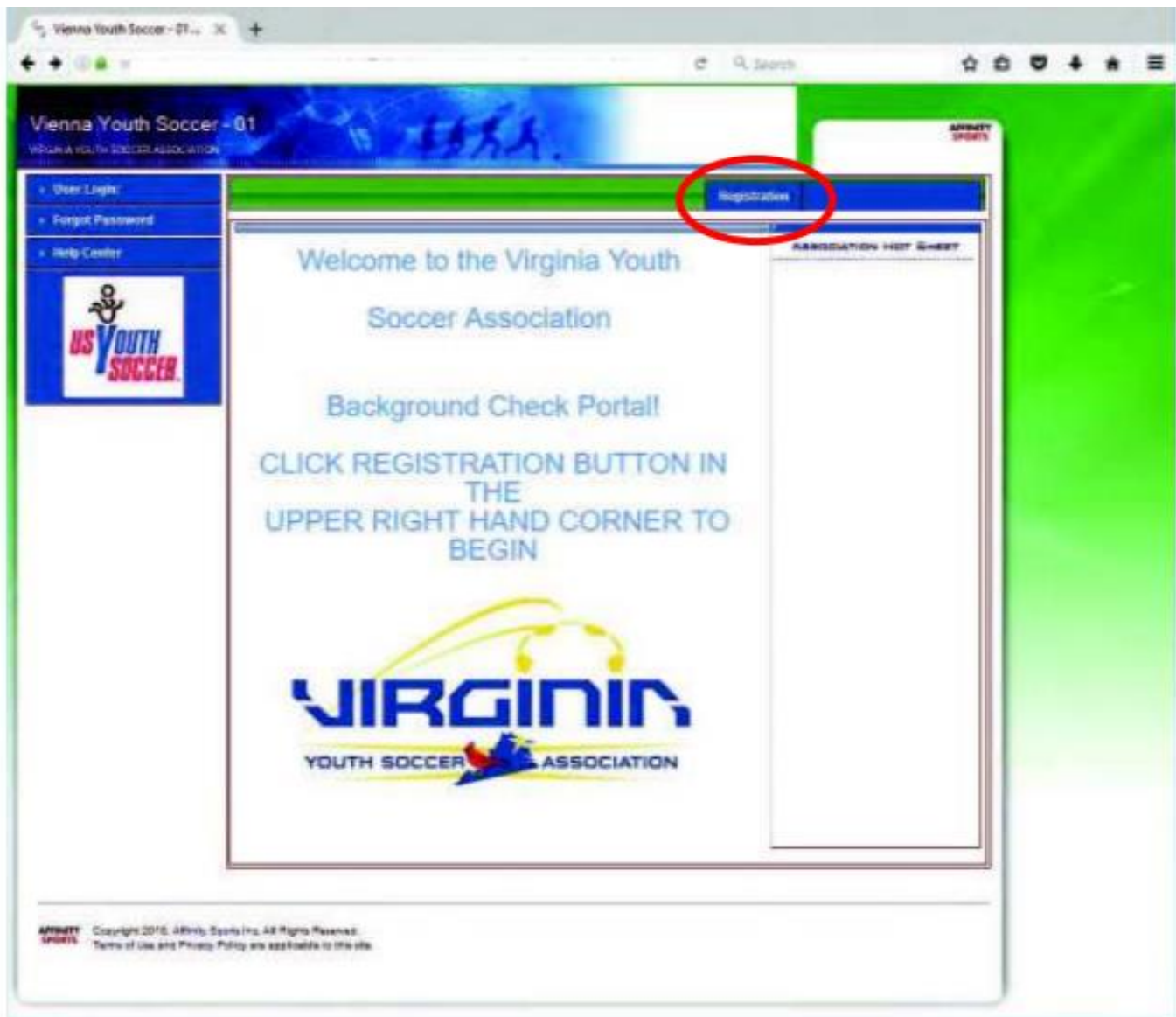


How to complete your background check application and set up an Affinity (VYSA database) profile

1. If you have not already done so copy and paste the below background check link into a new tab:

<https://vysa-arlingtonsa.sportsaffinity.com/reg/index.asp?sessionguid=&domain=vysa-arlingtonsa%2Esportsaffinity%2Ecom>

Click on Registration at the top of the page.



2.If you already have an Affinity account, enter your Username and Password, then click Login. If you do not have an account, click on the Create New Account button (most of you will be creating a new account).

Vienna Youth Soccer - 01
VIENNA YOUTH SOCCER ASSOCIATION

[Back to Main Page](#) [Help in English](#)

Tip: Hover your mouse over the Help icon to get useful information!

Select registration type(s)

Select a season: *

2018-2019 Season

Select registration type(s): *

Coach / Admin Registration

* are required fields

Returning users, please login

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

Enter Username*

johnsmith

Enter Password*

[Forgot Username or Password?](#)

[Login](#)

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

[Create New Account](#)

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3. For new users, enter the information required to create your account. When completed, click the green Save and Continue button

The screenshot shows a web browser window with the address bar displaying "https://www.sportsaffinity.com/aj/FutureRegistration/newUserRegistrationRequest.html". The page title is "Create New Account". The form includes the following fields and values:

- Coch/Admin Legal First Name: john
- Initial: J
- Legal Last Name: Smith
- Suffix: (empty)
- Gender: Male
- Birthdate: January 01 1971
- Address Line 1: 123 Main Street
- Address Line 2: (empty)
- City: Vienna
- State/Province: VA
- Zip/Postal Code: 22163
- Home Phone: 7035501212
- Cell Phone: 7035501234
- Email Address: rcs@rep@vyn.org
- Username: johnsmith
- Password: (masked with asterisks)
- Confirm Password: (masked with asterisks)

A red error message is displayed below the form: "The username (john.smith) has already been chosen by another user. Please try another username or use the unique username provided for you." At the bottom right, a green "Save & Continue" button is circled in red. An orange "Cancel" button is also visible at the bottom left. A footer note states: " * are required fields ** at least one is a required field".

4. This window shows you the Account Primary Contact information. Click the Continue button to go to the next step.

The screenshot shows a web browser window with the URL <https://secure.sportsaffinity.com/eq/FastRegistration/accountprimary.aspx?teamid=94>. The page title is "Vienna Youth Soccer - 01". The navigation bar includes buttons for "Add Family Member", "Create Registration", "Accept EULA", "Make Payment", and "Print Form".

The "Account Primary Contact" section displays the following information:

- Name:** John J Smith
- Address:** 123 Main Street, Vienna, VA 22183
- Phone:** (703) 555-1212(h), (703) 555-1234 (c)
- Email:** jjsmith@vys.org

A note states: "Please add all your missing family members who need to be registered prior to this. All added items, 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." Below this note is a link: "To switch the primary contact, please click [Switch Primary](#)."

The "Add All Your Family Members To Be Registered" section includes the instruction: "If there is no family member to be added, please click continue." Below this are three buttons: "Add New Player", "Add New Parent/Guardian", and "Continue", which is circled in red.

Name	ID#num	DOB	Gender	Relationship	Edit
John J Smith	91941-221453	01/01/1971	M	No Relationship	Edit

5. Click on Register as Coach/Admin.

The screenshot shows a web browser window with the URL <https://secure.sportsoftnity.com/maj/PublicRegistration/CoachRegistration.aspx?Session>. The page header includes "Vienna Youth Soccer - 01" and "VIENNA YOUTH SOCCER ASSOCIATION". A navigation bar contains buttons: "Add Family Member >>", "Cancel Registration >>", "Accept E.O.A.P.", "Make Payment >>", and "Post Form".

A section titled "Register Only Members Who Participate This Season (2018-2019 Season)" contains a table with the following data:

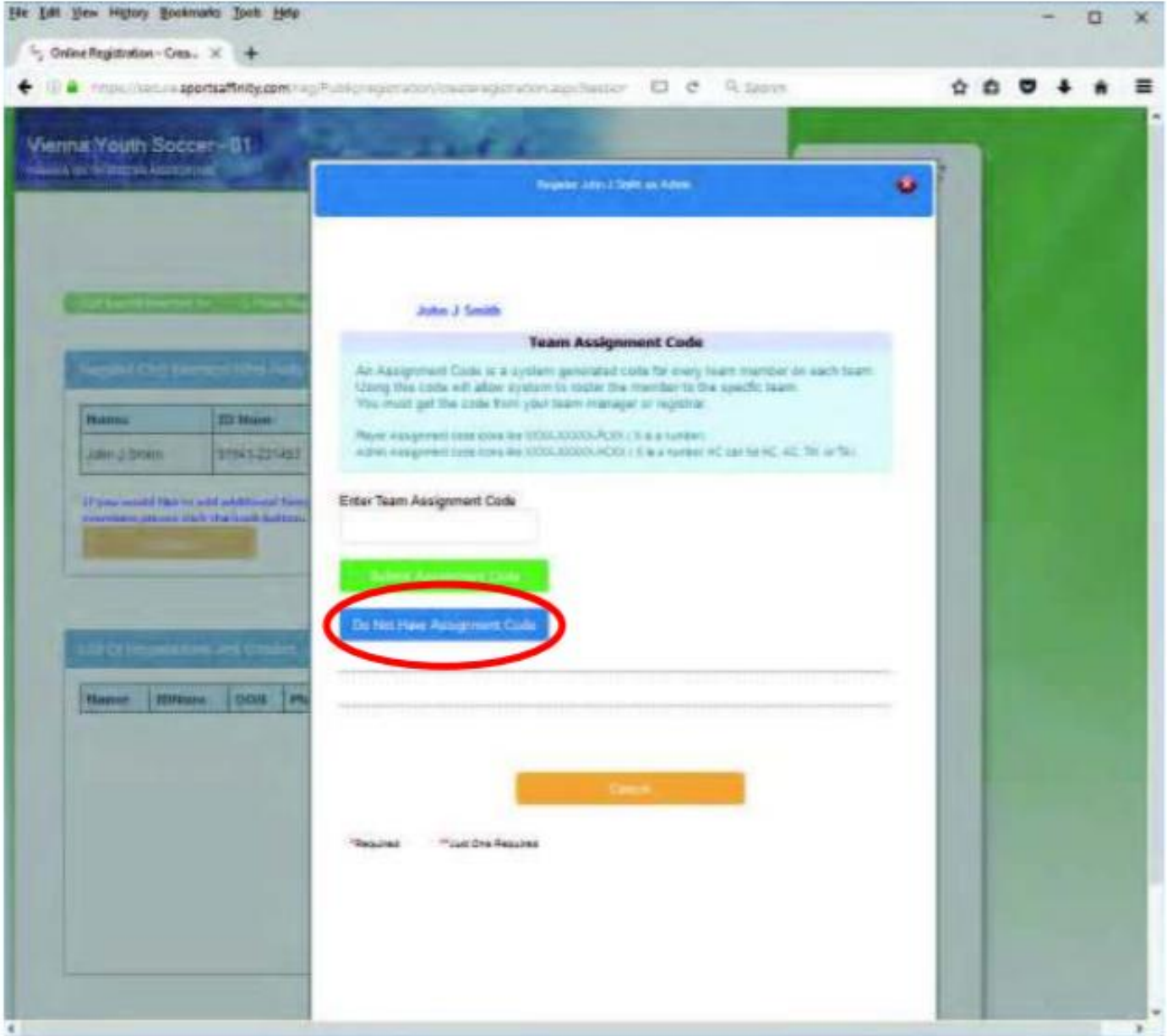
Name	ID Num	DOB	Relationship	Registration
John J Smith	91941-221453	01/01/1971	No Relationship	Register as Coach/Admin

Below the table, there is a message: "If you would like to add additional family members please click the back button." with a "Back" button. A red text instruction reads: "Please register at least one family member above to Continue." Below this is a "Go Back" button.

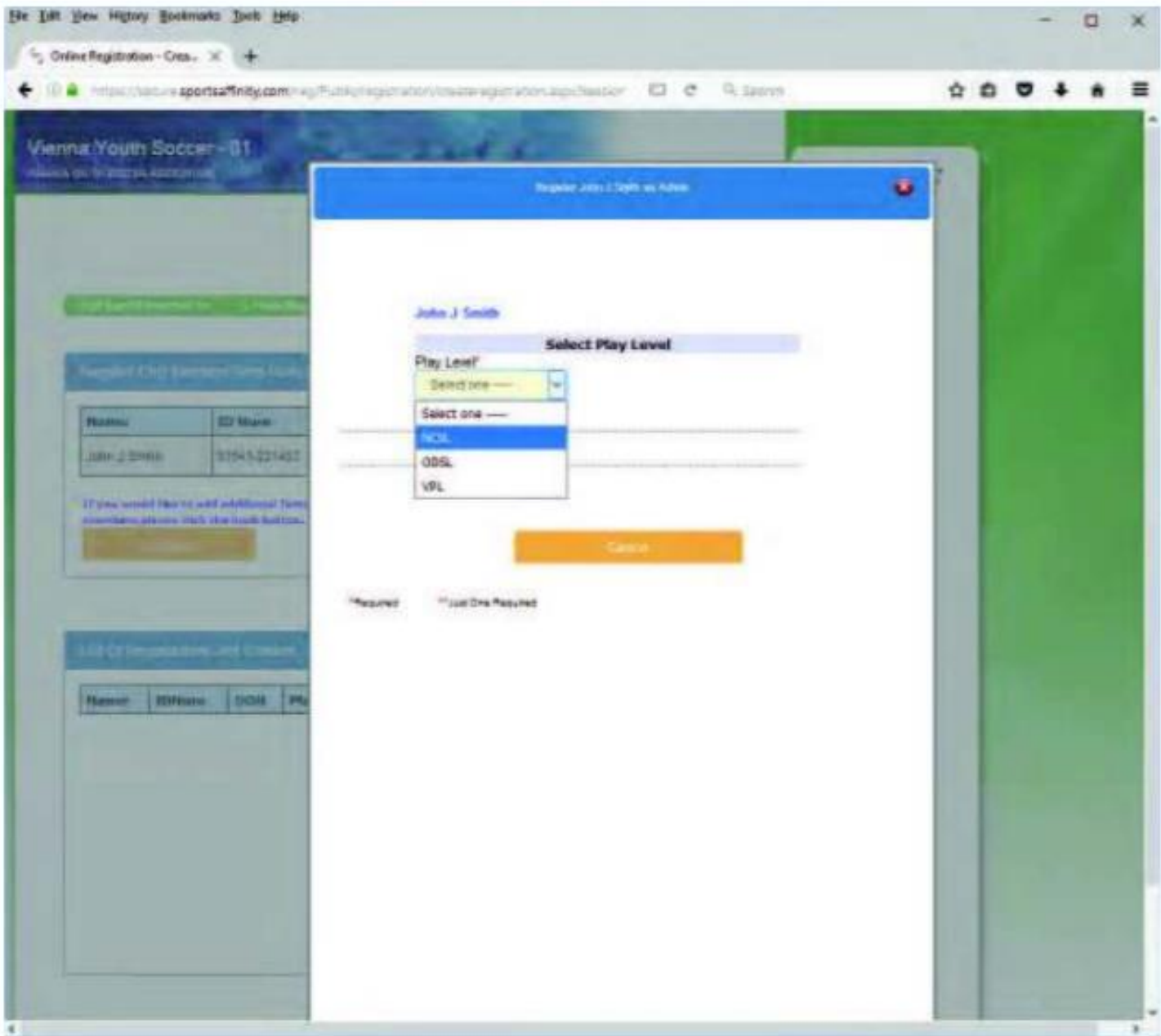
A section titled "List Of Registrations Not Created" contains an empty table with the following headers:

Name	IDNum	DOB	PlayLevel	AgeGroup	AssignmentCode	RegType	Remove
------	-------	-----	-----------	----------	----------------	---------	--------

6. When the Team Assignment Code box appears **Do NOT enter a Team Assignment Code**. Click on the DO NOT HAVE ASSIGNMENT CODE button



7. The PLAY LEVEL pull down menu lists some leagues. It doesn't matter which league you select or if your primary league is not listed. Pick any play level/league

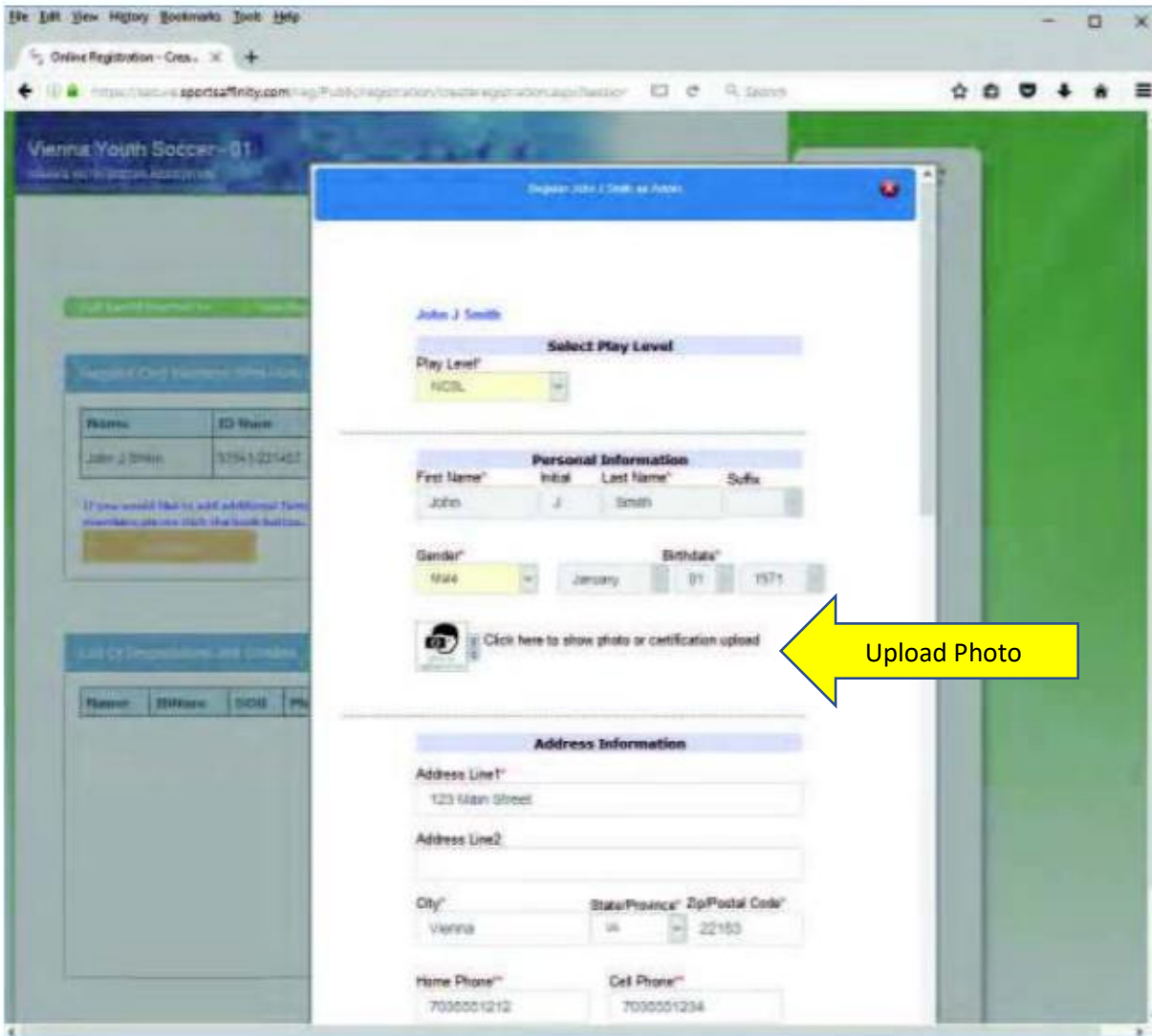


8. Verify the information in the following window, scrolling down as necessary.

Please upload your **Photo**

This photo appears on your pass. Please pay close attention to what constitutes an acceptable photo. Photos that don't meet the requirements are unfortunately rejected by VYSA which holds up the rostering of the team.

- The photo should be a 1" x 1" current full-face "passport-type" photo in a .jpeg format.
- Photos must be in-focus
- Photo should be taken with person looking straight into the camera (head not turned sideways)
- Photo is "passport" style, meaning head/neck and small amount of shoulders.
- No hats or head coverings (unless for religious purposes) and no dark sunglasses may be worn.
- Loose hair strands out of face so face can be seen.
- No silly faces and no hands in photo



9. Select the appropriate admin information. Include Years Coaching and Coaching License, if you are a coach. Provide Driver's License information.

Vienna Youth Soccer - 01

Work Phone* Fax

Email Address*
ncslmp@vys.org

Admin Information

Years Coaching Experience Coaching License #

Please check all positions in which you would be interested in.
 Assistant Coach Head Coach Team Assistant
 Team Captain Team Manager Team Parent

Additional Admin Information Required

ID Information

ID Type	Drivers License Number	State
Drivers License	T12345678	VA

ID Expiration Date: Month (mm) Day (dd) Year (yyyy)

Association Additional Information

Have you lived at your present address for the last five years?
 Yes No

If no, please list previous residences including street address

10. Complete the questions under Association Additional Information. Click Save & Next Page when completed.

The screenshot shows a web browser window with the URL <https://secure.sportsoftnity.com/registration/createRegistration.aspx?associd=...>. The page title is "Vienna Youth Soccer - 01". The form is titled "Association Additional Information" and contains the following sections:

- Drivers License:** A dropdown menu showing "VA" and a text field containing "T12543075".
- Expiration Date:** A section with a label "Expiration Date" and three input fields for "Month (mm)", "Day (dd)", and "Year (yyyy)". The values are "01", "01", and "2021" respectively.
- Association Additional Information:**
 - Question: "Have you lived at your present address for the last five years?" with radio buttons for "Yes" (selected) and "No".
 - Text: "If no, please list previous residences including street address:" followed by a large empty text area.
 - Question: "Have you ever been arrested for or convicted of sexual abuse, physical abuse, or exploitation of any minor?" with radio buttons for "Yes" and "No" (selected).
 - Question: "Are you now using illegal drugs?" with radio buttons for "Yes" and "No" (selected).
 - Question: "Are you subject to any civil restraining order or any type of civil action relating to child or domestic abuse or violence?" with radio buttons for "Yes" and "No" (selected).
- Buttons:** At the bottom, there are three buttons: "Save & Register Another" (blue), "Save & Next Page" (green, circled in red), and "Cancel" (orange).
- Legend:** At the bottom left, there is a legend: "Required" (indicated by an asterisk) and "Not One Required" (indicated by a double asterisk).

11. Read and accept each of the questions below. Click Agree & Continue when completed.

Accept E.A.

1 of 3 Important Policy Information

I Accept

2 of 3 Registrant Agreement

I Accept

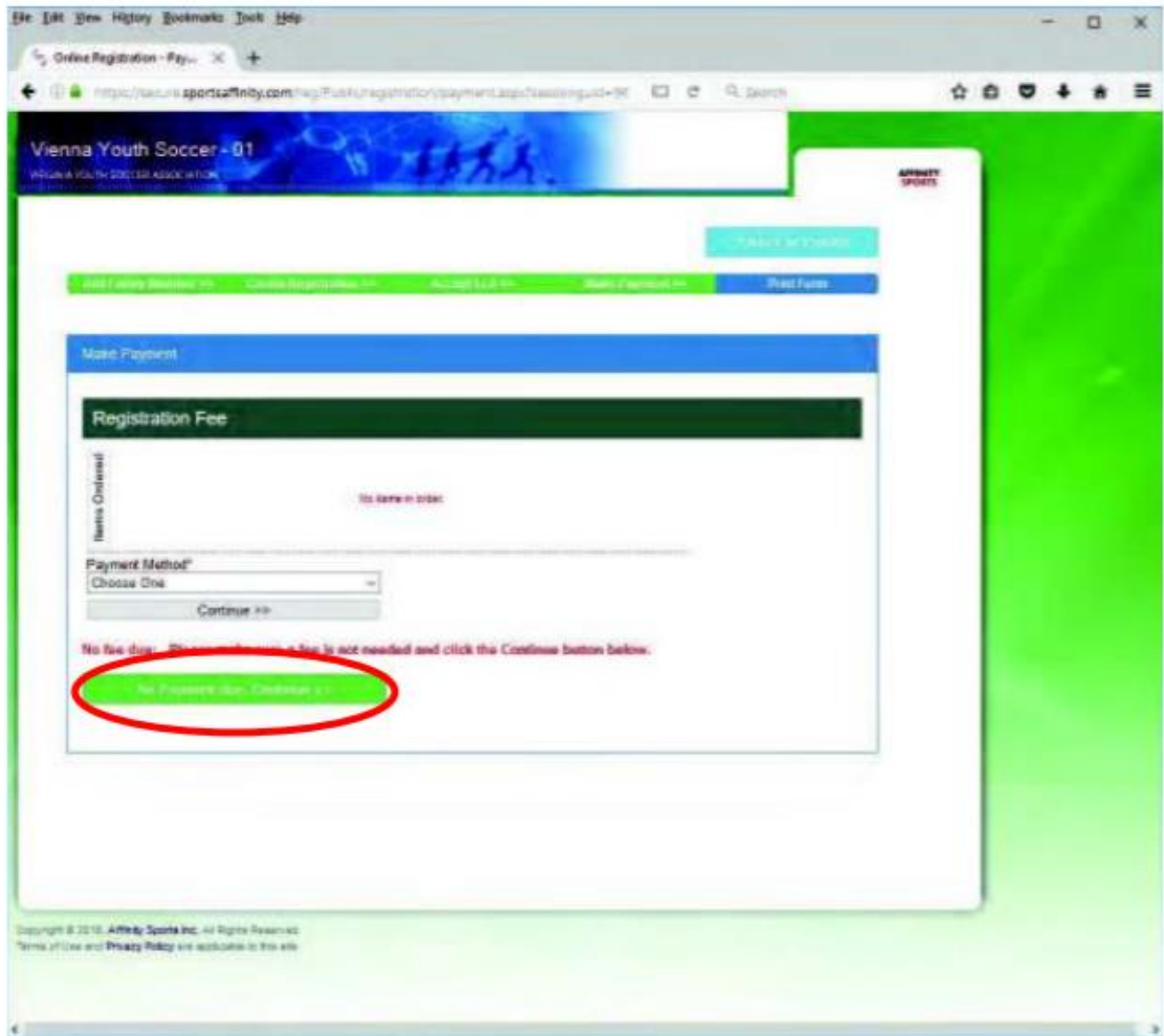
3 of 3 VYSA Coaches Code of Conduct

I Accept

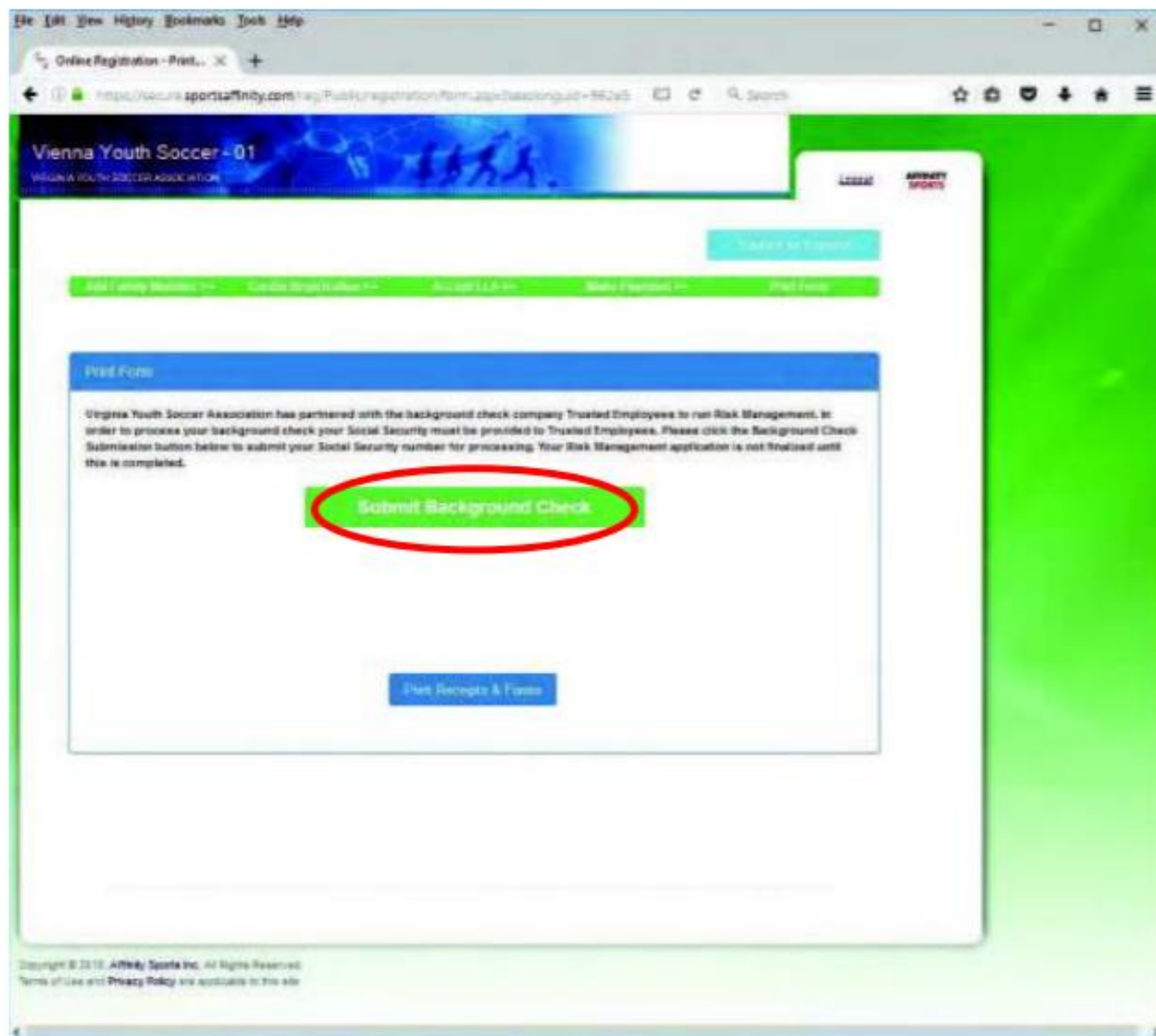
Your First Name: John Your Last Name: Smith

Go Back Next **Agree & Continue**

12. Payments are not necessary. Click the No Payment Due. Continue button.



13. Click the Submit Background Check button.



14. Last step, enter your Social Security number and click Submit BGC. You are done!

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Logout

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
Smith	John	J	01/01/1971	712345678 VA	123750 / 15000400way
123 Main Street Vienna VA 22183 email.ncatrep@vys.org Club: Vienna Youth Soccer - 01					

Trusted Employer: [dropdown] Enter admin's SSN: * Required [input: *** - ** - ****] [Submit BGC](#)

Background Checking Results				
Detail	Product	Who Submitted	Date Submitted	OrderID

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