

## NCYSA SinC HQ

### 2021-22 RISK MANAGEMENT COORDINATOR TUTORIAL

Risk Management Coordinators and their assistants (RMCs & ARMC) have access to the Risk Management section in the NCYSA SinC HQ system.

If you were the RMC or ARMC for the 2020-21 seasonal year, you can get to the 2021-22 seasonal year by clicking on the year in the top bar and changing it to 2021-22.

If this is your first year as the RMC or ARMC, you should have received an email from the NCYSA system to setup your login information and to complete your 2021-22 Risk Management application. If not, you should contact the person responsible for completing your association's 2021-22 Association Membership Renewal application and ask them to complete the second tab of the application naming you in that job title.

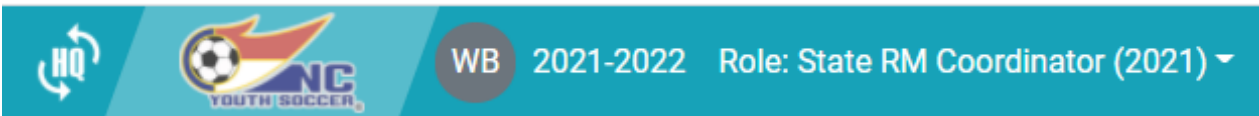
#### LOGGING IN TO NCYSA SINC HQ SYSTEM:

Link to NCYSA HQ: <https://nc.sinchq.com/default.aspx>

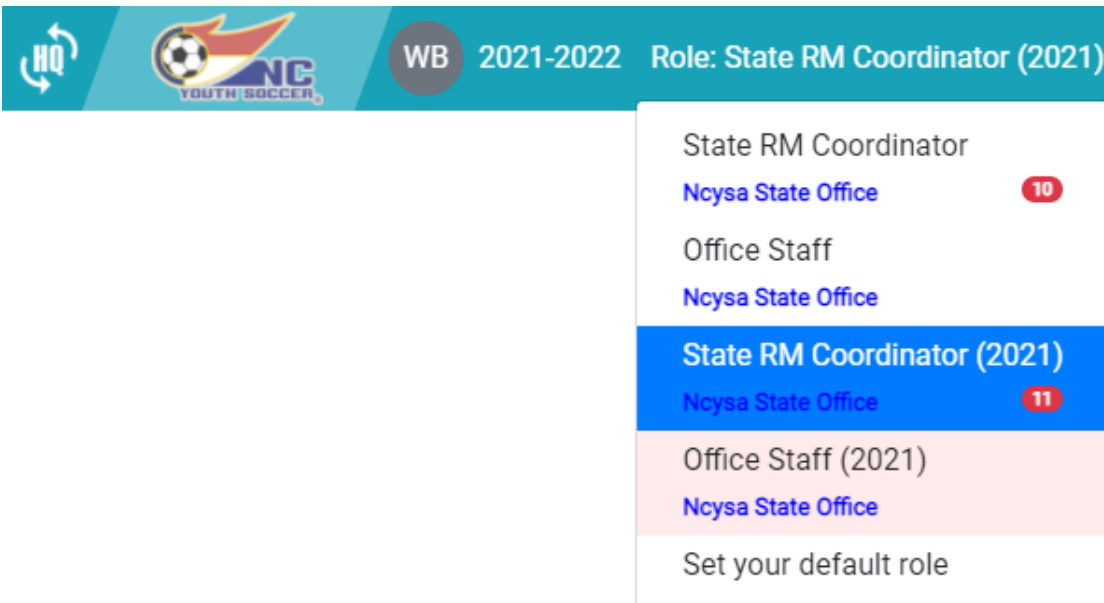
#### BOOKMARK THIS LINK FOR FUTURE USE!

To set your DEFAULT VIEW... ***If you are still working in the 2020-21 system, you will want to leave your default to the current, 2020-21 seasonal year until this seasonal year is complete.*** When you are ready, or if you are new to this role for the 2021-22 seasonal year, use the instructions below to change your Default View:

In the top menu bar, you will see the NCYSA logo, a circle with your initials and then a seasonal year and one of your roles (if you have multiple) that you hold within your association.



Click on the down arrow to the far right of your "role" and a dropdown menu appears.



Chose “Set your default role” and a new menu appears:

### Multiple Roles

You have multiple roles associated with your account. Please select the role you want to be logged into by default.

Association	Role	
Ncysa State Office	Office Staff	<input type="checkbox"/>
Ncysa State Office	State RM Coordinator	<input checked="" type="checkbox"/>
Ncysa State Office	Office Staff (2021)	<input type="checkbox"/>
Ncysa State Office	State RM Coordinator (2021)	<input type="checkbox"/>

[Set Default Role](#)

Choose the one you use MOST (if more than one) AND that has “(2021)” in the description.

Click the blue “Set Default Role” button.

Now every time you login, you will DEFAULT to the 2021-22 Seasonal Year and to this Role. You can toggle between Roles as needed...and even seasonal years. You cannot work or make changes in the previous seasonal year’s databases once they are closed, but you can VIEW all the information.

## HOME SCREEN:

Now that you are logged in, your Default View’s Home screen will always be the first thing you see. I am including a screenshot of mine but yours will look different depending on what other Roles you hold within your association.

You can always get BACK to your HOME screen by clicking on your Initials in the Circle icon.

Welcome back Wendy W Burns [Member Profile](#)

**To do list...** 1

**Ready for Background Checks** 11 tasks  
Oldest: 4/23/2021 6:11:27 PM [Open](#)

**Associations**  
View and update information for your association [Open](#)

**Download Data**  
Download the data you need to an excel spreadsheet [Open](#)

**Financials**  
Manage accounts, invoices and payments [Open](#)

**Mass Email**  
Send an email to a group [Open](#)

**Members**  
Search Members [Open](#)

**Players**  
View player information [Open](#)

**Registrars**  
View registrar contact details, resources, and training details [Open](#)

**Risk Management**  
Background Checks, Sexual Abuse Prevention Training, DARMR [Open](#)

**System Admin**  
Setup Access and other administrative functions [Open](#)

## The TOP section is your TO DO LIST.

These are the tasks that are waiting for YOU to do something with them in the system.

As the RMC or the ARMC, you will mainly use the Task "Risk Management Pending Payment". But you will also have the Task - "Association Renewal". You may not be the one in charge of completing the Renewal Application, but you do have access to it...which is helpful! (more on that later in this document...)

You will also receive an email when a NEW Task is opened for you within the system.

## The BOTTOM Modules are areas you have access to within the NCYSA system.

As the RMC & ARMC, you will have the Risk Management module. This is where you can look up individuals not on the renewal application to see if they have started their RM application and, if they have, where they are in the process. This is where you would also check the status of those that you have submitted to NCYSA for a background check.

## SENDING EMAILS THROUGH THE RENEWAL APPLICATION:

As the RMC, YOU also have access to the Renewal application for your association. You may not be the one completing the application, but you can VIEW the RM status for those named on the renewal application and you can email those individuals from that section as well.

# 2021 - 2022 Association Setup

Complete  
Pending State Office Review  
Action Required

Select the tab(s) that indicate action is required.

Information  Members  Designates  Documents  Affiliation  Renewal Fee

### Association Members

The following roles must be assigned. Please note that each person holding a position must complete the NCYSA Risk Management/KidSafe online application PRIOR TO the completion of this application. The required roles are shown below.

Email incomplete Risk Management

Last update: 4/26/2021 1:54:06 PM

### Required Positions

- > President
- > Vice President
- > Treasurer
- > RM Abuse Prevention Liaison

Lisa L May   > Head Registrar  
David R Zorich   > Secretary  
James E Jensen   > Risk Management Coordinator  
Robert A Somerville   > Discipline and Appeals

William C Voss    
ROGER D EDDINS    
Robert A Somerville    
James E Jensen

√ - RM application complete

\$ - RM application complete but needs a Background Check completed this seasonal year

□ - RM application started but Incomplete

□ - RM application NOT started

You can resend the email to those that have not started or have incomplete applications by clicking the blue “Email Incomplete Risk Management” button at any time. When you click the button, it will take you to a screen where you can customize the email and it will show you a list of people the email is being sent to...you can uncheck the name of anyone you do NOT want to email at that time.

### MISSING NAMES ON THE RENEWAL APPLICATION:

If any names are missing from the Renewal Application, you should email those individuals the **2021-22 NCYSA Risk Management Tutorial** document. The link to this document was sent to you in the Association Renewal email and is posted to the NCYSA website under the Risk Management tab – [www.ncsoccer.org](http://www.ncsoccer.org)

Once the 2020-21 season winds down, you can also send this tutorial to ALL coaches, managers, and volunteers you anticipate working with your association in the 2021-22 season.

Or send them this link to the Renewal Database: <https://bit.ly/NCYSARM>

### HOW TO PAY FOR BACKGROUND CHECKS:

When your TO DO LIST includes the task “Risk Managements Pending Payment”, click OPEN within that task box.

Risk Managements Pending Payment 183 tasks

Submit payments for completed risk management applications Oldest: 5/7/2020 4:34:38 PM

[Open](#)

This new screen will show you WHO needs a Background Check performed, what your Account Balance is, how much you owe to pay for all listed and how to ADD FUNDS if necessary.

Association Menu / Risk Management List

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Association Name: AC Sandhills Show: Background Check Info View: Pending Payment JDP Downloads: -- Select Date -- [Submit](#)

Denied | Hold/SPL | Probation | Restricted | Suspended/Litigation | Minors

Check the boxes next to the people you would like to submit for background checks and then click the Submit Payment button.

Account Balance: \$0.00  
Add Funds

# Pending Payment:  
2 BG Checks - \$14.00

Risk Management [Pay for Checked](#)

Filter by:

Displaying: 1 - 2 of 2 Rows: 50

<input type="checkbox"/>	Last Name	First Name	Birth Date	Positions	Check Performed	Expires	Status	Safe Sport	<a href="#">View</a>
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	4 positions	7/16/2018	8/1/2020	Pending Payment	<input type="checkbox"/>	<a href="#">View</a>
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	2 positions	5/18/2018	8/1/2020	Pending Payment	<input type="checkbox"/>	<a href="#">View</a>

Displaying: 1 - 2 of 2 Rows: 50

To pay for the 2 individuals shown above, this association would need to first ADD FUNDS since their Account Balance is currently \$0.00 dollars.

- Click the ADD FUNDS link under the Account Balance.
- Decide how much you want to add to your RM Account.
  - You can just pay for the number of applicants that need a BGC or you can add a lump sum for future use.
- Choose if you want to pay by Credit Card or by Mail-In Check.
  - Paying by Credit Card gives you instant access to the funds and the ability to process these applications immediately.
  - Paying by Mail-In Check will delay the process until the check is received in the NCYSA office and credited to your RM account.

View:

und Check

id/SPL

checks an

Litigation

### Add Funds

Account Balance: \$0.00  
# Pending Payment: \$14.00 (2 BG Checks)  
(\$14.00)

Please enter the amount you'd like to add to your account

Payment Method: Credit Card

Amount to add to your account:

Add Funds

Status

Pending

2 positions 5/18/2018 8/1/2020 Pending

- Click ADD FUNDS once you have made all your choices.
- An INVOICE is generated on the next screen.

- If you chose Credit Card, this is where you would enter that information.

## Invoice Details

Risk Management Account Deposit		Seasonal Year: 2020
ASSOCIATION NAME: AC Sandhills		
Invoice #: 20RM00013		Date Invoice Created: Thursday, May 14, 2020 1:29 PM
Deposit Amount		\$28.00
	Total	\$28.00
	Balance	\$28.00

## Payment Information

### Credit Card Information

First Name:  Last Name:

Credit Card Number:  Expiration:  CVV:

### Billing Information

Billing Address:

City:  State:

Zip:  Phone:

Email:

[Submit Payment](#)

- **If you chose Mail-In Check, you would print this off and mail a copy in with your check.**

[Manage Invoice](#) [Print](#)

Risk Management Account Deposit		Seasonal Year: 2020
ASSOCIATION NAME: AC Sandhills		
Invoice #: 20RM00014		Date Invoice Created: Thursday, May 14, 2020 1:32 PM
Deposit Amount		\$28.00
	Total	\$28.00
	Balance	\$28.00

**IMPORTANT:** Make checks or money orders payable to NCYSA. Print a copy of this invoice and include it with your check.

North Carolina Youth Soccer Association  
 PO Box 18229  
 Greensboro, NC 27419  
 Fax: (336) 856-0204

### Once you have FUNDS in your RM Account:

- Click on the box to the left of the names of those you wish to submit for a background check.
- Click the blue "Pay for Checked" button to the far right.
- Their status will now change to "Pending Results".

## **UPLOADING SAFESPORT CERTIFICATES:**

As the RMC and ARMC, you also have access to every individuals Risk Management application in your Association EXCEPT for their full SSN and the "Background Information" tab. Those sections are only available to the NCYSA Risk Management staff.

**Discretion and privacy should always be of utmost importance!**

You are also able to upload SafeSport documents to someone's RM Application if they are having trouble doing it themselves...however, I would not advertise this! Almost everyone should be able to upload a document.

## **DENIAL OF SAFESPORT CERTIFICATES AND PHOTOS:**

When an applicants SafeSport certificate and/or photo is DENIED by NCYSA, they will receive an auto-generated email with instructions on how to go back in and upload the correct document.

RMCs and ARMCs will be COPIED on each of these emails so that you are aware of the situation.

## **SAFESPORT ICONS:**

- YELLOW = DENIED
- RED = UPLOADED waiting on NCYSA to review
- GREY = APPROVED
- MISSING = Document is Missing

## **PHOTO ICONS:**

- YELLOW = Waiting on NCYSA to approve or MISSING
- GREY = Approved

***REMINDER...an applicant is NOT cleared for participation through the NCYSA Risk Management process until all 3 areas have been "Approved":***

1. Background Check
2. SafeSport Certificate
3. Photo

Please email me if you have any questions!

[wendy@ncsoccer.org](mailto:wendy@ncsoccer.org)