USA SOFTBALL VOLUNTEER REGISTRATION & CLEARANCE PROCESS

This guide is to help you register for your season and complete the needed clearances under the requirements of USA Softball. **Note**: This will replace the former RegisterUSA process is required for all volunteers regardless of length of time in the league.

To be cleared for volunteering with your league, all volunteers must:
- Set up a new account (using the link provided by USA Softball)
- Complete the required background check (through a second email link sent from USA Softball)
- Complete Safesport training and upload certificate to your USA Softball account

More info is provided below to complete all required steps.

Part One: Register with USA Softball

Step One: Register online using the link provided by USA Softball
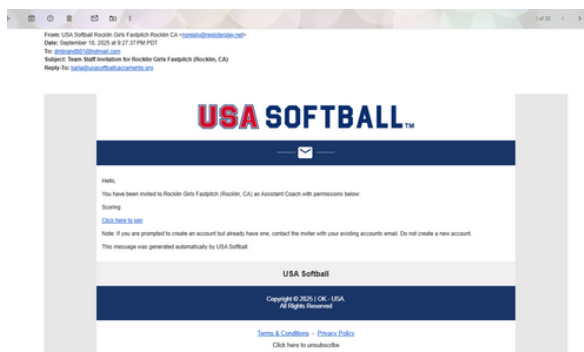
You will receive an email from USA Softball titled "Team Staff Invitation for (League)"

Click the link to join.

Note: The role assigned does not matter.

Step Two: Create your online account.

Once you click the link, you will be taken to the new USA Softball registration page. Here you will select the option to *Create a New Account*.

When registering:
- Use your full, legal name
- Use the email address that the invitation was sent to.

Once you have completed entering your personal information:
- Accept Terms and Conditions (required)
- Opt into communications (optional)

Click "Create An Account"

# Part Two: Complete Background Check Authorization

After you register your account in the previous step, you will receive an email from USA Softball titled *Background Check Order*.

Click Complete Background Check Process to complete this step.

You will be taken to a new site. Follow the steps to complete your background check.

This step will require you to provide personal information including contact, address, and social security number.
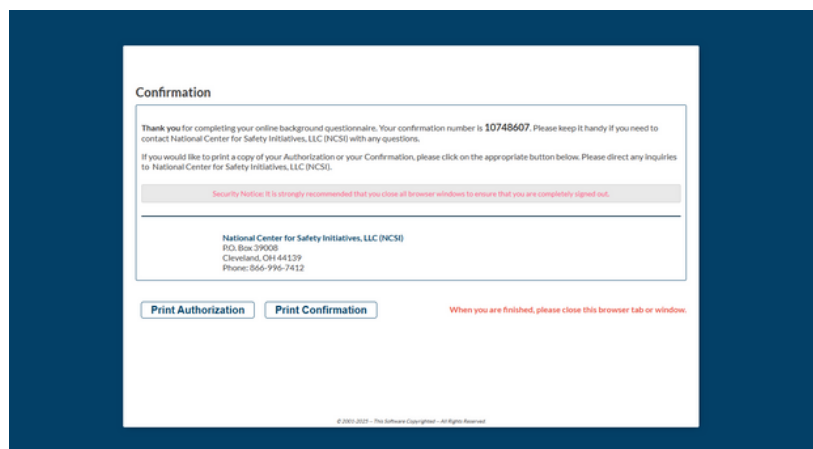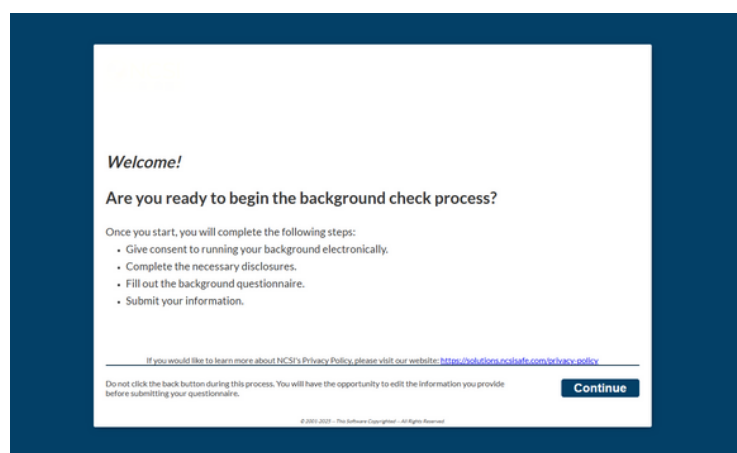
Upon completion, you will receive a confirmation number for reference.

Save this page or note this confirmation number in case you need to reference at a later time.

Upon completion, you will receive a confirmation number and you will receive an email confirmation from USA Softball *Confirmation Background Check Screening*.

If you do not receive that email you have not completed the consent.

2

Part Three: Complete Safesport Training

U.S. CENTER FOR SAFESPORT

All volunteers are required to complete annual Safesport training. This is required even if you have previously completed this training or have completed for another league or activity (e.g. soccer).

Step One: Login / Register with Safesport

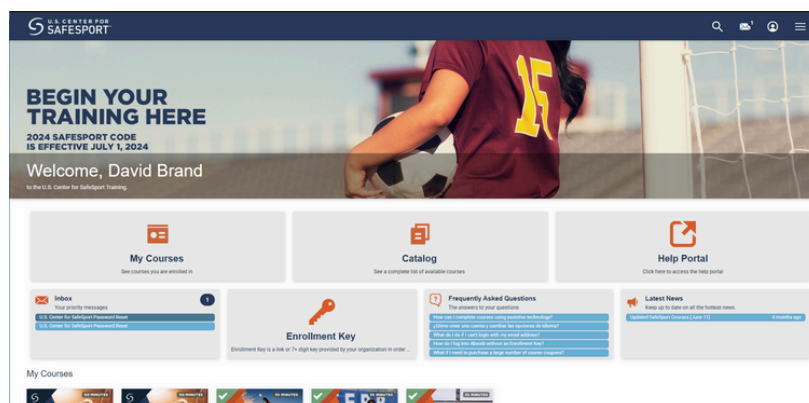To begin the process, go to: https://uscenterforsafesport.myabsorb.com/#/login
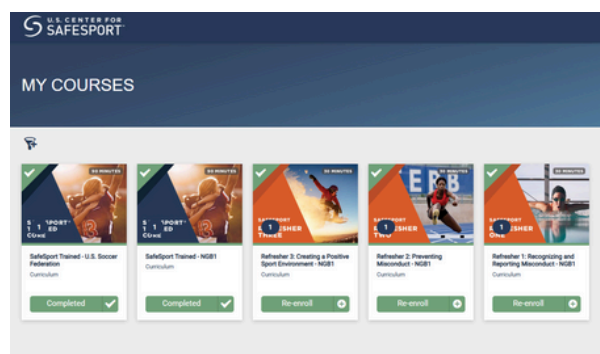

NEW users:
Click **Sign Up**

RETURNING users: **Login** using your credentials from previous seasons.

Upon login, you will be taken to your **Dashboard**.

Here you can access your courses, history, and account information.

Step Two: Access and Complete Training Course

To access, click **My Courses** on the homepage. There are 4 modules available for volunteers.
NEW Volunteers:
- All new volunteers start with the first module, *SafeSport Trained - NGB1*

RETURNING Volunteers:
Returning volunteers take the refreshers courses (in order):
- In your second year complete *Refresher 1: Recognizing and Reporting Misconduct - NGB1*
- In your third year, complete *Refresher 2: Preventing Misconduct - NGB1*
- In your fourth year, complete *Refresher 3: Creating a Positive Sport Environment - NGB1*

If you not sure which module to complete, you can see the list of completed courses under the History tab of your Account Profile.

## Step Three: Complete Training Course & Download Certificate

After you have completed your training module, you will need to upload your certificate to USA Softball under the account you created in Part One.
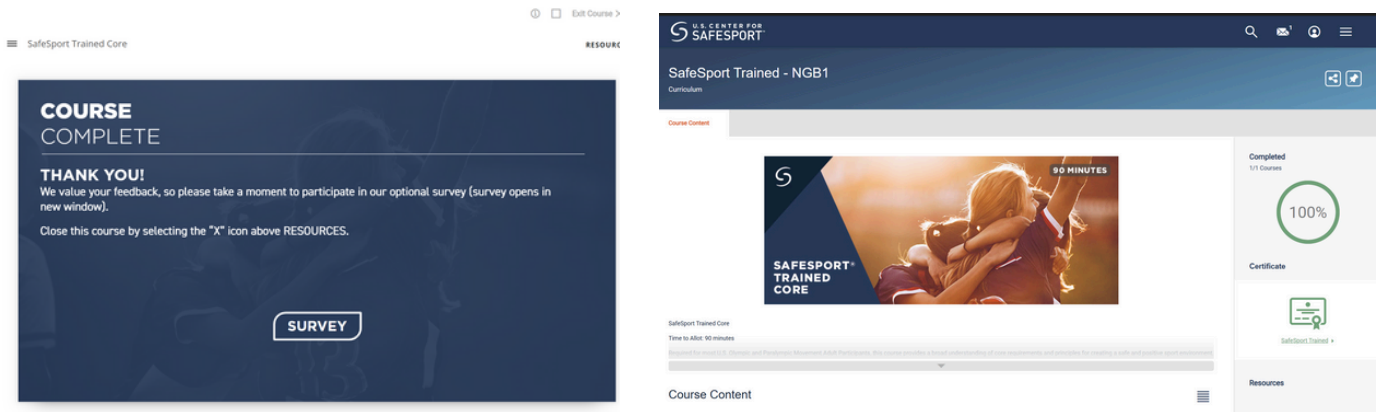
After you exit the course, click on *Certificate* on the right hand side of your screen. Download a copy of the certificate provided.

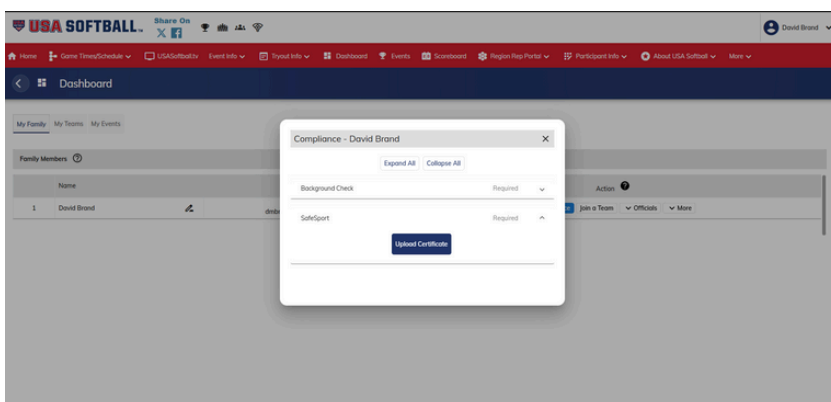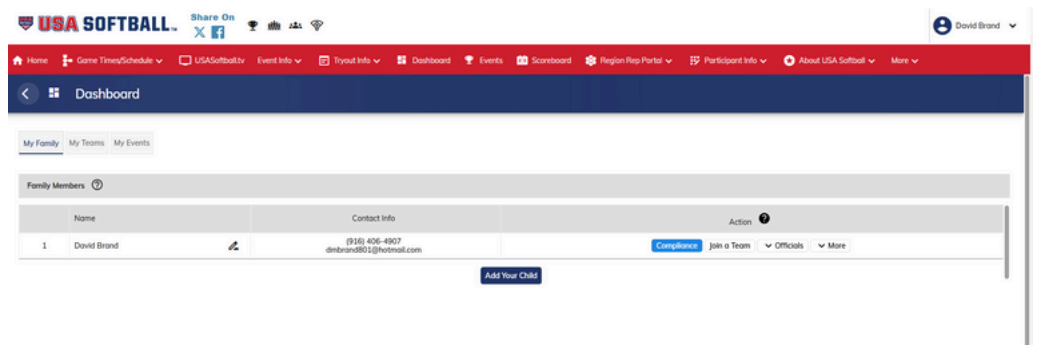## Step Four: Upload your Safesport Certificate of Completion

Log back into your USA Softball account.
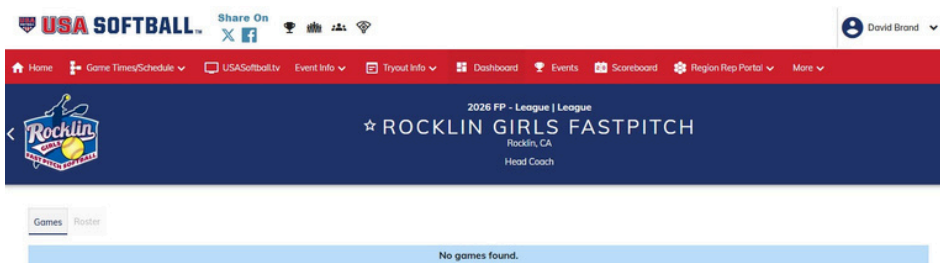
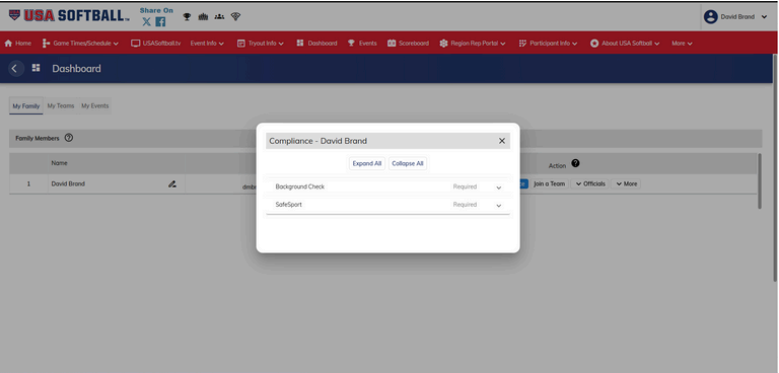On the homepage, navigate to *Dashboard*, under the top row menu.

On the *Dashboard*, click the *My Family* tab at the top left.

On the My Family tab, click the blue *Compliance* button.

Click *Upload Document* and attach your certificate for review.

Part Four: Review Compliance / Account Status

Here you can verify the status of your background check and Safesport clearance.