How to complete Coaches Training for USA Softball

- 1. Go to registerasa.com
- 2. Create an account or if you already have one log in

🔒 registerusaso	ftball.com/Account/Lo	gin.aspx?ReturnUrI=%2fdefault.aspx
NLUI	JILIN NON O	
	Login	
	-	
	Username:	Username
	Password:	Password
		Forgot Username or Password?
		Retrieve Login with ID Card?
		Logia
		Login
	T L:-1	- l
	want to create	already have an account or one?
	First Name	
	Last Name	
	Birthday	
	Zin Codo	
	Zib Code	
		Submit

3. When option come up to pick your affiliation pick: WV > JO Youth (JO) > JO Travel

4. Scroll to the bottom of the Home Page and select background check purchase

View My Leagues - Teams - Please co about becoming an L	Add League	ssociation to tioned Only T	learn èam.	Umpire Col Name: Tim Di Association: Phone: (304) 4 Email: dingess	ntact ngess WV - West Virginia 121-4533 seleanor@aol.com	
Background Check	ACE Education	SafeSport	Registration Status			
Background (Get all your updated infe Education. If you need to take you your purchase.	checks o on background c ar ACE exam click	hecks here. Ye	bu'll be able to see this	year's backgrour	nd check status, shipping info	o, or continue to ACE
Background Chec In order to participal or become ACE Edu purchase and pass a	the in cate in use indicate a bail and check chase	or ch	elect Purch nder backg neck purcha re information.	ase round ase	E Education	tart ACE Education check has been lease follow e Purchase or atus tabs to the left ACE Education tab.
Report Issues Local Contacts Help Documents	Tournam USA Sof Official C	ients ftball Store Gear	SOFTBAI		Trademark Notice Privacy Statement Terms of Use	Admin Portal USA Softball Copyright © 2018

- 5. From there a box will come up where you can choose:
 - a. Background check: for assistant coaches or other volunteers
 - b. Background check with ACE: for head coaches

Are you sure you don't need ACE?	×
You are in the process of purchasing a background check only . If you need to take the A Background' button below.	CE exam, please click on the 'ACE w/
$^{\star\star}NOTE^{\star\star}$ The ACE option includes a background check that is covered by the exam fee. F check has been initiated.	efunds are not given after the background Assistant Coaches
Otherwise, click the 'Background Only' button to continue with your purchase.	and other volunteers
Head Coaches	ACE w/ Background Background Only

- 6. Complete your Purchase information.
- Once complete the background check process will begin, you will not be able to do the ACE certification if needed until it clears. See the following for instructions for completing ACE certification: <u>ACE Coaching Education</u>
- 8. While the background check is being completed you can work on the Safe Sport training! ALL VOLUNTEERS MUST COMPLETE ALL REQUIRED SAFESPORT!
 - a. Click on the Safe Sport Tab: All required modules will be red and will turn green as they are completed. Click on the click here to Start Now to be redirected to

the SafeSport website.

SafeSport Click Here to Start Now The SafeSport training is composed of 3 individua would like to know more about the U.S. Center fo When creating your SafeSport account, please us SafeSport is provided FREE to all me the process and let us know ASAP. Important! In order to be compliant to below courses must be completed p SafeSport Course Breakdown (listed in order of at TAKEN PER SEASON.): 1. SafeSport Core Training (this contains 3 module 2. Befresher 1: Recognizing and Reporting Miscord	All necessar with the SafeS rior to registr vallability; 2nd cou ess: Sexual Miscon nduct	I before you are considered SafeSport trained. If you here. :: 1798130 prompted for payment, please stop ry training modules will nd will turn green as mpleted. Any items in o be completed
For a step-by-step guide on completing the Note	SafeSport training, please click here. For m : Red = Not Started or Incomplete & Green Lesson 2: Mandatory Reporting	ere help, please visit our Help Documents section = Complete Lesson 3: Emotional and Physical Misconduct
Yearly Refresher: Recognizing and Reporting Misconduct	Yearly Refresher 2: Preventing Misconduct	Yearly Refresher 3

b. Log in or new account if you haven t before



c. If registering a new account you will need your USA Softball Member ID, it can be found on your USA Softball account home page

USA SOFTBALL	US	A CLICK	HERE TO) Purchf	ISE 23	
GISTER	HomePlate Grids -	Tournament USA -	Orders/Invoices	Profile	Help 🗕 Log Ou	- .)
motice: As must comp questions, j inclusive to backgroun For all plays	lete both a backgroun please reach out to yo players) of particip d check and SafeSp ers and members 17 y n in some form of sex	ioncoan has adopted a id check and SafeSpo pur local association co ants 18 years or olde ort requirements are years and under (minoi years and under (minoi ugal abuse training. It is	rt before particip ontact shown below that are process met. rs require parenta	ation in any USA so ow. Any youth (JC ssed on this syster of consent), we wo	and older (not inclusive to Softball youth (JO) play. If yi D) program related registr em <u>WILL NOT BE APPRO</u> uld like to strongly encoura	players) ou have any rations (not <u>VED</u> until th
increasing a	awareness of the sign	s of abuse. Thank you	all for your conti	nued support!	can empower our members	s by

- d. All necessary training modules will be on your home page. Once completed here it will link back to the USA Softball site and turn green there.
- 9. CONGRATS! Once all of these steps are done you are complete!