

WSC Coaches Guide to Registering and Completing Requirements in PlayMetrics

All adult volunteers, including Head Coaches, Assistant Coaches, Team Managers, and Board Members must submit the Required Documents and minimum Member Profile information.

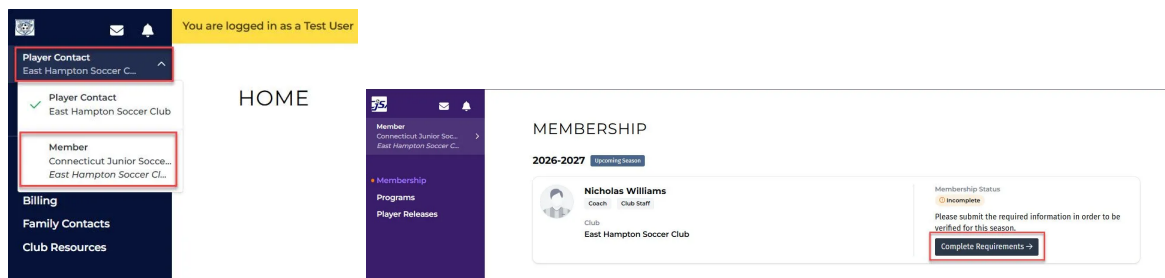
PLEASE LOG INTO YOUR ACCOUNT TO MAKE SURE ALL IS COMPLETED

To complete this requirement, you must first [login](#) to your PlayMetrics account.

DO NOT USE YOUR SMART PHONE TO COMPLETE THIS PROCESS.

Please use an actual computer and use either Google Chrome or Firefox as a web browser. We've seen the most success with these browsers

Once logged in, switch to the "Member" view and then click on the "Complete Requirements" button.



To complete your Member Profile, click the "Edit Details" button, fill out the required fields below at a minimum, and then click the "Save Changes" button.

A screenshot of the "Member Requirements" form. At the top right is a "Submit" button. A red box highlights a message: "Required Data Fields Missing Personal Information". Below this, the form displays information for "Nicholas Williams" (Coach, Club Staff, East Hampton Soccer Club). Fields for "Phone" (860-424-1550), "Gender", "Date of Birth", and "Address" (129 Main St, East Hampton CT, 06424-1105) are visible. A red arrow points from the "Required Data Fields Missing" message to a red box around the "Edit Details" button.

Member Profile

First Name (Legal)

Last Name (Legal)

Gender

Date of Birth

Address (Street, City, State, Zip)

To complete Required Documents, scroll further down to the Documents section and click the "View Agreement" button to view and accept each of the below waiver agreements.

The screenshot shows a 'Documents' section with a list of items that need to be completed. Each item has a status indicator (a circle with a dot) and a 'View Agreement' button. The items are:

- Member Photo (incomplete): Please provide a **forward facing** headshot **without** any head gear, sunglasses, other people, or pets.
- Background Check Consent (incomplete): Please read and agree to the Waiver.
- Connecticut Safe Sport Policy: Child Abuse Prevention (incomplete): Please read and agree to the Waiver.
- Mandated Reporter (incomplete): Please read and agree to the Waiver.
- Concussion Policy (incomplete): Please read and agree to the Waiver.

Documents

- Member Photo (Please provide a **forward facing** headshot **without** any head gear, sunglasses, other people, or pets.)
- Background Check Consent waiver
- Connecticut Safe Sport Policy: Child Abuse Prevention waiver
- Mandated Reporter waiver
- Concussion Policy waiver

Background Screening

All adult volunteers, including Head Coaches, Assistant Coaches, Team Managers, and Board Members must submit their request for a background screening and clear the background screening.

To complete this requirement, you must [login](#) to your PlayMetrics account.

USE YOUR FULL LEGAL NAME WHEN COMPLETING YOUR BACKGROUND SCREENING.

Using a nickname or abbreviations in your member profile will likely cause delays in your background check process.

DO NOT CREATE A NEW ACCOUNT IF YOU ALREADY HAVE ONE.

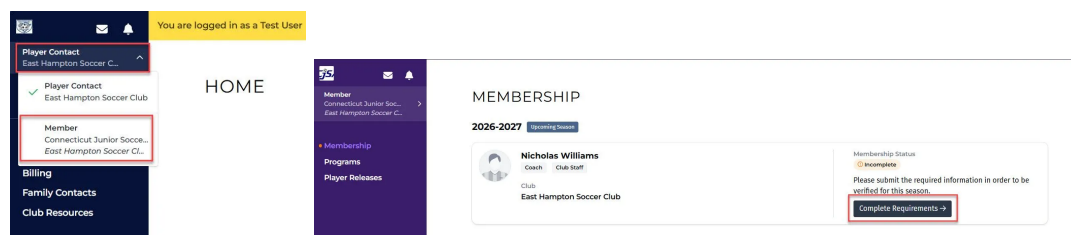
If you do not remember your password, please utilize the "Forgot your password?" option on the PlayMetrics [login](#) screen. Creating another account will cause delays in processing your background screening.

DO NOT USE YOUR SMART PHONE TO COMPLETE THIS PROCESS.

Please use an actual computer and use either Google Chrome or Firefox as a web browser. We've seen the most success with these browsers.

HOW TO COMPLETE YOUR BACKGROUND SCREENING SUBMISSION:

Once logged in, switch to the "Member" view and then click on the "Complete Requirements" button.



Scroll down to the Clearances section to see the Background Screening option.

A screenshot of the 'Background Screening' form. The form has a title 'Background Screening' with an 'Incomplete' status indicator. Below the title, it says 'Access your latest background check details from the U.S. Soccer Learning Center by verifying your U.S. Soccer membership below.' The form contains two input fields: 'Email Address' and 'USSF ID'. A 'Verify Membership' button is located to the right of the 'USSF ID' field. Below the input fields, there is a link that says 'Or complete your screening via PlayMetrics instead' followed by a 'Complete Screening' link with a right-pointing arrow.

After that, there are two different options:

New & Existing Coaches

1. If you completed your Background Screening in the past via the [U.S. Soccer Learning Center](#), you may enter in your e-mail address or your USSF ID and

then click the "Verify Membership" button from your Member Requirements page in PlayMetrics.

2. **Recommended** - You may complete your Background Screening via PlayMetrics by clicking on the "Complete Screening" link from your Member Requirements page in PlayMetrics and confirming your details. Please remember to use your Full Legal Name to avoid delays with the process.

SafeSport Training

All adult volunteers, including Head Coaches, Assistant Coaches, Team Managers, and Board Members must complete the SafeSport training, which takes about 90 minutes.

Please Note that if your SafeSport Trained certificate is expired then you are required to take a refresher course.

To complete this requirement, you must [login](#) to your **PlayMetrics** account.

DO NOT CREATE A NEW ACCOUNT IF YOU ALREADY HAVE ONE.

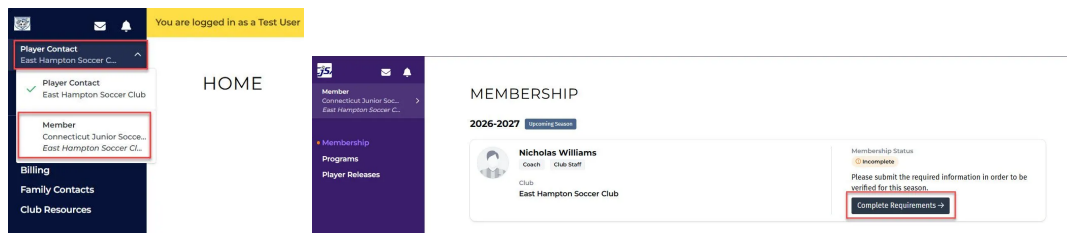
If you do not remember your password, please utilize the "Forgot your password?" option on the PlayMetrics [login](#) screen. Creating another account will cause delays in processing your background check.

DO NOT USE YOUR SMART PHONE TO COMPLETE THIS PROCESS.

Please use an actual computer and use either Google Chrome or Firefox as a web browser. We've seen the most success with these browsers.

HOW TO COMPLETE YOUR SAFESPORT TRAINING:

Once logged in, switch to the "Member" view and then click on the "Complete Requirements" button.



Scroll down to the Clearances section to see the SafeSport option.

Clearances

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 **USSF ID**

—OR— [Verify Membership](#)

Or complete your SafeSport certificate instead

[+ Upload Certificate](#)

After that, there are a few different options:

Please Note that if your SafeSport Trained certificate is expired then you are required to take a refresher course.

Existing Coaches

1. You may manually upload a copy of your SafeSport Trained PDF file by using the "+ Upload Certificate" link from your Member Requirements page in PlayMetrics.
2. If you completed your SafeSport training in the past via the [U.S. Soccer Learning Center](#), you may enter in your e-mail address or your USSF ID and then click the "Verify Membership" button from your Member Requirements page in PlayMetrics.
 - a. **In the case of an expired training**, you must log into your account at [U.S. Soccer Learning Center](#) and click on the "Renew" button to complete the refresher course before retrying the "Verify Membership" button in PlayMetrics.

PHASE 1
SafeSport, Introduction to Safe and Healthy Playing Environments, and Code of Conduct clearance

SafeSport Valid through: 08/30/2025 ● EXPIRED [RENEW](#)

I'VE ALREADY DONE SAFE SPORT

30-90 minutes SafeSport training is a requirement of the USOPC for anyone involved in youth sports. This training is provided by the U.S. Center for SafeSport and requires yearly refreshers. Click the red button to launch the training; you will automatically be taken to the appropriate modules. This training is not required for any individual under the age of 18.

New Coaches

Navigate to the [U.S. Soccer Learning Center](#) and click either the "Sign Up" or "Log In" button on the top-right of the website depending on if you already have an account or not. Once logged in, click the "Start SafeSport" button to begin the training.

The screenshot shows the USSF Safe Soccer portal. At the top, there is a navigation bar with links: GROUPS, DIRECTORY, COACHING EDUCATION, REFEREE PROGRAM, RECOGNIZE TO RECOVER, and HELP. Below this is a header section with the USSF logo and the text "SAFE SOCCER". The header also includes a message: "Protecting the health and safety of our players, coaches, and families is everyone's responsibility. Here you'll find links to complete screenings and training as part of your journey with U.S. Soccer. If you encounter issues or have questions, please email us at safesoccerclearance@ussoccer.org. To learn more about the program, click [here](#)." Below the header are two buttons: "SAFE SOCCER CLEARANCE" and "SAFEGUARDING CONTENT".

Below the header, the user's status is displayed as "YOUR STATUS: NO CLEARANCE". To the right of this status are three numbered steps: 1, 2, and 3. Below the status is a question: "Do I need to complete the requirements on this page?".

The main content area is titled "PHASE 1" and "SafeSport, Introduction to Safe and Healthy Playing Environments, and Code of Conduct clearance". Below this, there is a section for "SafeSport" with a status of "AVAILABLE" and a "START SAFESPORT" button. Below the "SafeSport" section is a note: "30-90 minutes SafeSport training is a requirement of the USSF for anyone involved in youth sports. This training is provided by the U.S. Center for SafeSport and requires yearly refreshers. Click the red button to launch the training; you will automatically be taken to the appropriate modules. This training is not required for any individual under the age of 18."

When finished, you may:

1. Manually upload a copy of your SafeSport Trained PDF file by using the "+ Upload Certificate" link from your Member Requirements page in PlayMetrics.
2. Enter in your e-mail address or your USSF ID and then click the "Verify Membership" button from your Member Requirements page in PlayMetrics.