A 'friendly' message from your league registrar, In June Jenny Buskirk All parents who help with your team MUST be background checked. The league will pay to have 3 volunteers background checked and insured by USA softball. This should be your Coach, Manager and Assistant coach. At LEAST one of your volunteers MUST BE A FEMALE. Any volunteers over those 3 must pay \$15 for their background check.

registrar@5citiessoftball.org After you've met with your team and identified your volunteers you need to email me at <u>binoeph</u> with the names and roles of your volunteers. If you have more than three please send a check(s) for \$15 for each additional volunteer made out to 5Cities Softball to PO BOX 1134 Loomis, CA 95650.

Once you've identified and sent me a list, you need to have all your volunteers register on our website, at <u>5CitiesSoftball.org</u>. I will create a file for USA Softball on <u>FEBRUARY 15th</u>. All volunteers need to be enrolled as volunteers on the 5 Cities website by then to be sure they are cleared when practice starts.

Any volunteer enrolled after the 15th will be entered at my discretion, **Construction**;-) It really is a pain for me to enter volunteers manually after that day. So if you want to stay on the registrars good side, get your volunteers in on time!

The following will give you step by step instructions to register on our website, and then to electronically consent at USA Softball to do your background check. These instructions are available on the 5Cities website.

You may contact me at

with any questions.

Step 1: Enroll as a volunteer at 5CitiesSoftball.org:





Five Cities Girls Softball

www.5citiessoftball.org 📀



Required Fields



Five Cities Girls Softball

www.5citiessoftball.org 📀





You have no items in your cart.

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Cost

Add Items To Your Cart

Your "Shopping" Cart lists the items you want to enroll in and store items you want to purchase. Click the Proceed to Checkout button to proceed with placing your order adding one or more items. Click the Delete icon to remove items, or to add more enrollments to your Cart, complete the Enrollment fields below and click the Add Enrol button.



Add Items To Your Cart

Your "Shopping" Cart lists the items you want to enroll in and store items you want to purchase. Click the Proceed to Checkout button to proceed with placing your order after adding one or more items. Click the Delete icon to remove items, or to add more enrollments to your Cart, complete the Enrollment fields below and click the Add Enrollment button.

Enrollee *	Kim Vincent	Add Enrollee		
Enrollment Type 🔹	Volunteer	Choose Volunteer		
Program 🜟	Spring 2019 - Spring 2019			
Offering *	Major 16U	Choose age division you want to coac	h	
Enrollment Selection *	Manager			
Required Fields	Select Assistant Coach Board Member	Choose Role		
	Coach Manager	Click Enrollment (Not shown, under the	drop down)	
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Item			Cost	
Volunteer - Spring 2019 - Major 16U - Manager - K	(im Vincent		\$0.00	
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				\$

Proceed to Checkout

Order



 Once you register at Five Cities, you will receive an email from USA Softball. Depending on when you register at Five Cities and when I create a file for USA Softball it may take anywhere from 1 hour to 2 weeks to get your email. Please add USA Softball to your contacts so that it does not go into your junk or spam folder.

> • USA Softball 10:39 PM Welcome Email for RegisterUSASoftball.co... Hello Kimberly Vincent (Member ID:

• Open email and click on the link to your USA Softball Account (If you don't already have one, I have created one for you.)

USA So	ftball
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Inbox - kvincent@surewest.net 10:39 PM

Welcome Email for RegisterUSASoftball.com: ACTION MAY BE REQUIRED. Please read carefully.

To: The Vincents,

Reply-To: noreply2@registerusasoftball.com

Hello Kimberly Vincent (Member ID:

You have been recently added to a team or league in the USA Softball's online membership system, <u>RegisterUSASoftball.com</u>, and you are required to log in to complete a few requirements. For example, your association may require you to log in and electronically consent to your background check and/or purchase and complete your ACE exam. Please read the two options listed below carefully before you make your selection. See the note below the more information and to ensure that you log in with the correct profile.

Please click this link to RegisterUSASoftball.com to ensure that you log in to the profile associated with your current team or league. You will be prompted to enter a new username and password to ensure timely access to your information.

NOTE: After you log in, please be sure that the Member ID displayed on your dashboard is

not this number, do not proceed and instead submit a help ticket to let us know there's an issue with your profile.

If you cannot click on the link above, please copy the link below and paste it into your browser's address window. THANK YOU FOR PLAYING USA SOFTBALL!

To see if your association has provided additional instructions for you, please <u>Click Here</u> to view help documents.

Click on the link in the email from USA Softball to get here:

SOFT		Proud Partner of USA Softbal	THORNE	THORNE	HORNE	SHOP NOW	
REGI	STER <u>View Our A</u>	vailable Tournaments					
	This page will allow RegisterUSASoftball. season in the boxes	members to reset th com system. Please below. Please contact yo	eir login credentials enter the usernam ur Team Adminis	s after receiving e and password strator for any	the team welcom that you would additional que	me email from the like to use for the curren estions.	ıt
	User Account						
	Username		*				
	Password		*				
	Confirm Password		*				

Even if you have and remember your user name and password from last year, you <u>MUST</u> <u>enter a new user name and password for this year.</u> If you enter your last year's information it will tell you that that user name already exists. When you enter a new one it will still direct you to your existing account.

	IUGaliun.
Drivers License Number	Correct Association
	Please check the two boxes to the left and click the Save button to
Condor *	complete this process.
Gender "	The Association Box Above should read:
remale ▼	CA-SACRAMENTO
Diversity	
White (Not of Hispanic Origin)	
Military	
Select	
Disabilities	
Select	
Address *	
	Verify your Association and Click Save
City *	
Granite Bay	
Granito Bay	
State *	
California 🗘	
Zip *	
95661	
Verify Association	
Save Report Incorrect Information	

Please verify that the following information is correct.

Association: CA - Sacramento	
First Name: Kimberly	Address:
Middle Name:	City: Granite Bay
Last Name: Vincent	State: California
Suffix:	Zip:
DOB:	Phone:
	Email: kvincent@surewest.net
By clicking the Verify & Save button, I am confirming that all	information in my profile is accurate and in agreement with the terms

and conditions set forth by my local USA Softball. Any incorrect or false information may result in additional fees throughout the registration process.





Background Checks

Get all your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE Education.

If you need to take your ACE exam click on the ACE Education tab to purchase ACE with a background check to receive a discount on your purchase.

Background Check Status:

Background Check Purchase

Your association does not currently allow purchasing of Background Checks using a credit card. You must first meet the requirements set by your local association before continuing

Not Available

Background Check Status

Status: Your Background Check appears to have been paid for on **Invoice: 635189**, but has not yet been started. Please click here for the Consent Form and to Start your Background Check.

CLICK ON THIS LINK

ACE Education

You currently cannot start ACE Education until your background check has been passed and paid for. Please follow instructions in either the Purchase or Background Check Status tabs to the left to continue.

Click here to go to the ACE Education tab.



REGISTER

HomePlate Grids - Tournament USA - Orders/Invoices Profile

Help - Log Out(kvince...)

Please read the Notice of Background Check information provided below and then click the appropriate button if you wish to continue. Your consent to a background check will be saved to your profile for your future use.

USA Softball Background Check Release and Authorization Form for Independent Contractors and Volunteers

Disclosure and Authorization

In connection with my application to serve as an independent contractor or volunteer with USA Softball, Inc., its affiliates, and/or any of its local associations (collectively "Client' or "USAS"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act, will be requested by Client for employment, independent contractor or volunteer purposes, whichever is applicable, from Protect Youth Sports, Inc. (or any successor USAS contractor), a consumer reporting agency as defined by the Fair Credit Reporting Act (hereinafter "Protect Youth Sports"). These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a contactor or volunteer, whichever is applicable, throughout the course of my employment, service or volunteer service, as permitted by law and unless revoked by me in writing. I understand that if USAS makes a preliminary determination not to accept my application or to revoke my affiliation based on information contained in a consumer report, I will be notified and provided an opportunity to respond. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect Youth Sports. Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-877-319-5587. For information Acknowledgement and Authorization

By clicking the button below, , I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of A Summary of Your Rights under the Fair Credit Reporting Act and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

Residents of Washington State only:	Residents of Minnesota and Oklahoma only:	
Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act's disclosure to	Under state law you have a right to receive a copy of your consumer report, free of charge, if one is required by Client.	
consumers (RCW 19.182.070) and a copy of your report by contacting Protect Youth Sports directly.	By checking the below box, a copy will be provided to you at the address you provide on this Disclosure and Authorization.	

Residents of New York only:

Residents of California and Maine only:

Under state law you have the right to inspect and receive a Under state law you have a right to receive a copy of your copy of any investigative consumer report requested by Client by contacting Protect Youth Sports directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by checking the below box. Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on this Disclosure and Authorization.

(04-15a Rev)

www.protectyouthsports.com

Protect Youth Sports, Inc., 14499 Dale Mabry Hwy, Ste 201 South, Tampa, FL 33618, Phone: 877-319-5587 Fax: 800-319-5582

This option will send a copy of your background check report to the address listed above.

Send a Copy of the Report

I Agree To BackGround Check Cancel





Background Check Results

Thank you for purchasing a Background Check. Your background check has been submitted. Please check back on the Home Plate for the current status.

What Happens Next with ACE?

Return

You are done! You can check back in your account in the next few days to see if you've been cleared. I will contact you if there are any problems.