

**TEAM LOOKUP** 2018-2019 Principal Season

Teams / Find, Edit, Delete a Team    Lookup Team    << Previous Team 9 of 20 Next Team >>

**Team Name 01**  
ON001-001CB06-1113

Team Details   Roster Admin   Roster Player   Activation ✖   Team Roster   Travel Roster   Tournament   Website

Search By    Search Text  
Last, First Name        Search

Assigned Filter By    Select Type  
All    All    Show All

Available Administrators	
Exp	Administrator Name
-	TestAdmin, Jane

Remove

Head Coach

Asst. Coach

Team Mgr.

Team Asst.

Dir of Coach

Assigned To This Team	
Exp	Administrator Name

# Administrators: 0

Save Administrators

6. Click the name of the admin to select and choose their role to move the admin to the team roster.
7. Choose Save Administrators to save your work.

## Background Check Submission

All Club & Club Detail Admins, Coaching Staff and Volunteers must complete a Background Check. No volunteer or staff members will be allowed to be added to an approved roster unless they have completed an annual background check. To submit a Background Check advise appropriate personnel follow these steps:

1. To complete a Background Check navigate your browser to:
2. minnesotayouthsoccer-bgc.sportsaffinity.com
3. Click on the Registration tab in the upper right hand corner to begin
4. If you have a user profile in the Affinity Sports Platform, please use your user name and password to register for your Background Check.
5. If not, please select Create New Account.
6. Once your account has been created the application will ask if you need to add any family members. If there are no family members to add, please click Continue.

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

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**Account Primary Contact**

**Name:** Demo Henry  
**Address:** Demo 123 Update, MN 12345  
**Phone:** (123) 456-7890(h)  
**Email:** [none@demo.com](mailto:none@demo.com)

Please add all your missing family members who need to be registered now or later. All added Name, DOB, Email 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](#).

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**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
Demo Henry	12048-432451	05/26/1989	F	No Relationship	<a href="#">Edit</a>

- Please select Register as Coach/ Admin button across from your name to begin your application. After you make this selection, a pop-up window will appear on your screen. Select 'Background Check' as the play level from the dropdown menu.
- On the application any fields marked with a red asterisk (\*) are required to be filled out. Please click the down arrows to expand the menu. This will provide an area to upload your photo, concussion certificate, PACT or Safesport Training.

**Demo Henry**

**Select Play Level**


Play Level\*

Background Check ▼

**Personal Information**

First Name\* 
 Initial 
 Last Name\* 
 Suffix

Gender\* 
 Birthdate\*


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

9. Once all information has been entered/ uploaded on the application please scroll down and click 'Save & Next Page'
10. Next, read and accept any ELAs (Electronic Legal Agreements) by checking the box across from each agreement. Once all boxes have been checked click Agree & Continue.
11. There is not a fee required for background checks. Please select No Payment Due, Continue.
12. On the next page click on the Submit Background Check button.

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

**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**

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.

13. Enter in your Social Security # and click on 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:**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>DOB</b>	<b>Driver License</b>	<b>BGC Account:</b>
Henry	Demo		05/26/1989		MNMCDDL / jc7ht3fshg
Demo 123 Update MN 12345					
email:none@demo.com Club: Minnesota Youth Soccer Associaton Staff & Board					

Enter admin's SSN: \* Required

	-		-	
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Submit BGC

**Background Checking Results**

Detail	Product	Who Submitted	Date Submitted	OrderID

Once you have entered your Social Security # and clicked Submit BGC your application is now complete. You can now exit the screen.