



Coaching Education

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E-Coaching: Course Registration Instructions

1. To apply for a Wisconsin Youth Soccer Association coaching education course please visit our website at www.wiyouthsoccer.com. Using the fly-out menu on the left side of your screen select *Coaching>>Coaching Clinics>>Scheduled Courses* and you will be redirected to the course listing. (Before you begin you will need your Wisconsin Youth Soccer Association state issued coach pass card/registration ID number and necessary credit card or checking account information.)
2. The Scheduled Courses Page displays a table of courses with a link to the detail of the course. This page allows you to sort courses by date and level to help identify the course most suitable to your needs.
3. Click on the link of the course you would like to attend to view the course detail and register for the course. Select the "e-register" button to initiate the registration process.
4. The registration process begins within a log-in screen which is used to verify membership to either the Wisconsin Youth Soccer Association or the Wisconsin Soccer Coaches Association. [Additional options on this page include application to a coaching course at the non-member course rate and submission of the Kid Safe (Coach Registration Risk Management) to become a member of the WI Youth Soccer Association and receive the member rate.] WI Youth Soccer members will be asked to provide their Coach Registration number which can be found on your state issued coach pass card and Wisconsin Soccer Coaches Association members will provide their first name, last name, street number and zip code.
5. The system then verifies the information provided and determines whether you are/are not a member eligible for member course rates. In the event that you are not currently a member of either organization, your membership has expired, or the information entered is invalid, the system will ask if you would like to complete the Kid Safe (Coach Registration Risk Management) and become a member of WI Youth Soccer, or if you would like to proceed at the non-member rate.
 - a. If you choose to become a member, you will be redirected to the Kid Safe Form (Coach Registration Risk Management) which will make you a member of WI Youth Soccer and provide you with your required state issued coach pass card. You will also have the ability to upload your photo and make payment online. Three* payment options are offered for Coach Registration:
 1. Bill Club (for those clubs who have authorized this function)
 2. Credit Card
 3. Web-Check
 4. *Pay with course – payment is combined into a single transaction at the completion of the course registration process

Upon completion of the Kid Safe form (Coach Registration Risk Management), you will be redirected to the Coaching Course Application Form, where you are now recognized as a member. (Please see www.wisoccercoaches.com for Wisconsin Soccer Coaches Association registration information.)

- b. Should you choose not to become a member of WI Youth Soccer, and agree to pay the additional \$100 non-member fee, you will be redirected to the Coaching Course Application Form and assessed the non-member course rate.
6. After the log-in process and/or the completion of the Kid Safe form (Coach Registration Risk Management) you will move on to register for a course. The registration process is entirely web-based, so you will complete the required fields and make payment for the course online. Coaching Course registrations have two payment options:
 1. Credit Card
 2. Web-Check
 7. Following submission of the application you will receive an email message confirming receipt of the application. A second email notifying acceptance will be sent as well as a follow-up message detailing the course.
 8. Once the course has been completed and results are compiled, certificates will be emailed directly to you. This will allow you to reprint certificates at any time. In addition to the email certificate, all paperwork related to the course such as lesson plans, test forms and evaluation sheets will be sent to the mailing address provided.
 9. Coaches who complete the Kid Safe (Coach Registration Risk Management) form in conjunction with the e-coaching course registration will receive their state issued coach pass cards 3-6 weeks *after* successful completion of the course.

