

Massachusetts Youth Soccer (MYSA) recently implemented a new CORI and Adult Registration system. **There are requirements for all of our coaches to complete NOW regardless of their CORI status.** These instructions have been abbreviated. If you wish to read the entire document you can find a link to it on the [MYSA](#) homepage.

ALL coaches must complete the new Adult Registration through Mass Youth Soccer. You must complete the Adult Registration *even if you have a cleared CORI.*

STEP 1: REGISTER THROUGH THE ADULT REGISTRATION at <http://www.mayouthsoccer.org/default.aspx>

To check to see when your CORI expires, [click here](#) to go to the CORI Approved Adults listing maintained by Mass Youth Soccer in Google Docs. To find your name on this list, click "ctrl F" and type in your last name. **If your CORI expires on or before July 16, 2016**, go to the **New User** step below. **If your CORI is current** (does not expire on or before the date above), go to **Returning User** step below.

IMPORTANT: Both options will require you to upload a color photograph as part of the registration process.

- **New User:** If you have NEVER applied for a CORI or if your CORI expires on or before July 16, 2016 you will need to register as a new user.
- **Returning User:** A returning user is anyone whose CORI expires after July 16th, 2016. Mass Youth Soccer has already imported your basic data into the system and an inactive account has been created for you. You will register as a returning user. You will need to select the Forgot username and Password to retrieve access to the account and create a new username and password.

STEP 2: ONCE YOU HAVE COMPLETED THE ADULT REGISTRATION

- If you registered as a **Returning User**, you don't have to do anything else. The system will identify you and match your information with the uploaded CORI information from the old database. You will receive an email reminder at the one and three month dates until your CORI expiration.
- If you registered as a **New User** (those with a CORI expiring within a year and those without any CORI certification history) you will receive an email with instructions on completing the CORI.

STEP 3: ONLINE CORI REGISTRATION PROCESS FOR NEW USERS

- You will need your username and password you created in the adult registration.
- Upon completion of the form you must print out the MANDATORY CORI Submission Form by pressing the "PRINT FORM" button.
- You must complete the form and it must be submitted to CCYS. If you are new to coaching with CCYS I will need to verify your drivers license. We both need to sign this form and signatures must be "wet". This means that I will need the original copy of this form, not an emailed copy. If you have already had your license verified (you only do this once and most of you have done this over the years) you can mail the form to:

Heidi Kidder
20 Timothy Lane
Carlisle, MA 01741

Please feel free to [email](#) or call me at 978-371-5522 with any questions. Heidi Kidder, CORI Administrator