


Step 1: Go to your account Dashboard. If you are set up as a coach in the system, you will see Role: Coach and Affiliate: USYS. From there you should see the three requirements: Background Check, Safe Sport, and Heads Up. If any are not green, then you need to click the “More Info” on the right side to begin the process. This walkthrough is for the Background Check.



Lebanon Youth Soccer Association

Lebanon, IN, US

Role	Level	Affiliate	USYS Requirements	Rolling	21/22	22/23	
referee	Rec		Background Check Expired	Required	Not/Applicable	Not/Applicable	More Info
coach		USYS	Safe Sport Approved	Fulfilled	Not/Applicable	Not/Applicable	More Info
admin			Heads Up Approved	Fulfilled	Not/Applicable	Not/Applicable	More Info

Step 2: After selecting “More Info” you will be taken to this screen. Simply click on “Submit New Report” to be taken to the next screen. On that screen you will be required to verify information pertaining to you. YOU MUST USE FULL LEGAL NAMES! Nicknames are not allowed and will cause issues. If your account says your name is Nick, but your full legal name is Nicholas, you need to first change your account name to show your full legal name before attempting to complete the Background Check. This will cause issues and prevent you from being cleared for coaching.



Background Check

Status

Required

Submit New Report

Report History

ID	Date Submitted	Date Completed	Updated	Status
1139463	02/21/2020 00:00	02/21/2020 00:00	07/23/2021 01:00	Expired

Risk Management



Enforced By Indiana Soccer


Contact Information

Phone number 3179752020

Address 19000 Grand Park Blvd. Suite J
Westfield, IN 46074
US

Reports older than 02/27/2020 have expired

Step 3: After you have completed the Background Check verifications and answering the questions, you should end up back at the dashboard screen and see that your BG is pending. Check back after 72 hours to verify it has cleared, and if not please reach out at AskLYSA@lebanonyouthsoccer.com so we can check into the status for you.



Lebanon Youth Soccer Association
Lebanon, IN, US

Role	Level	Affiliate	USYS Requirements	Rolling	21/22	22/23
referee	Rec		Background Check Pending	Required	Not/Applicable	Not/Applicable More Info
coach		USYS	Safe Sport Approved	Fulfilled	Not/Applicable	Not/Applicable More Info
admin			Heads Up Approved	Fulfilled	Not/Applicable	Not/Applicable More Info

Note: If you need to finish your Safe Sport or Heads Up modules as well, please do so at your earliest convenience. Again, your name must match your account AND your emails much match as well. Do not use a work email to complete your Safe Sport training if you used your personal email to set your account. They match all of your data using email and your full legal name.