



Getting “Cleared” to Volunteer



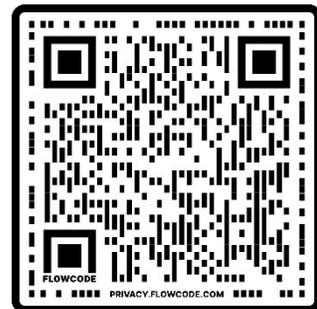
All Managers, Coaches, and Team Coordinators need to follow a specific process to get cleared to volunteer. They must do so by the deadlines given, or else practices will be cancelled and/or certain volunteers will be prohibited from participating.

This is for the safety of our players.

- 1) You don't exist as a volunteer until:
 - a. your name is on a Team Contact Sheet that is turned in to your Division Coordinator.
 - b. you login to www.ocgsa.com and register as a volunteer for the CURRENT season.
- 2) The Board will add volunteers to the RegisterUSASoftball database based on the info provided on the Team Contact Sheet and when you enroll as a volunteer online. You MUST list your full legal name on the TCS and when you register as a volunteer on www.ocgsa.com
- 3) Shortly after you're added to the RegisterUSASoftball database, you'll receive an email that say "Welcome Email from RegisterUSASoftball.com: ACTION MAY BE REQUIRED". Click on the "Please click this link..." text.
- 4) NEW USERS....create a username and password. Save this info somewhere for future use. Continue the process by following the process that starts with STEP 2 of this help guide. Continue the process through STEP 6.

- 5) PREVIOUS users – don't create a 2nd account! Click on the USA  Logo instead. That takes you to the returning user login portal. Use your previous credentials. Complete STEPS 4, 5, and 6 in the same file (see QR Code).

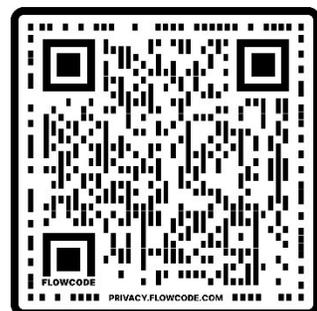
- 6) Now that your background check is “In Process” or “Cleared” you can proceed to the next step....completing you SafeSport AND Syncing it with your RegisterUSASoftball Account.



Background Check Help Guide

- 7) From your RegisterUSASoftball “Home Plate”, select the SafeSport tab that's next to the Background Check section.

- 8) Follow the instructions in this second user-guide for completing your SafeSport certification AND syncing it to your account. You're not done until it's SYNCED!



SafeSport Help Guide

- 9) NEW USERS – Refer to Arrow #1 on page 3. Returning users refer to Arrow #2 on page 3.

- 10) IMPORTANT – Pages 13, 14, and 15 can get tricky. The credentials beings asked for on page 14 are your SAFESPORT login credentials, not your RegisterUSASoftball credentials.

- 11) If you complete the sync, but it says you don't have a current certificate, you need to go back to page 9 of the guide to take the next course in the series. Then, sync your newly completed course.

Ask your Division Coordinator for help!!!