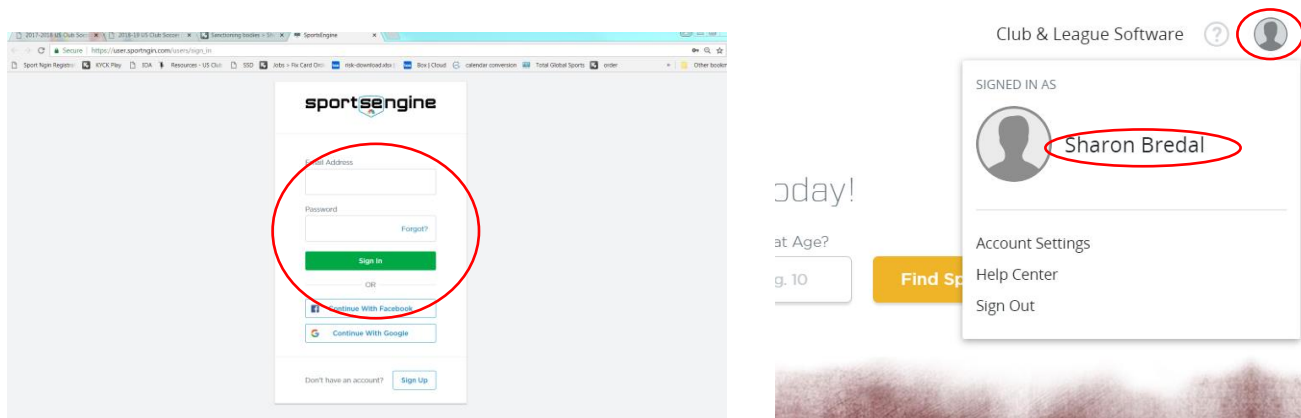


How to Update Background Applications

Dear Staff Member,

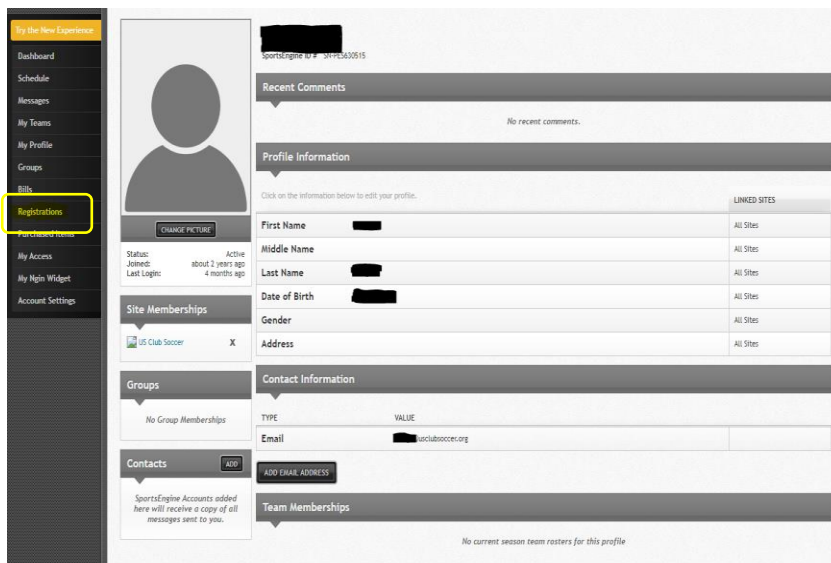
The certificate from your Safe Sport Training and/or Sideline Sports Doc Course is missing or incorrect. Please follow the instructions below to update your background screening application. There are screen prints for both the Classic view and the New Experience view in SportsEngine. DO NOT do another background screening. You just need to upload the necessary certificate/s to your existing application.

Please click on this link: https://user.sportngin.com/users/sign_in

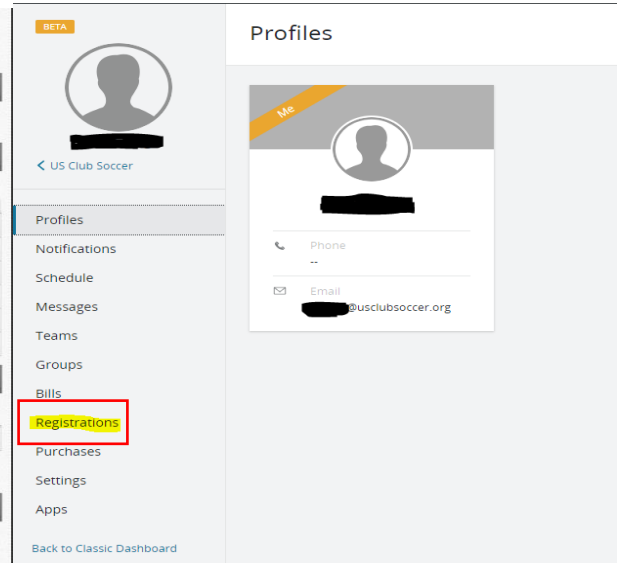


Enter your Login Credentials and Sign In
Click on your name on the top left
In the drop down, click on your name under Signed In As
Click on Registrations on the left side

Classic View



New Experience View

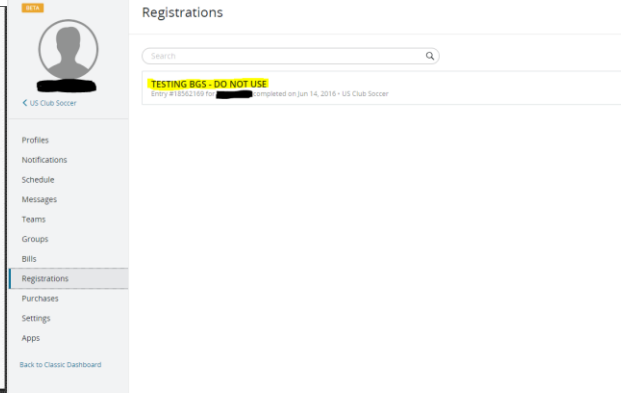


Click on the most current application (which should be the one you just filled out)

Classic View

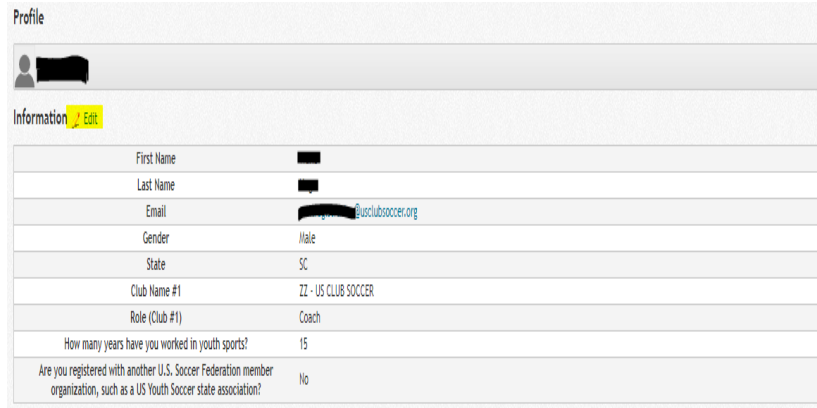


New Experience View

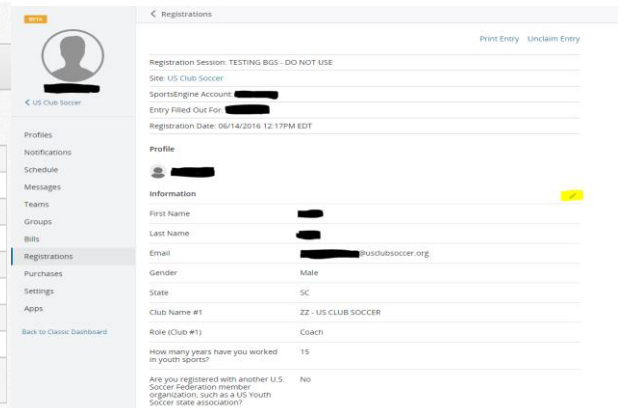


Click on the “Pencil” icon under Profile Information/Applicant Information. It may have the word “Edit” in front of it depending on if you are on the “Classic” or “New Experience” Dashboard:

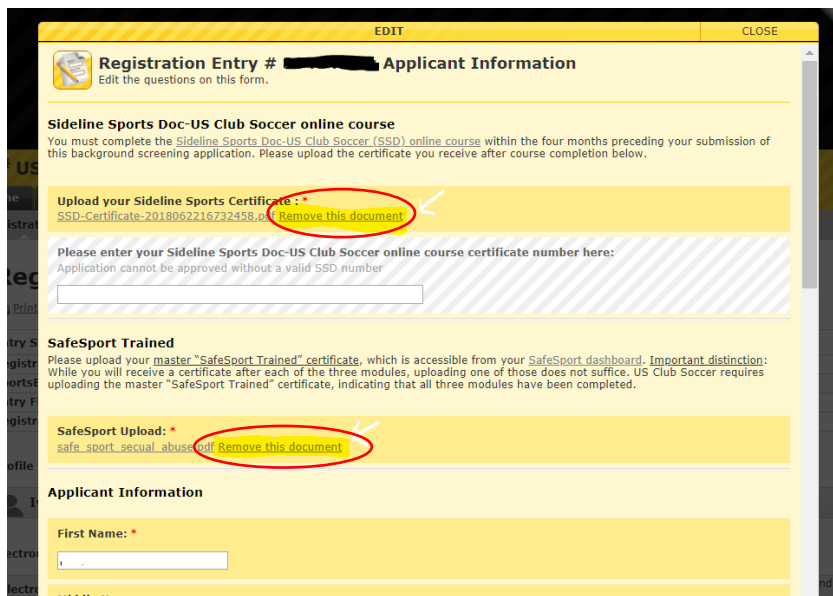
Classic View



New Experience View



Remove the incorrect existing document(s)



Upload your Sideline Sports Certificate (if applicable) This is what the certificate looks like:



EDIT CLOSE

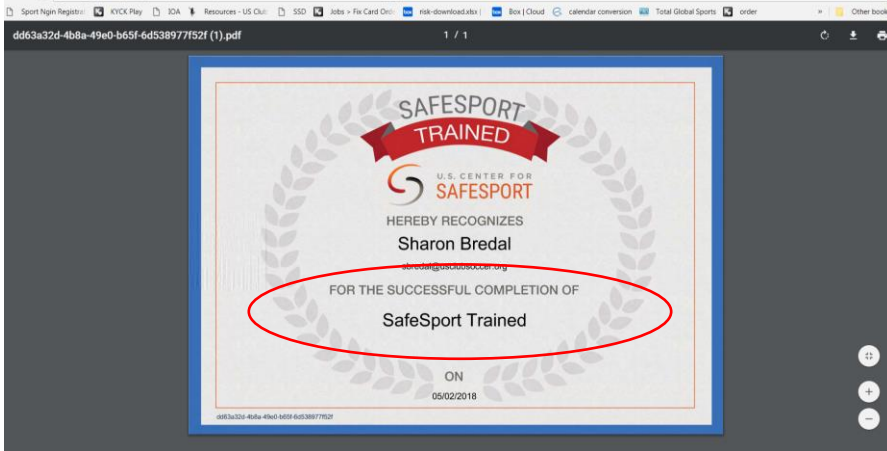
Registration Entry # [REDACTED] **Applicant Information**
Edit the questions on this form.

Sideline Sports Doc-US Club Soccer online course
You must complete the [Sideline Sports Doc-US Club Soccer \(SSD\) online course](#) within the four months preceding your submission of this background screening application. Please upload the certificate you receive after course completion below.

Upload your Sideline Sports Certificate : *
 No file chosen

Please enter your Sideline Sports Doc-US Club Soccer online course certificate number here:
Application cannot be approved without a valid SSD number

Upload your MASTER SafeSport Trained Certificate (if applicable) This is what the certificate looks like:



Registration Entry # [REDACTED] Applicant Information
Edit the questions on this form.

Sideline Sports Doc-US Club Soccer online course
You must complete the [Sideline Sports Doc-US Club Soccer \(SSD\) online course](#) within the four months preceding your submission of this background screening application. Please upload the certificate you receive after course completion below.

Upload your Sideline Sports Certificate : *
 No file chosen

Please enter your Sideline Sports Doc-US Club Soccer online course certificate number here:
Application cannot be approved without a valid SSD number

SafeSport Trained
Please upload your master "SafeSport Trained" certificate, which is accessible from your [SafeSport dashboard](#). **Important distinction:** While you will receive a certificate after each of the three modules, uploading one of those does not suffice. US Club Soccer requires uploading the master "SafeSport Trained" certificate, indicating that all three modules have been completed.

SafeSport Upload: *
 No file chosen

Applicant Information

First Name: *

Scroll to the bottom of the page and click "Save Registration Entry"
Classic View New Experience View

Classic View: Shows a form with a sidebar on the left containing a list of roles (COACH, REGISTRAR / MANAGER / ADMINISTRATOR, PRESIDENT, DIRECTOR OF COACHING, VOLUNTEER PARENT, OTHER). The 'COACH' role is selected. Below the roles, there are sections for 'ARE YOU INVOLVED WITH MORE THAN ONE CLUB?', 'PAYMENT OPTION: Club Pay', and 'HOW MANY YEARS HAVE YOU WORKED IN YOUTH SPORTS?'. At the bottom, there is a 'Save Registration Entry' button circled in red.

New Experience View: Shows a form with a sidebar on the left containing a list of roles (Coach, Registrar / Manager / Administrator, President, Director of Coaching, Volunteer Parent, Other). The 'Coach' role is selected. Below the roles, there are sections for 'Are you involved with more than one club?', 'Payment Option: Club Pay', and 'How many years have you worked in youth sports?'. At the bottom, there is a 'SAVE REGISTRATION ENTRY' button circled in blue.

Notify your registrar that the correct certificates have been uploaded, so they can leave a Registrar's message that it is ready to review.