



Procedure for Filling out e-Kidsafe/Risk Management form on our website

1. Type www.wiyouthsoccer.com in your address box after going onto the internet.
2. Find the tab labeled "Coaches". When your mouse hits the tab a new tab will pop out and you will want to select the "Coach Pass" tab. Click on it and a new page will open.
3. On this page you will be clicking the place that says "Click Here if you need to renew or Register for a new coach pass". Now it is important that if you have been issued a coach pass before, that you have it in your hands. You will need the Coach Registration ID on your coach pass in order to enter into the system. If you do not know it and try to just fill out a new form, it will eventually kick you out of the system and say that you already have been issued a coach pass.
4. After clicking where it asks you to click, you will be taken to a new page to enter your Coach Registration ID or click a different place if you are filling this out for the first time. So again, if you have the ID number that is on your pass, enter it exactly how it appears with capital letters, then you will be then taken to the correct renewal page. If you are entering for the first time, you will need to click on the link labeled "Enter Kidsafe System".
5. If you had a coach pass previously and know your coach reg. ID upon entering it, it will either say your expiration date or it will say you need to renew and take you to the proper page to fill out.
6. If you are entering for the first time (never had a coach pass before) it will take you to the e-Kidsafe (Preliminary Page) form to fill out. You must fill in all the starred * fields otherwise it will not submit. After successfully filling out the 5 Field page, you will click submit and if any of the information matches someone already in the system it will tell you that you have already been issued a coach pass. If this is incorrect click on the link to email WI Youth Soccer Association. If you pass by the screening page with success you will then be taken to the full e-Kidsafe form. Fill out the entire form and follow the instructions for payment that you had previously been given by your club for the payment options portion of the form. If you do not know if your club is billed for coach passes, look through the list and see if your club is listed. If it is listed, that club has given us permission to bill them for all coach passes issued.
7. For those people entering for the first time (new) please make sure to try and upload a photo into the form as it will expedite the issuance of your coach pass. If you do not do this after submitting the form, it will ask you to send a photo to our office in West Allis. If we do not receive a photo we will assume it was a mistake and erase the information.
8. If you use your credit card or e-check options it will be billed to you in the next few business days (it varies on when your specific bank goes through their billing process).
9. Assuming all steps are followed precisely, the pass will be issued and sent out within the next week.



Helping Wisconsin's Youth Hit Their Goals

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