

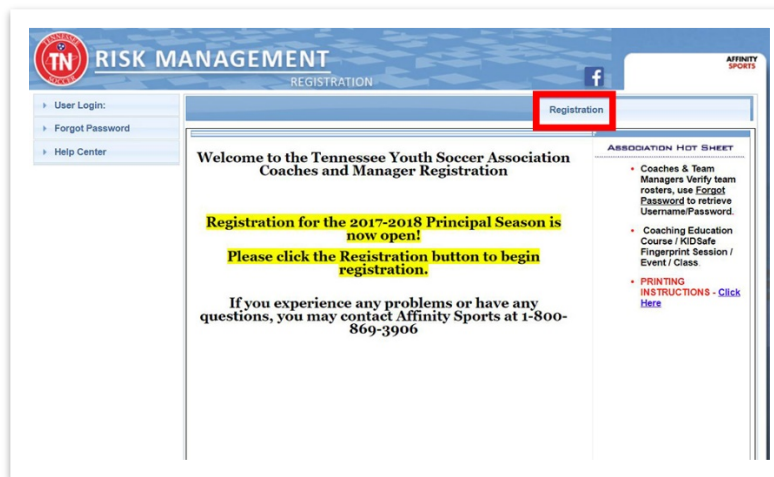


WCSA/TSSA MANDATORY BACKGROUND CHECK INSTRUCTIONS

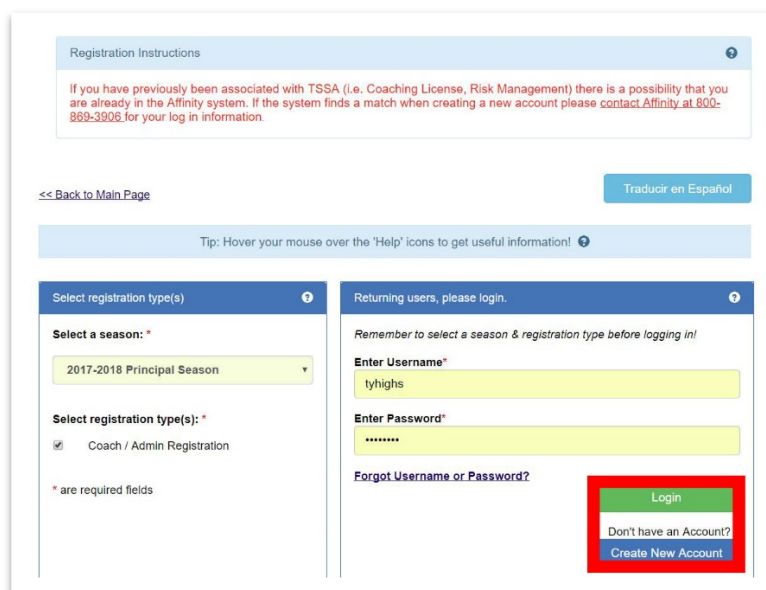
Navigate to WWW.TNSOCCER.ORG

Scroll down to “**QUICK LINKS**” then “**BACKGROUND CHECK**”, or [click here](#)

Click on “**REGISTRATION**” at the top right-hand side of the page (see screenshot)



Click on “**LOGIN**” and enter your username or password if you know it. Or, “**CREATE A NEW ACCOUNT**” and fill out the information fields (*IMPORTANT NOTE: For 99% of you will already have an account. This is due to your player being registered with TSSA – the system will ask you to verify (list) one of your players – click on your player’s name and create a log in and password. If the system will not allow you to create a login – please call Affinity at 1.800.869.3906, or the WCSA office (615.791.0590) during normal business hours and someone will be able to assist you.*





Once you have created an account...

Your information and/or family members will appear.

Click "**CONTINUE**" then Click "**REGISTER AS COACH/ADMIN**" (see screenshot)

RISK MANAGEMENT
REGISTRATION

Registration Instructions

If the system finds a match when creating a new account and you have questions please contact Affinity at 800-869-3906 for your log in information.

Traducir en Español

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

Account Primary Contact

Name: Ty Highsmith
Address: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED]

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 >>](#)

Name	IDNum	DOB	Gender	Relationship	Edit
Ty Highsmith	[REDACTED]	[REDACTED]	F	No Relationship	Edit

RISK MANAGEMENT
REGISTRATION

Registration Instructions

Club Admin and above can edit instruction.
Only Use EDIT | NEXT | PREVIOUS to setup all instructions on all pages.
When editing instruction, please don't click or change other sections on the page.

EDIT -- Click to Edit the instruction on this page.
NEXT -- Move to next page to edit instruction.
PREVIOUS -- Move to previous to edit instruction.

Traducir en Español

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

Register Only Members Who Participate This Season (2017-2018 Principal Season)

Name	ID Num	DOB	Relationship	Registration
Ty Highsmith	[REDACTED]	[REDACTED]	[REDACTED]	Register as Coach/Admin

If you would like to add additional family members please click the back button. [<< Back](#)

Please register at least one family member above to Continue.



Select **"PLAYLEVEL – "BACKGROUND CHECKING"** from the drop-down menu (see screenshot)

This screenshot shows a web form titled "RISK MANAGEMENT" with a sub-header "Register Ty Highsmith as Admin". The form is for "Ty Highsmith" and has a section titled "Select Play Level". A dropdown menu is open, showing "Play Level" and "Select one" with a downward arrow. A red box highlights the dropdown menu. Below the dropdown is a "Cancel" button. At the bottom, there are asterisks indicating required fields: "*Required" and "**Just One Required".This screenshot shows the "Personal Information" section of the registration form. It includes fields for "First Name" (Ty), "Initial", "Last Name" (Highsmith), and "Suffix". There is a "Gender" dropdown menu set to "Female" and a "Birthdate" field. Below these is a link to "Click here to show photo or certification upload". The "Address Information" section includes "Address Line1*", "Address Line2", "City" (Franklin), "State/Province" (TN), and "Zip/Postal Code" (37067-8402). It also has fields for "Home Phone**", "Cell Phone**", "Work Phone**" (6157910590), and "Fax". The "Email Address*" field is also present. The "ID Information" section includes "ID Type", "Drivers License Number", and "State".



Make sure under "**CLUB ADDITIONAL INFORMATION**" that you choose "**WILLIAMSON COUNTY SOCCER ASSOCIATION**" from the drop-down list.

Fill out all required information and "**N/A**" when answering "**NO**"

Click "**SAVE & NEXT PAGE**" at the bottom of the page.

Continue to accept all waivers then "**AGREE & CONTINUE**" - *IMPORTANT NOTE: When accepting waivers, you are also agreeing that you have taken the 30-minute mandatory concussion course. You are still required to take this course if you have not for the current soccer year.*

Registration Instructions ⊕

Thank you for registering for your Risk Management with Tennessee Youth Soccer!

[Traducir en Español](#)

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

Print Form

Congratulations, registration is now complete!

Use the buttons below to save and print documents for your records.

[Print Receipts & Forms](#) [Print ELA](#)

[Log out and back to \[My Account Login\] page](#)

It takes time for your background results to post to the system. Should you complete or fail to pass your background check, you will be notified by one of our office staff.

Thank you,

WCSA/TSSA Risk Management