**Background Check Instructions**

We need you to submit a coach/admin application for Fill in your club name through this URL: Fill in your club’s URL. After the risk status is approved (and you have an approved SafeSport\*), we can assign you to security rights for Fill in your team name that will let you work with player, coach, and team records in Affinity.

**New Administrators:**

1. Go to Fill in with your club’s URL. You can find this under your Club/Club Config/Domain Name
2. Click the Registration tab at the top right of your screen
3. Select Coach / Admin Registration
4. Click the Create New Account button
5. Fill in your contact information - Be sure to set a username and password, then click Save & Continue
6. Click the Continue button
7. Click the Register as Coach/Admin button next to your name
8. Select a play level from the dropdown (the level does not matter)
9. Fill in the personal information
10. Click the Save button
11. Click the Continue button
12. Review and accept the ELAs, then click the Agree and Continue button
13. Click the No payment due, Continue button
14. You are done. Click the Log out and back to [My Account Login] page button
15. Verify that your username and password were properly saved by logging into your account using the User Login at the upper left of the page. Give this step about 10 minutes for the Affinity Software system to create your account.

**Returning Administrators:**

If you do not remember your password, let us know and we will reset it for you.

1. Go to Fill in with your club’s URL. You can find this under your Club/Club Config/Domain Name
2. Click the Registration tab at the top right of your screen
3. Select Coach / Admin Registration
4. Enter your username and password into Option 1 and then click Login
5. Click the Continue button
6. Click the Register as Coach/Admin button next to your name
7. Select a play level from the dropdown (the level does not matter)
8. Verify your personal information and review your criminal questions. You cannot change your email address during registration, you will need to login after registration and make the needed changes.
9. Click the Save button
10. Click the Continue button
11. Review and accept the ELAs, then click the Agree and Continue button
12. Click the No payment due, Continue button
13. You are done. Click the Log out and back to [My Account Login] page button

**\*SafeSport**: All coaches/team admins/board members must have an approved SafeSport loaded into their Connect Platform account before they can be placed on a team and given rights in the platform.