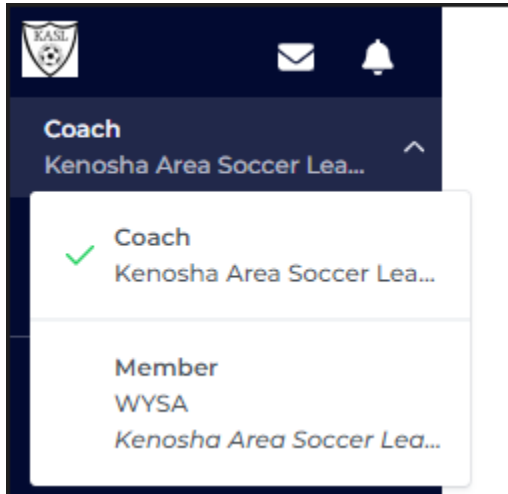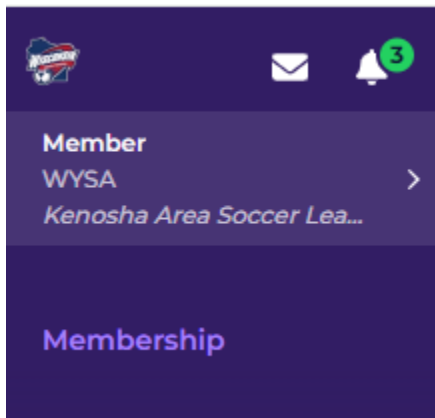Coaches:

- Log into PlayMetrics
- You will need to toggle to the "Member – WYSA" profile (NOT "Coach" profile) in order to view/access your risk management profile/background check/online trainings.

Click on Membership on left-hand side:

How to Submit Requirements

From your Member role, choose **Membership** from the bottom menu, then click the **Complete Requirements** button. You will be able to see the documents and clearance requirements from your governing organization. Once you complete all the requirements, press **Submit**.

Background Screening

If you are required to do a background screening, click the **Check Clearance** button. You will be taken to an external link. Once you submit your information for a background screening, you can return to complete the other requirements for your governing organization.

Note: It may take about one minute after you complete the background screening request through the risk management platform before the Submitted status will show in your risk management submission flow.

Clearances

Background Screening	ⓘ Incomplete		Complete Screening

If your governing organization is working with JDP to facilitate background screenings, you will see the screen below.

JDP

Welcome!

Are you ready to begin the background check process?

Once you start, you will complete the following steps:

- Provide consent to the electronic background check process and forms.
- Review and complete the necessary disclosures and authorization forms to give your consent to the background check.
- Fill out the background application.
- Submit your information.

Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire.

Continue

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DO NOT TRY TO SUBMIT A BACKGROUND CHECK DIRECTLY THROUGH THE US LEARNING SITE. YOU SHOULD <u>NOT</u> BE ASKED TO PAY ANY MONEY. You should only complete it through the PlayMetrics site (above) or via the link in the email from WYSA.

See below for how to either create an account or access your US Learning account to verify credentials and training requirements:

New and Returning Coaches: please follow this SafeSport Guide to access the US Learning Soccer site and either download your SafeSport training certificate or complete any outstanding SafeSport training.

**After logging into your US Learning site, you can hover over your picture in the top right hand corner and click "Profile." If you scroll down on the right hand side, you will see the SafeSport section. If there is a red download arrow there, you can download your most recent certificate to upload into the PlayMetrics site (do this in addition to entering your US Learning Center credentials).

The US Learning Soccer site is where we will be completing all future training assignments and will be the data feed into PlayMetrics for expiration dates/outstanding requirements.

If you previously completed your SafeSport training through the SafeSport website directly (not US Learning), follow these steps to upload your certificate to your US Learning account:

1. Visit this link: https://safesporttrained.org/#/public-dashboard
- Click on "forgot password" if you can't remember your credentials.
- Go to the three horizontal line drop down in upper right-hand corner and choose "transcript."
- Find most recent course title completed related to safe environment training and click "download" on right-hand side.
- Copy and paste the ID number at the bottom of the certificate into the US learning portal.
- The certificate should look like this:

U.S. CENTER FOR SAFESPORT™

HEREBY RECOGNIZES

FOR THE SUCCESSFUL COMPLETION OF:
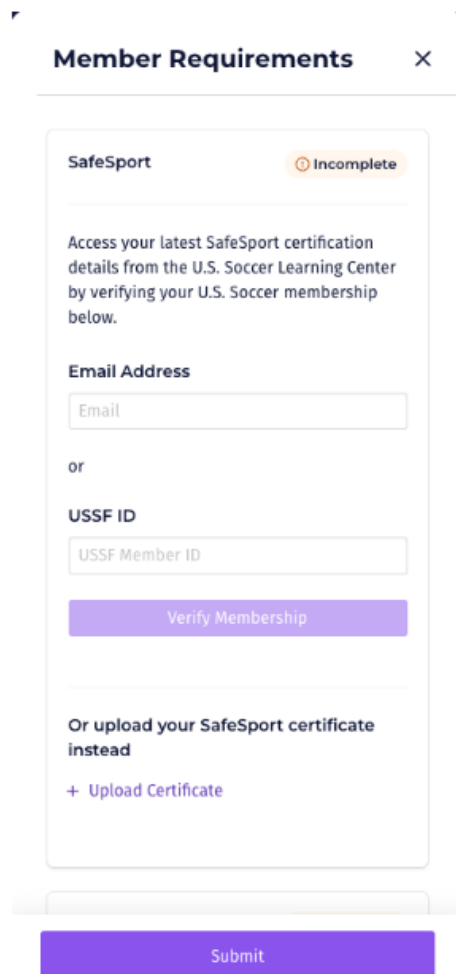
COMPLETION DATE:

CERTIFICATE OF
ACHIEVEMENT

XXXXXXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX

SafeSport

Access your latest SafeSport certification details from the U.S. Soccer Learning Center by verifying your U.S. Soccer membership by entering in your USSF ID or email address. The system will verify your completion and expiration dates. Otherwise, you will be able to upload your SafeSport certificate and enter in the date of completion.

Member Requirements   ✕

SafeSport   ⓘ Incomplete

Access your latest SafeSport certification details from the U.S. Soccer Learning Center by verifying your U.S. Soccer membership below.

Email Address

| Email |

or

USSF ID

| USSF Member ID |

Verify Membership

Or upload your SafeSport certificate instead

+ Upload Certificate

Submit

- Once done in the Learning Portal, go back to your PlayMetrics site and enter the email address associated with the US Learning Center and click "verify

membership." Your information will be pulled in automatically.

Once this step is completed, you will see the following:

Completed via ID or email

Completed via Upload

Member Requirements   ✕

SafeSport   ✓ Completed

Access your latest SafeSport certification details from the U.S. Soccer Learning Center by verifying your U.S. Soccer membership below.

> ⓘ Membership found for USSF ID ▓▓▓▓ ▓▓▓▓ ▓▓▓▓ Safesport training has been completed.
>
> **Use Different Account**

Completion Date
Aug 17, 2023

Expiration Date
Aug 17, 2024

Concussion Training   ✓ Completed

Access your latest concussion certification details from the U.S. Soccer Learning Center by verifying your U.S. Soccer membership below.

Submit

Member Requirements   ✕

SafeSport   ✓ Completed

Your uploaded certificate

SafeSport.png   ✕

Completion Date:

📅 5/28/2024

Completion date cannot occur more than 30 days before the season's start date

Concussion Training   ✓ Completed

Your uploaded certificate

HeadsUp.png   ✕

Completion Date:

📅 06/01/2024 📅

Completion date cannot occur more than 30 days before the season's start date
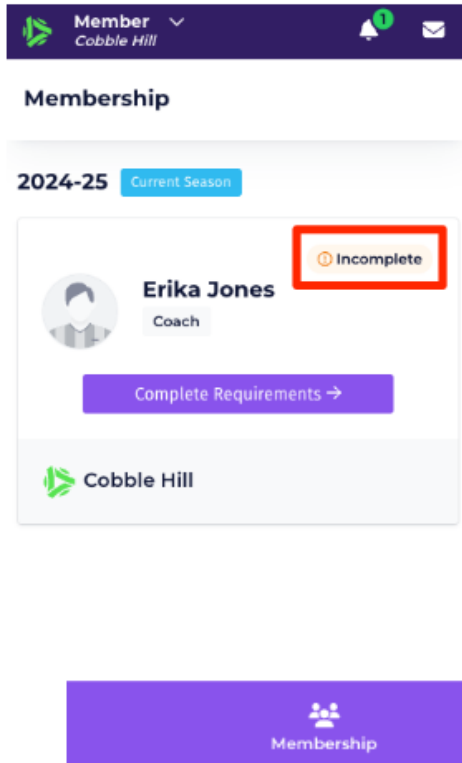
Submit

After submitting all the requirements, you will be able to see your verification status on the main page in your Member role in your PlayMetrics account.

For more information on how to review the status of your submission, please click here.

Membership Status

Your status will be visible from the **Membership** menu. Please note that completing the background screening does not necessarily mean that all requirements have been met.

Please refer to the table below for information on the different statuses you will see in the **Membership** area.

Status	Significance
Incomplete	Member has not been completed the requirements.
In Review	Member has submitted their requirements. One or more requirements need to be verified by the club or governing organization.
Not Cleared	The member is not cleared based on results of the background screening.
Verified	Member has been verified for all requirements.