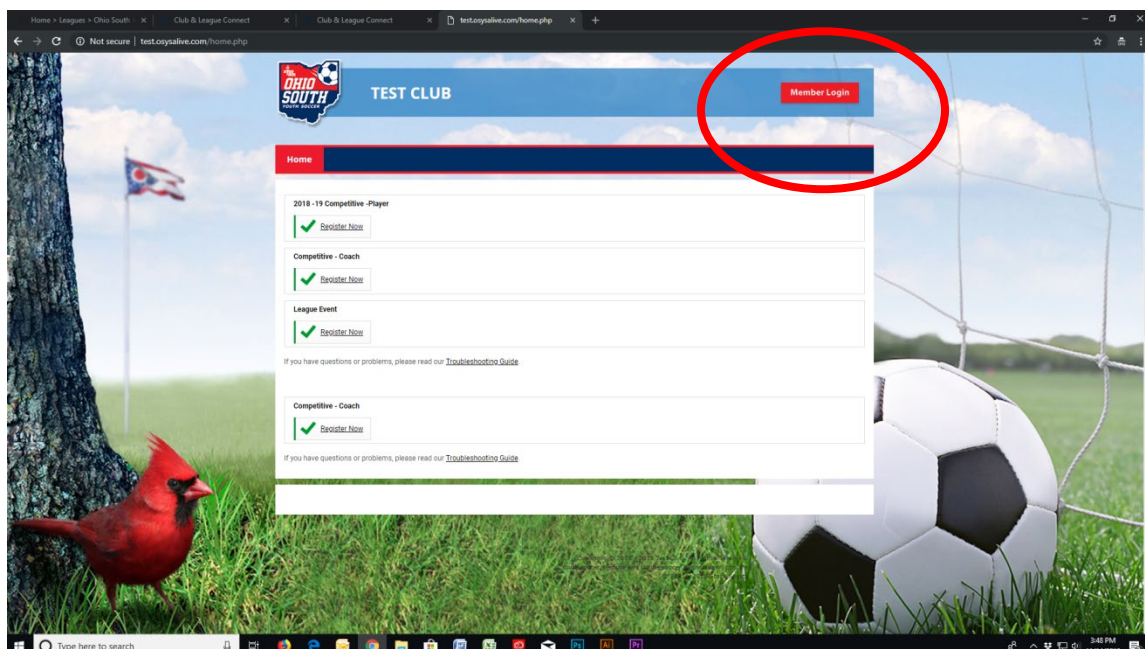
1. There is no longer one, central location to submit for a background check. Instead, each league has their own system where coaches will go to register. As a coach, you need to find the URL to your leagues system.

There are two ways to do this; get it from your league admin or visit

<http://www.osysalive.com/directory>.

2. Once you have reached your league URL, you will need to create an account/login. This is done by clicking the red Member Login button at the top right of the page. If you have already created an account (say, for your child who plays at the same league or a different club), then you will login here with your existing account.

\*Please note: if your league has opted to set up a direct registration button to Coach registration, then you should click the corresponding Register Now button you will see on the league URL.



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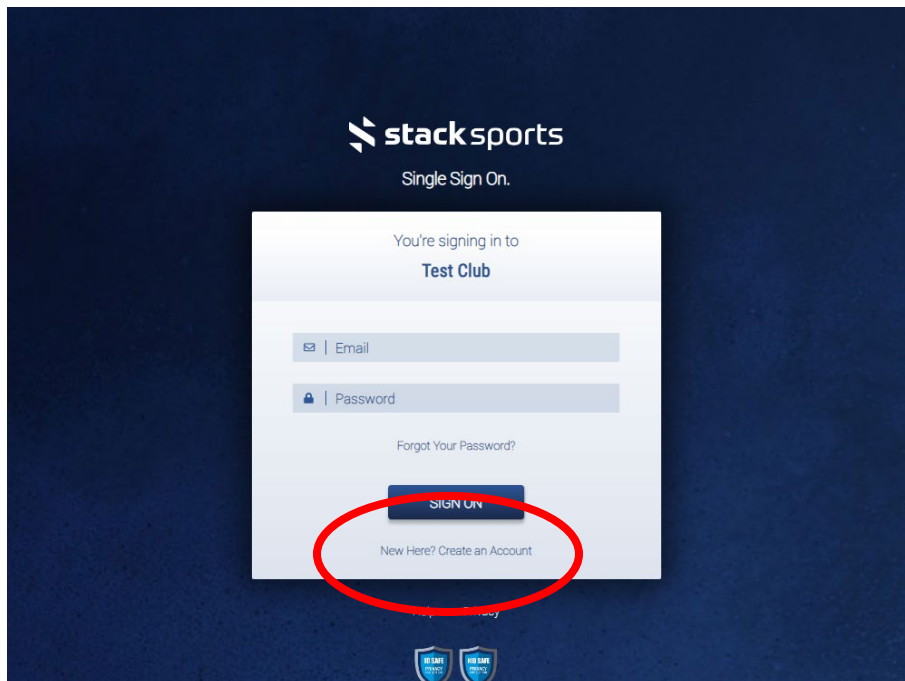
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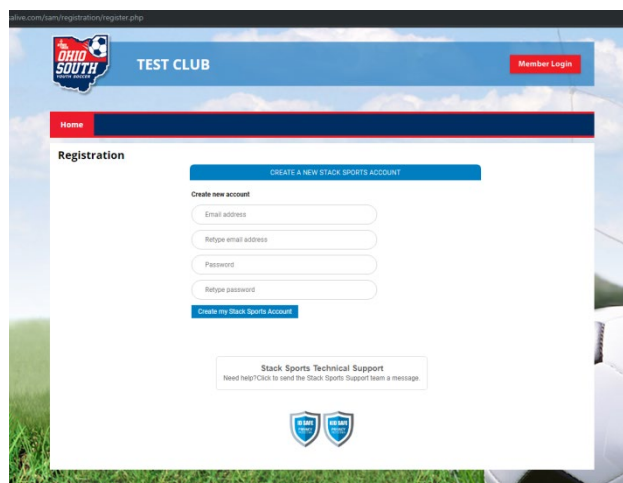
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3. If you are new and need to create an account, click the 'New Here? Create An Account' link under the blue Sign On button. If you already have an account, login with it here.



4. Fill in the information to create your Stack Sports (USSC) account. You will be asked for an email address, password (first page), first and last name, address and phone number (second page). Then click Sign In.



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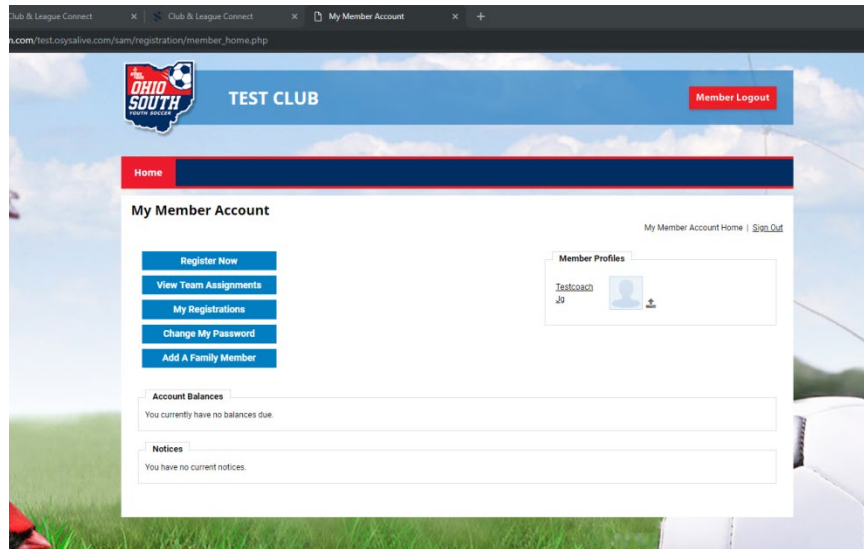
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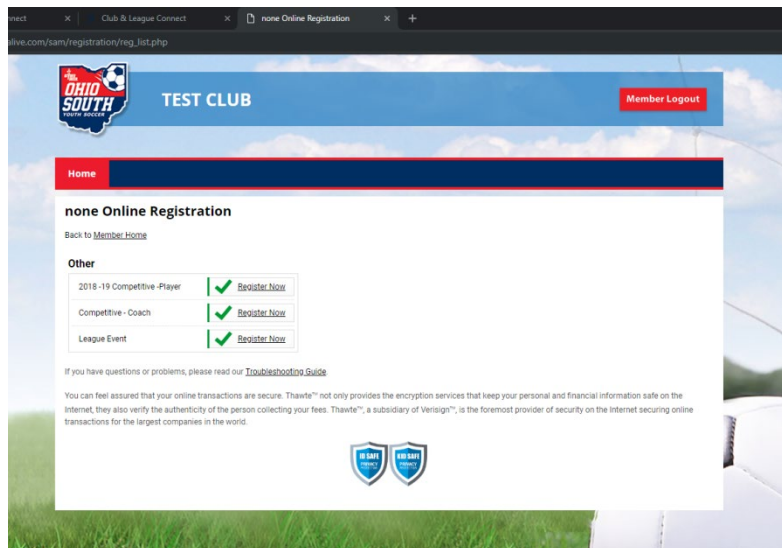
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5. You will be brought to the Member Account dashboard. It will say 'My Member Account' towards the top left. Underneath that is a series of five blue buttons. Click the first one, 'Register Now'.



6. Once you hit 'Register Now', on the page it brings up you will see a list of available programs to register for. Select the appropriate 'Register Now' button – in most cases, it will say something similar to Recreational-Coach or Rec-Coach.





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7. You will then be brought to the form;
  - a. Choose someone to register. Then click 'Add Registration for Selected Person'.
  - b. Choose category. This will most likely be 'Coach Pool'. Then click 'Continue to Registrant Information'.
  - c. Fill out the Registrant Information. **Make sure that you enter your full, legal name where appropriate (no nicknames). Otherwise, you may slow down the background check necessary to coach.** Then click 'Continue to Photos'.
  - d. Next, you can upload a photo. This is not required for our rec coaches because they are not carded.
  - e. Next, you will enter your SSN for the background check. **This is a required step.** Neither Ohio South nor USSC hold that information – it is sent directly to the background check provider via a secure link and cannot be pulled by your league, Ohio South or USSC/Stack Sports.
  - f. You will then be brought to the review page. Unless your league charges a coaching fee and is using USSC to collect it, your fee should be zero. Click 'Confirm Registration' and you're almost done! Click 'Return to Member Account'.

8. This page (My Member Account) should be familiar to you, but it will look slightly different now that you've registered to coach. You will see a series of icons – these are document upload slots. The only one that matters is the ambulance, which is where you can upload your concussion certification.

All Ohio South coaches must be concussion certified – it is Ohio Law. For rec leagues, it is left up to the league to track the status of each coach and if they hold a valid concussion certificate (good for 3 years). This means that your league may not opt to have you upload your concussion certificate into USSC – check with them first!

9. All that remains is for you to clear your background check (which you just submitted by registering). The Ohio South office runs these on a nearly daily basis. If you have questions or concerns about your background check, you may contact the OSYSA Risk rep, Steve Wood, at the Ohio South office.

When you have cleared your background check, your status will change on your Member Account dashboard (the thumb will turn green and point up).

Thank you for coaching!

