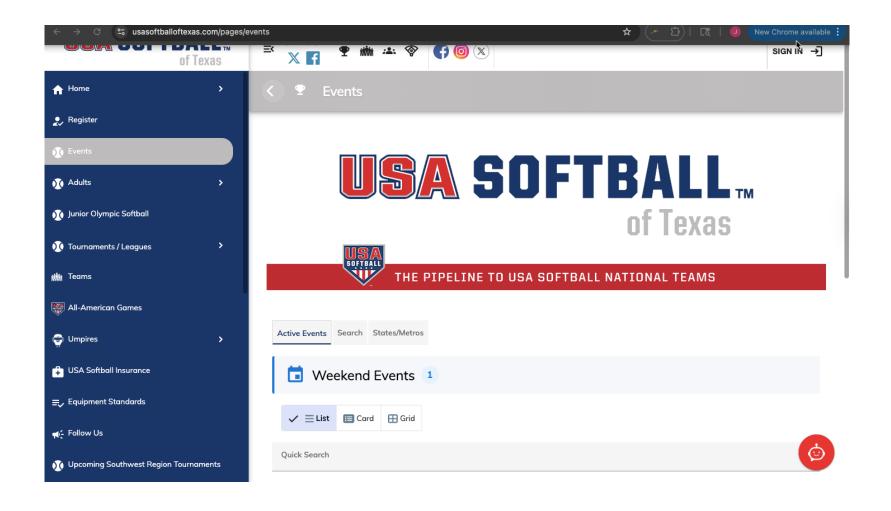
USA Softball of Texas

Coach/Volunteer Registration – Self Pay

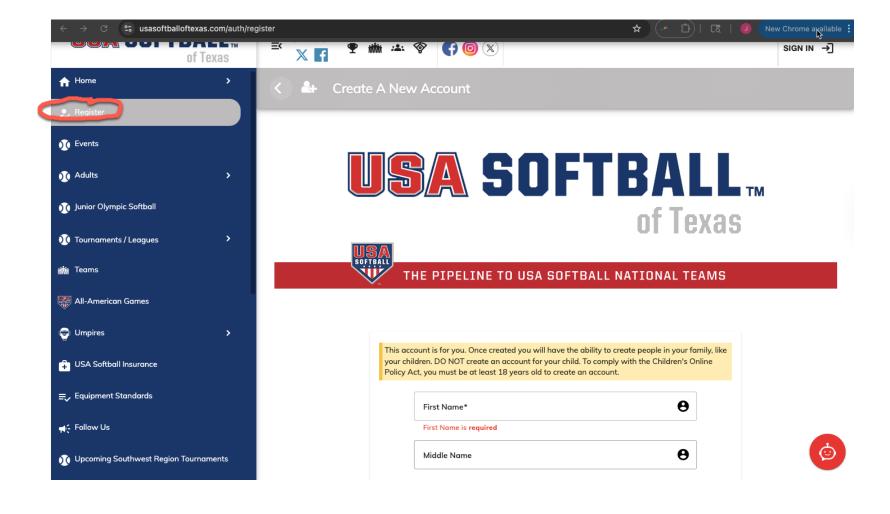


Go to the website: <u>USASoftballofTexas.com</u>



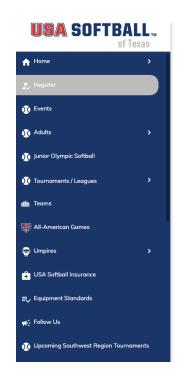


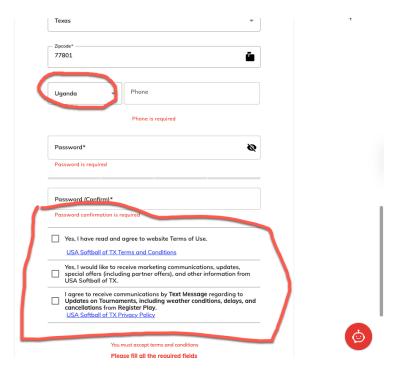
Click Register on the Left Hand Menu Bar





Fill in all required boxes



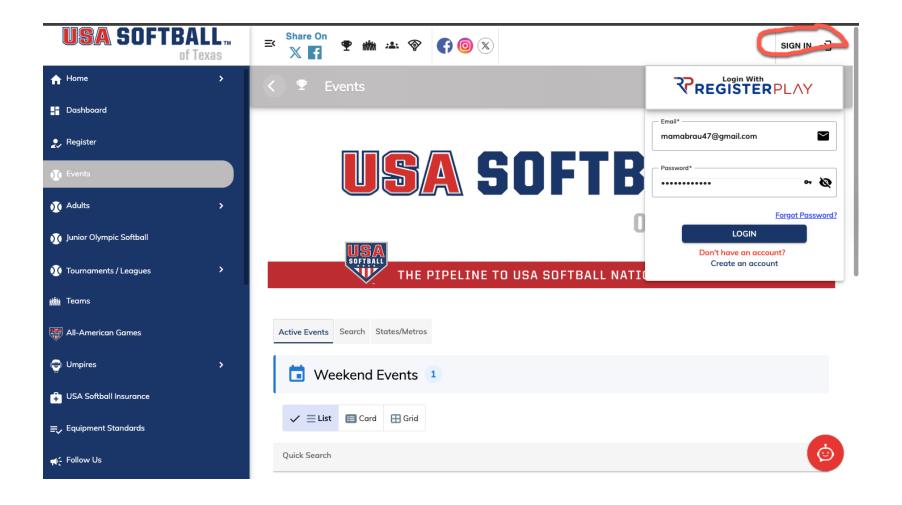


Things to Know on this page

- 1) The default country currently is Uganda. This will be changed in the future. You have to click the icon to right of that box and then scroll up to United States
- 2) The only mandatory box to check is the first one. Only select the others if you like

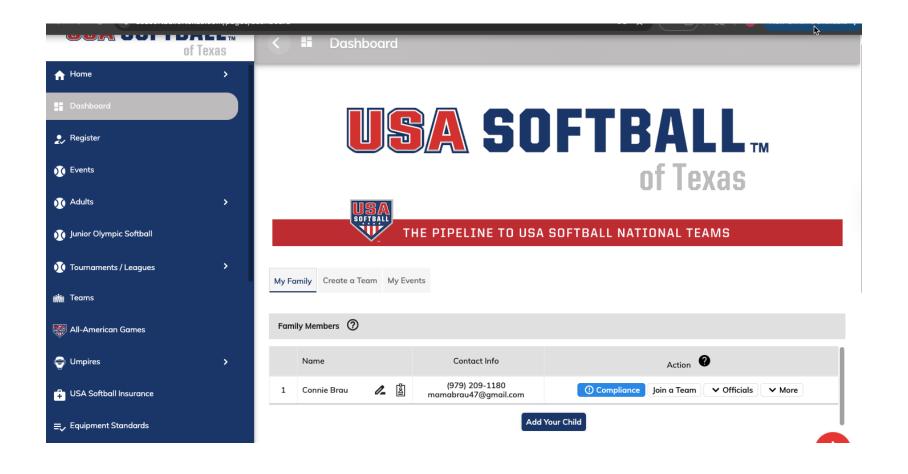


Next click sign in at the top right corner and sign in with your email and password you just created



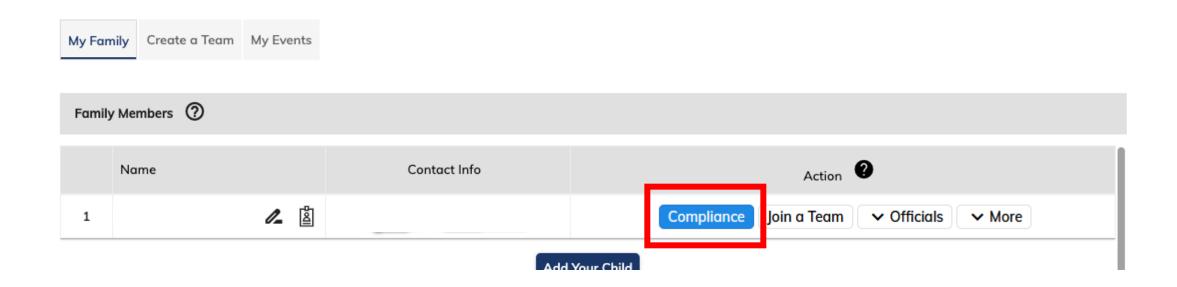


Once you have successfully logged in, you will land on your dashboard





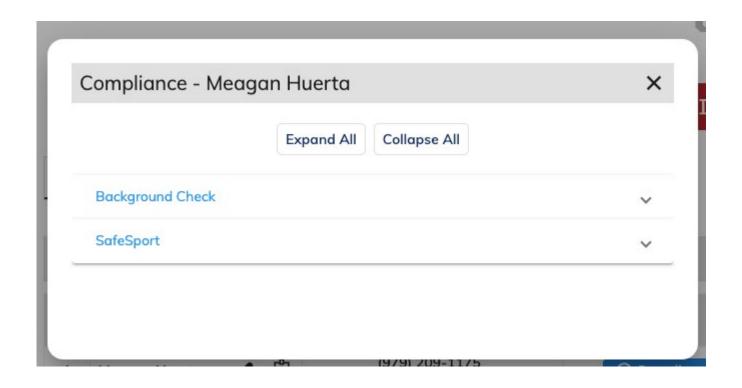
Your next step is to start your background check



On your dashboard, you will click on Compliance

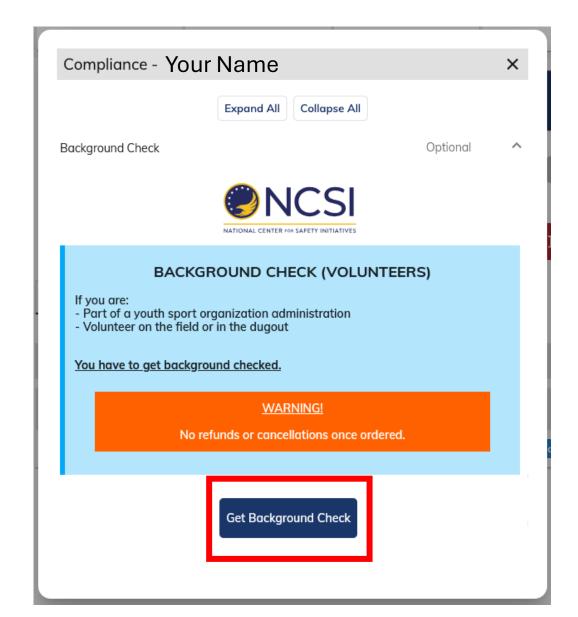


Click on the down arrow next to the blue shield to begin your background check



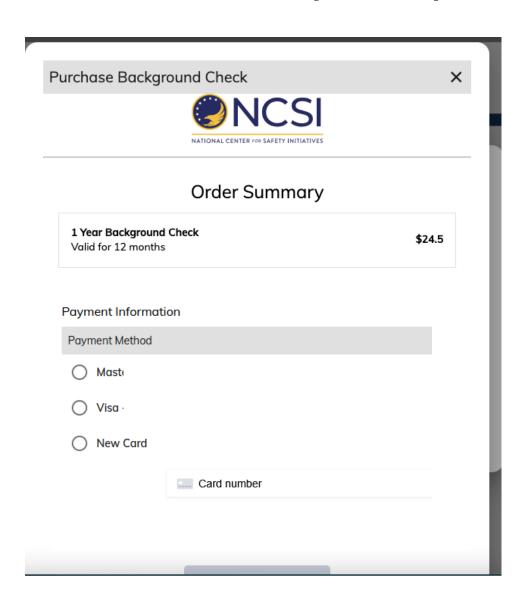


Click on Get Background Check





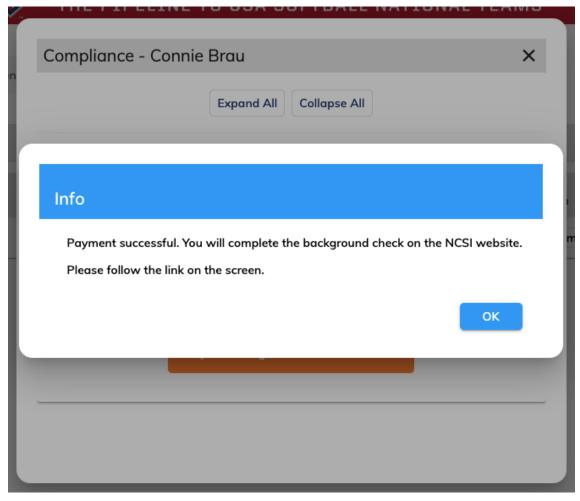
Enter or Select a Card for Payment. Then click complete purchase.



One Important Note: Once you click complete purchase, make sure to fully complete the background process. Failure to do so could result in you having to pay again.

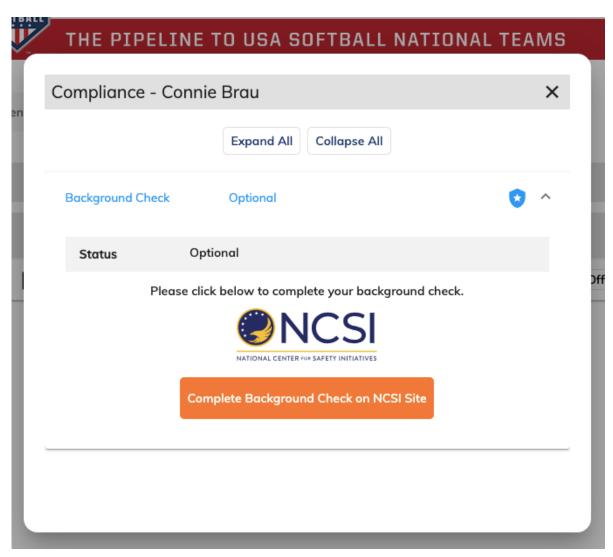


Once payment is completed, you will receive this message. Click OK





Click on Complete Background Check on NCSI Site





You will be directed to the welcome screen. Click continue to begin the background check

QNCSI

Welcome!

Are you ready to begin the background check process?

Once you start, you will complete the following steps:

- · Give consent to running your background electronically.
- Complete the necessary disclosures.
- · Fill out the background questionnaire.
- · Submit your information.

If you would like to learn more about NCSI's Privacy Policy, please visit our website: https://solutions.ncsisafe.com/privacy-policy

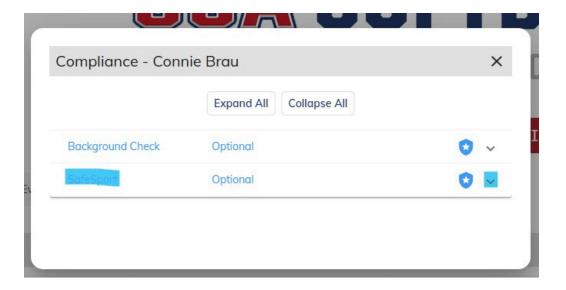
Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire.







From your USA Softball Dashboard, click on compliance and then expand all

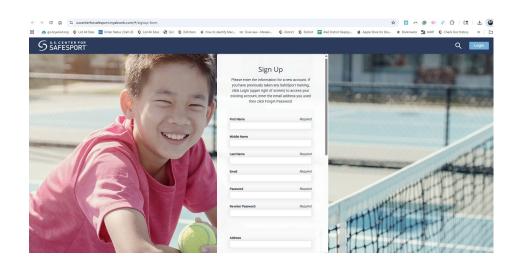


Click on the down arrow beside SafeSport





Select 1st Time with SafeSport or Returning User



If 1st Time user, fill in all the information and to create your account

If Returning User, click the login button and login with your credentials

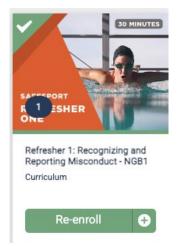




If this is your 1st time, you only need to complete the course titled **SafeSport Trained-NGB1**. Click on the start button to bring up the course

Approved Courses

- SafeSport Trained-NGB1
- Refresher 1-Recognizing and Reporting Misconduct-NGB1
- Refresher 2-Preventing Misconduct-NGB1
- Refresher 3-Creating a Positive Sport Environment-NGB1



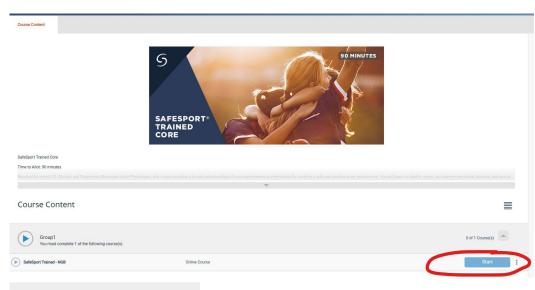




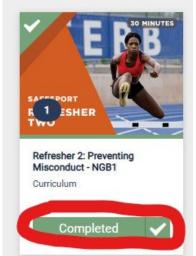
You will be required to complete a new/refresher course each year but will never need more than these.

**Do not complete any other course besides these listed as they are not approved courses by USA Softball to count for compliance.



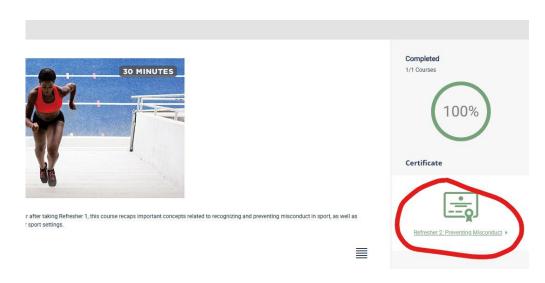


Click start again to begin the course

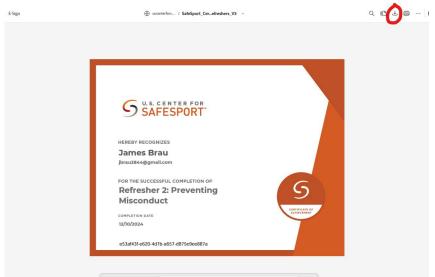


Once you have completed the course, click on complete to get your certificate



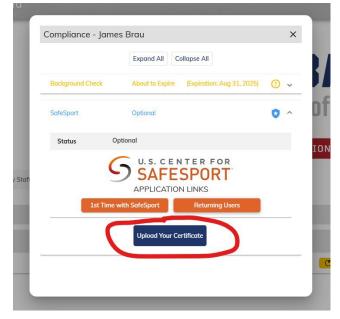


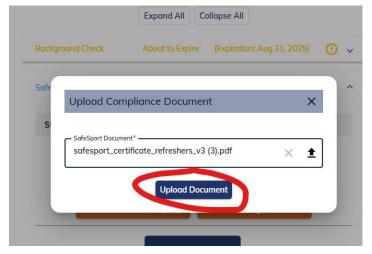
Click on your certificate on the right hand side of the page to download a copy



Your certificate will pop up and you can save a copy to your laptop. If you are using your phone, a screen shot will work also







Return back to your dashboard on USASoftballofTexas.com.

Click on the down arrow once again beside SafeSport. Click upload your certificate

Click the upload arrow in the box Select the file from your computer or phone Click Upload Document

