

NCYSA RISK MANAGEMENT TUTORIAL 2020-21 SEASONAL YEAR

NCYSA has a new registration and risk management database. The Risk Management process is going to be all brand new this year and look completely different! To prepare you a bit ahead of time....

- You will need to upload a focused photo of yourself during the process. Shoulders up is preferable but there is a cropping tool built in so you can upload and crop down to just shoulders up. In color is best! No hats or sunglasses please. You should look like YOU! 😊
- You will have to complete SafeSport training or a recertification module if you have taken SafeSport training recently. Under the SafeSport tab in the Risk Management application, you will see:
 - A CODE to take the Initial Training at NO CHARGE.
 - A link to the initial training.
 - Initial training can take 60-90 MINUTES! You can exit in and out of the training as needed. It does not have to be taken at one time.
 - You will setup an account with SafeSport if this is your first time. REMEMBER THIS SAFESPORT LOGIN! You will need it every year to access your SafeSport account for the recertification training that is required each year!
 - If you have a SafeSport account, just login and take the Recertification module that is available to you. If you have more than one, just pick one. Recertification courses take about 15-30 minutes.
 - You will have to UPLOAD the SafeSport completion certificate to your Risk Management application account. Please save it in a place you can find easily later.
 - **All SafeSport documents must be dated AFTER April 1, 2020 to qualify for the 2020-21 seasonal year.**
- NCYSA is no longer using Ministry Safe/Abuse Prevention Systems for the required Sexual Abuse Prevention training. Those certificates will no longer be accepted effective with the 2020-21 seasonal year. **You must upload a certificate issued by the US Center for SafeSport.**

Please note, if you have EVER filled out a NCYSA Risk Management application then YOU already have an account in our new SinC HQ registration system. When you click on the link below, you will see this screen...

Risk Management Application



2020 - 2021 North Carolina Youth Soccer Association

North Carolina Youth Soccer Association
PO Box 18229
Greensboro, NC 27419
Phone: 336-856-7529
Fax: 336-856-0204
E-mail: wendy@ncsoccer.org

[NCYSA Risk Management Policy & Manual](#)

Select an option below:

- This is my first registration for this season. I have registered in the past.
- I have never submitted a Risk Management registration form to NCYSA
- I want to change some of my personal information on file.
- I want to add a position or upload my Safe Sport certificate

Continue

Choose the FIRST option if you have EVER completed a NCYSA Risk Management application. If you have NEVER completed a NCYSA Risk Management application, choose the SECOND option.

You will then see this screen:

Risk Management Application



2020 - 2021 North Carolina Youth Soccer Association

North Carolina Youth Soccer Association
PO Box 18229
Greensboro, NC 27419
Phone: 336-856-7529
Fax: 336-856-0204
E-mail: wendy@ncsoccer.org

[NCYSA Risk Management Policy & Manual](#)

Please enter the information below exactly how it matched your previous registration

Registrant Information

Legal First Name: *

Legal Last Name: *

Gender: * Choose

Birth Date: *

Last 4 Numbers of SSN (or Visa): *

Primary Email:

Fill out the information and click the Continue button. *In this section, please use the email address you used when you last completed your most recent NCYSA Risk Management application if possible.* You can UPDATE your email address later in the Risk Management application process.

CONFIRMATION EMAIL:

An email will be sent to you to confirm the system has found your previous Risk Management application. Please look in your spam, junk, trash, deleted and "all mail" folders for this email. You can search by the sender's name and/or the subject:

- The email comes from: no-reply@e.sinchq.com
- Subject is: Risk Management Application

ERROR MESSAGE?

Please review the screen carefully if you receive an ERROR Message while trying to start your Risk Management Application. There are prompts for you to follow if your email address or any other information does not match. **PLEASE READ THE INSTRUCTIONS ON THE SCREEN AND FOLLOW THEM FIRST BEFORE CONTACTING ME.**

STARTING YOUR RISK MANAGEMENT APPLICATION:

Once you have gained access to your Risk Management application, you can then choose your LOGIN email address and your COMMUNICATION email. The system will also help you setup your NEW password for your account.

Please be sure to save your Username and Password for future use! You will need it!

Please note the following:

- *Your LOGIN EMAIL ADDRESS is your USERNAME for the new NCYSA SinC HQ system.*
- *Your LOGIN Email is tied directly to your Risk Management application.*
- *Avoid using an email address for your LOGIN that can be handed off to other individuals in the future (ex: do NOT use President@XYZsoccerassociation.com as your LOGIN email address – choose it as your Communication Email instead)*
- *Each individual user must have a UNIQUE LOGIN EMAIL ADDRESS.*

If you normally have access to the NCYSA database, the login information to the new system will be your email address and a password of YOUR choosing. No more crazy codes. Make note of it and save it!!

The system should walk you through the rest of the process.

*****You will NOT be able to click the SUBMIT APPLICATION button until all tasks have been completed.**

*****Your application is NOT complete and will not be considered until you have clicked the SUBMIT APPLICATION button.**

*****You will receive an email stating you have successfully completed the 2020-21 NCYSA Risk Management application once you are able to click the submit button and actually submit your application for review.**

Please email me at wendy@ncsoccer.org if you have any questions at all!

Click the link below to get started...

<https://nc.sinchq.com/rm/riskmanagement.aspx>

Please note...you can go in and out of your Risk Management application as needed. Use the same link above to sign-in and access it again quickly.