

CBC registration due: before coaches meeting

Thank you for volunteering to coach.

There are three requirements that must be completed to be a volunteer coach for this season:

1. Assignment for year and seasonal sport ie Spring 2025 (Step #2)
2. Criminal Background Check (ss# submitted and/or not expired)
3. Athlete Protection training (not expired)

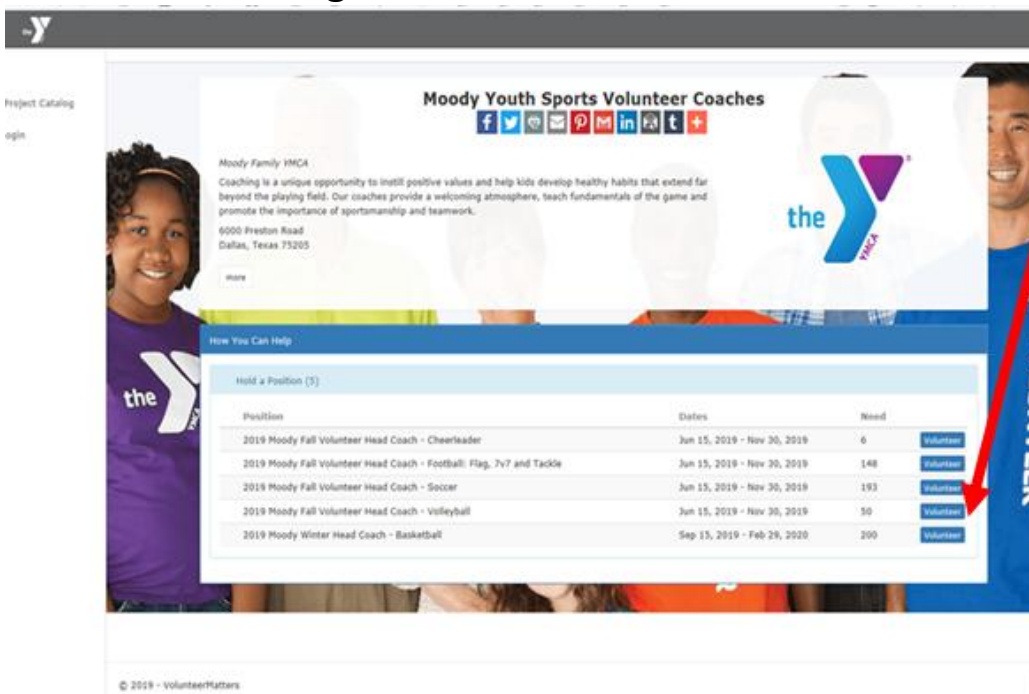
ALL volunteer coaches must register for a **Criminal Background Check (CBC)** for seasonal sport; ie SPRING 2025. Yes, even RETURNING coaches!

RETURNING COACH: Must register to add the seasonal; ie 2025 SPRING, sport in their assignment in Dallas YMCA Volunteer Matters. Update ss# and/or retake Athlete Protection

NEW COACH: Sign up for a new account in Dallas YMCA Volunteer Matters and Great Academy for a **CBC** registration **and** complete Athlete Protection (**AP**), in Great Academy.

For CBC and AP registration (Use Chrome browser. Pls use your Desktop. If you use your phone, AP training may not open up.):

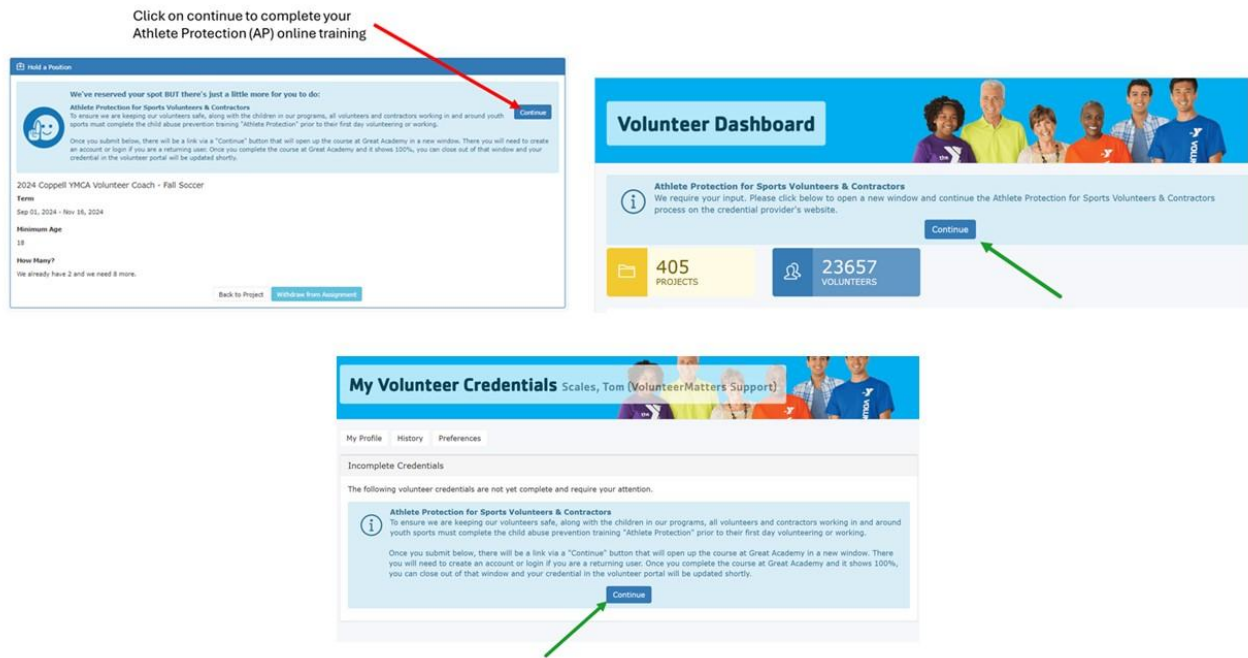
1. Visit: <https://ymcadallas.volunteermatters.org/project-catalog/375>
2. **SCROLL** down and click **“Volunteer”** for the sport and season you are coaching ie: **2025 SPRING Flag Football**



Click on sport and season you are volunteering

3. Click **“Register Now”** for **NEW** coaches; **RETURNING** coaches - Login using your user and pw & Hit Apply Now
4. *Write down or save* your user login and password for future reference.
5. Complete the registration and read/sign each credential
6. **CBC** SS#:

- **NEW:** Enter your 9 digit ss# (If it only asked for your last 4 digits, you did not assign yourself to volunteer position, Step 2 above.)
 - **RETURNING:** Enter your 9 digit ss# **IF** it asks you.
7. Click "Continue".
8. **Complete Athlete Protection (AP)** – Part 1 and Part 2
- A. If Athlete Protection is required, expired, incomplete or cancelled, look for the continue button in any of the three views pictured below. The link will take you to Great Academy for the online training course, Athlete Protection (AP).



- B. **Returning** volunteers will sign in using the blue button pictured with the arrow on the left. **New** volunteer accounts will sign up a new registration using the 'Sign up here' in the light blue area pictured with the arrow on the right. Use the same user, pw and email from Volunteer Matters.

RETURNING accounts, use the same user, pw and email from Volunteer Matters.

NEW accounts need to register a new account using the same username, pw and email as Volunteer Matters

Username

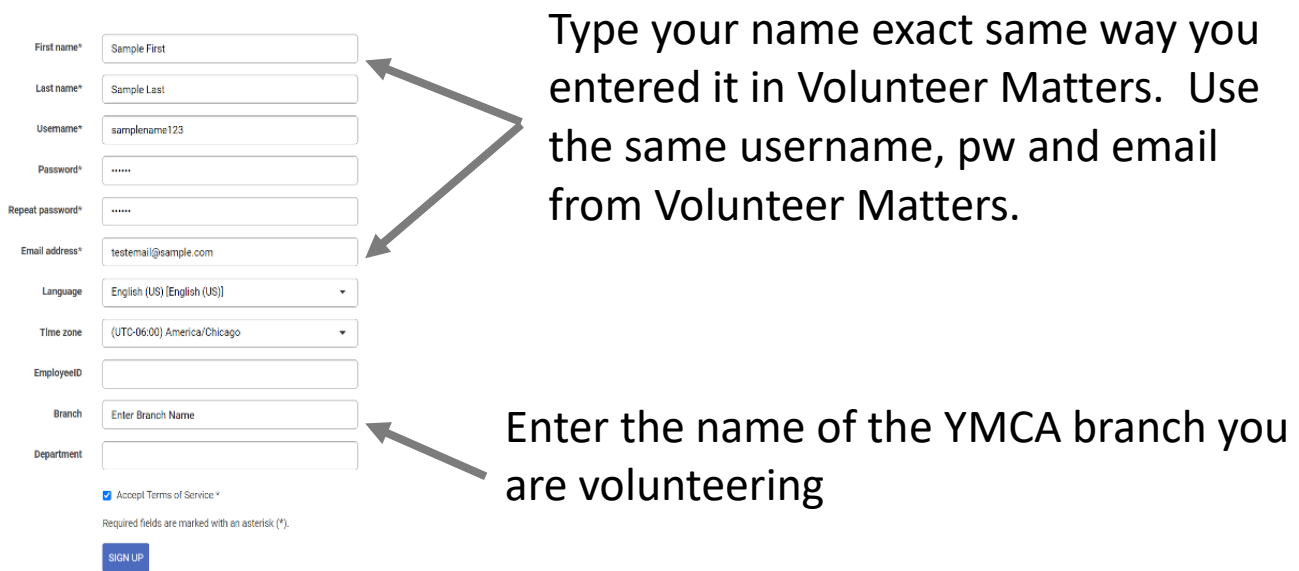
Password

SIGN IN

Forgot login details

Haven't you joined yet? Sign up here!

C. Enter your information the same information from Volunteer Matters.



The image shows a registration form with the following fields: First name* (Sample First), Last name* (Sample Last), Username* (samplename123), Password* (.....), Repeat password* (.....), Email address* (testemail@sample.com), Language (English (US) [English (US)]), Time zone (UTC-06:00) America/Chicago, EmployeeID, Branch (Enter Branch Name), and Department. There is a checkbox for 'Accept Terms of Service' and a 'SIGN UP' button. Annotations include arrows pointing from the text 'Type your name exact same way you entered it in Volunteer Matters. Use the same username, pw and email from Volunteer Matters.' to the First name, Last name, Username, and Password fields, and another arrow pointing from the text 'Enter the name of the YMCA branch you are volunteering' to the Branch field.

D. Start your Athlete Protection Part 1 and Part 2. **Email your completion certificate to mmacgregor@ymcadallas.org** . Then go back to your Volunteer Matters browser.

9. You will get this message. Make sure you have no additional requirements to complete:



Verify yourself that you are a volunteer coach compliant when you satisfy all four below:

Verify yourself that you are a volunteer coach compliant when you satisfy all four below:

1. Check that you are assigned to the current seasonal sport
2. CBC is green
3. AP is green
4. References – Can stay yellow for review or green.

The screenshot shows a dashboard with two main sections: 'Current Assignments' and 'Credentials'. The 'Current Assignments' section at the top shows a project: 'Richardson Youth Sports Volunteer Coaches', position: '2022 Richardson YMCA Volunteer Coach - Winter Softball', and start date: 'Oct 01, 2022'. A red circle highlights this section, with a callout box stating: '1. Your current assignment must have the current season and sport.' The 'Credentials' section below lists several items with their status, start, and expiration dates. Red arrows point from callout boxes to specific items: 'Background Check' (Status: Approved, Start: 2022-09-27, Expiration: 2023-07-27) with callout '2. Criminal Background Check (CBC) is Green for Approved. Yellow for Submitted is pending. Yellow for review, check back in 2 days! It must be green. If not notify, Sports Director. RED needs update, click on the red to re-enter 9 digit ss# with dashes.'; 'Athlete Protection' (Status: Approved, Start: 2022-09-27, Expiration: 2023-09-27) with callout '3. Athlete Protection (AP) is Green for Approved. Red/Gray needs update. Click to complete training.'; and 'References Confirmation' (Status: Review, Start: 2022-09-27, Expiration:) with callout '4. References – Can stay yellow or green.'

If you have any questions, please contact May MacGregor, Sports Specialist Director, at 214.221.9622 x3773 or at mmacgregor@ymcadallas.org.

Thank you,

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