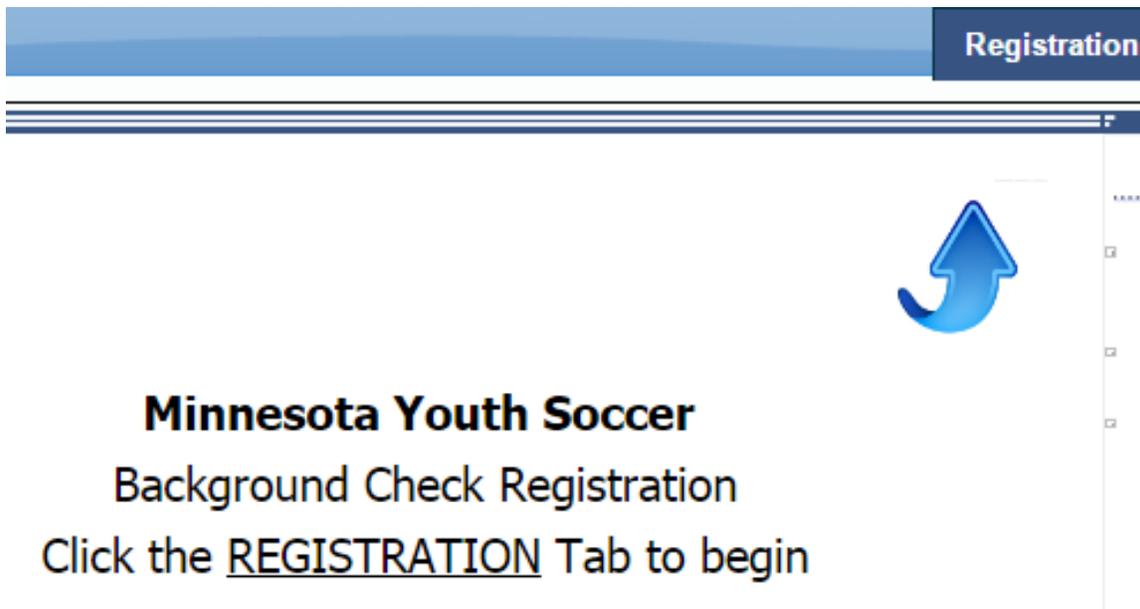


Minnesota Youth Soccer Association  
Background Check Instructions

This guide will provide navigation instructions for coaches/admins. This process will run a background check on all coaches/administrators. There is no fee required.

<http://minnesotayouthsoccer-bgc.sportsaffinity.com>

- Use the link above to access the background check portal.
- Click on the *Registration* tab to begin.



- Returning Users: Log in to your Affinity Sports account with your username and password; this is the same login you have used to access your account during previous seasons.
- New Users: Click *Create New Account* if you are new to MYSA or have not ever created an Affinity Sports account. Do not attempt to create multiple accounts as you will be locked out of all of them if a duplicate record is detected.

**Registration Instructions** ?

If you already have an account in the Affinity Sports system you can enter your username and password and click 'Login.'

Click the [Forgot Username / Password](#) link if you think you have an account but do not know your username / password.

If you are brand new to the Affinity Sports system, click 'Create New Account.'

[<< 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 2016-2017 ▼

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

Background Check Registration

\* are required fields

**Returning users, please login.** ?

*Remember to select a season & registration type before logging in!*

**Enter Username\***

Username

**Enter Password\***

Password

[Forgot Username or Password?](#)

Login

[Don't have an Account?](#)

Create New Account

- Once you are logged in or have created an account:
  - Returning Users: you will see yourself and any family members associated with your account.
  - New Users: you can add family members to be registered or skip this section.
  - All Users:
    - Be sure YOUR name appears as the *Account Primary Contact*.
    - Click on *Switch Primary* if your name is not listed as the *Account Primary Contact*.
- Click *Continue* in the green box.

Registration Instructions ?

Please make sure you are registering for your Background Check with your correct legal first name, legal last name and DOB.

If this any part of this is not correct, please stop. If you need help with getting this information updated please contact technical support: 1 855 703 2578 or [support@affinitysoccer.com](mailto:support@affinitysoccer.com)

Traducir en Español

[Add Family Member >>](#)
[Create Registration >>](#)
[Accept ELA >>](#)
[Make Payment >>](#)
[Print Form](#)

Account Primary Contact

**Name:** King Triton  
**Address:** 88 Under the Sea Atlantis, MN 98798  
**Phone:** (987) 987-9877(h)  
**Email:** [underthesea@ocean.com](mailto:underthesea@ocean.com)

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 >>](#)

- Click on Register as Coach/Admin, be sure to have your pop-up blocker turned off.

[Add Family Member >>](#)  
 [Create Registration >>](#)  
 [Accept ELA >>](#)  
 [Make Payment >>](#)  
 [Print Form](#)

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Register Only Members Who Participate This Season ( Fall 2016-2017 )
 ?

Name	ID Num	DOB	Relationship	Registration
King Triton	45297-125487	05/05/1965	Father	<a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Register as Coach/Admin</a>

- Select *Background Check* from the drop down box that says *Play Level*.

King Triton

**Select Play Level**

Play Level\*

Background Check ▼

- Ensure that all required information is filled in and correct. Required fields are noted with a red asterisk.

King Triton

**Select Play Level**

Play Level\*

Background Check ▼

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**Personal Information**

First Name*	Initial	Last Name*	Suffix
<input type="text" value="King"/>	<input type="text"/>	<input type="text" value="Triton"/>	<input type="text"/>

Gender*	Birthdate*
<input type="text" value="Male"/>	<input type="text" value="May"/> <input type="text" value="05"/> <input type="text" value="1965"/>

[Click here to show photo or certification upload](#)

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**Address Information**

Address Line1\*

Address Line2

City*	State/Province*	Zip/Postal Code*
<input type="text" value="Atlantis"/>	<input type="text" value="MN"/>	<input type="text" value="98798"/>

Home Phone**	Cell Phone**
<input type="text" value="9879879877"/>	<input type="text"/>
Work Phone**	Fax
<input type="text"/>	<input type="text"/>

Email Address\*

- Select your club from the drop down menu.
- Select any additional club affiliations if you are associated with more than one club. If you are associated with more than two clubs, please call the Affinity help desk to connect your account with the additional clubs after you have completed the remainder of the process.
- Click *Save & Next Page*

**Club Detail Additional Information**

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

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Please select any additional club affiliation: SID for Affinity internal use

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Save & Register Another

Save & Next Page

Cancel

- Check the / Accept box after reading through and accepting all three ELA's (electronic legal agreements). You must accept all three in order to advance to the next screen.
- Type your first and last name and click on *Agree & Continue*.

Add Family Member >>
Create Registration >>
Accept ELA >>
Make Payment >>
Print Form

**Accept ELA**

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**1 of 3 Authorization**

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by The Minnesota Youth Soccer Association, The McDowell Agency, Inc. at any time after receipt of this authorization and throughout my employment and volunteer service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance The Minnesota Youth Soccer Association to furnish any and all background information requested by The McDowell Agency, Inc., another outside organization acting on behalf of The Minnesota Youth Soccer Association, and/or The Minnesota Youth Soccer Association itself. I understand that by agreeing below, that I am signing the Authorization form directing the background check, as described in the disclosure.

I Accept

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**2 of 3 Certification**

I certify that all statements made on this application are true and that I have not knowingly withheld any fact or circumstance.

I authorize the investigation of all statements contained in this application and the further investigation of any information required to determine my qualifications for the positions for which I am applying.

I authorize former employers, schools and other references to release any information required to determine my qualifications for the positions for which I am applying and hereby release all information. I waive any right to receive any written notice from this organization or former employers that such information has been released.

I fully understand that misrepresentation or omission of facts or circumstances will be sufficient for the cancellation of my consideration for employment or cause for dismissal if I have been employed.

I Accept

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**3 of 3 Disclosure**

The Minnesota Youth Soccer Association may obtain information about you for employment or volunteer purposes from a third party consumer reporting agency. That, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by The McDowell Agency, Inc. or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

I Accept

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Your First Name\*

Your Last Name\*

King

Triton

<< Back

Print

Agree & Continue >>

- Click *Submit Background Check* in the green box to continue to the final step.

**Registration Instructions** ?

Click on the button below to submit your finalize your submission.

Login to My Account to check the status of your background check. Your application will show as "Submitted" until results have been returned. Results are typically returned in 24 hours.

[Traducir en Español](#)

[Add Family Member >>](#)
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[Make Payment >>](#)
[Print Form](#)

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**Print Form**

In order to process your background check your Social Security must be provided. Please click the **Submit Background Check** button below to submit your Social Security number for processing. Your Risk Management application will not be considered complete until this step is completed.

Submit Background Check

Print Receipts & Forms

- Enter your Social Security Number into the box. Affinity Sports and the MYSA do not store Social Security Numbers.
- Click *Submit BGC*.

### Background Checking

Please make sure the person you submit to background check has correct name, DOB.  
The background check company will charge for every submit even if the name or DOB is incorrect.

Please only submit one time, your order status will be pending.

Person to be checked:					
Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Triton	King		05/05/1965	A777b588 MN	MNMCDDL /jc7ht3fshg
88 Under the Sea Atlantis MN 98798					
email:underthesea@ocean.com			Club: Background Check		

Enter admin's SSN: \* Required

Submit BGC

Background Checking Results				
Detail	Product	Who Submitted	Date Submitted	OrderID

- Once submitted, a message will appear in RED that reads *Background Checking is completed. Risk Status is also Updated.*

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Please make sure the person you submit to background check has correct name, DOB.  
The background check company will charge for every submit even if the name or DOB is incorrect.

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**Person to be checked:**

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Triton	King		05/05/1965	A777b588 MN	MNMCDDL / jc7ht3fshg

88 Under the Sea Atlantis MN 98798  
email:underthesea@ocean.com Club: Background Check

Enter admin's SSN: \* Required

Submit BGC

Background Checking is completed. Risk Status is also Updated.

**Background Checking Results**

Detail	Product	Who Submitted	Date Submitted	OrderID
	FRS LINXML	King Triton	10/17/2016	DF28FFFC-751F-4A1C-ADA6-386906FF00CB

- Your status will show as “Pending” until the results are returned.

Background Checking is completed. Risk Status is also Updated.

**Background Checking Results**

Detail	Product	Who Submitted	Date Submitted	OrderID
	FRS LINXML	King Triton	10/17/2016	DF28FFFC-751F-4A1C-ADA6-386906FF00CB

Status: PENDING

Receipt: L0025651951

- Once submitted, background checks will take 1-10 days to process depending on volume and review.
- You may view the status of your background check by logging into your Affinity Sports account and clicking on your Applications Tab. Your Risk Status will be displayed there.

**Family Members:**  
Click a family member's portrait to view their information.

King Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Attina Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Aquata Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Arista Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Adiella Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

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Personal Info
Applications
Details
Certificates
Teams
Events
Referee Schedules

Admin

Season	Organization	Risk Status	Expire Date	Team Options	Print
Fall 2016-2017	Background Check	Submitted	10/17/2018	N/A	<a href="#">Legal Agreement</a>

Questions?? Please Call 1.855.703.2578