

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

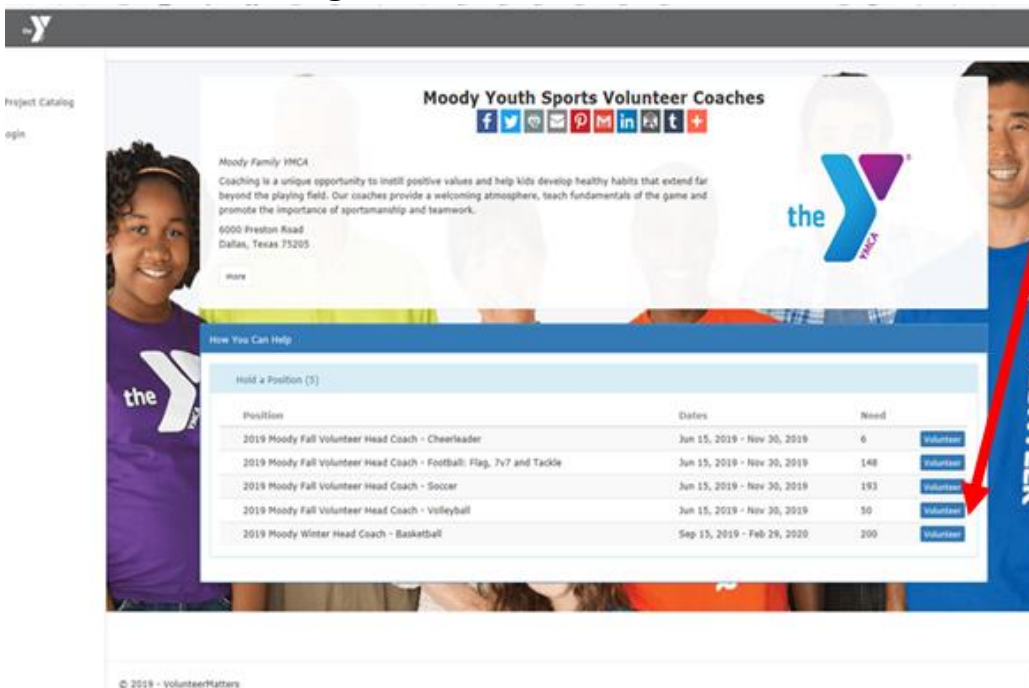
ALL volunteer coaches must register for a **Criminal Background Check (CBC)** for seasonal sport, ie: 2025 SPRING. Yes, even RETURNING coaches!

RETURNING COACH: Must register to add the seasonal sport, 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.

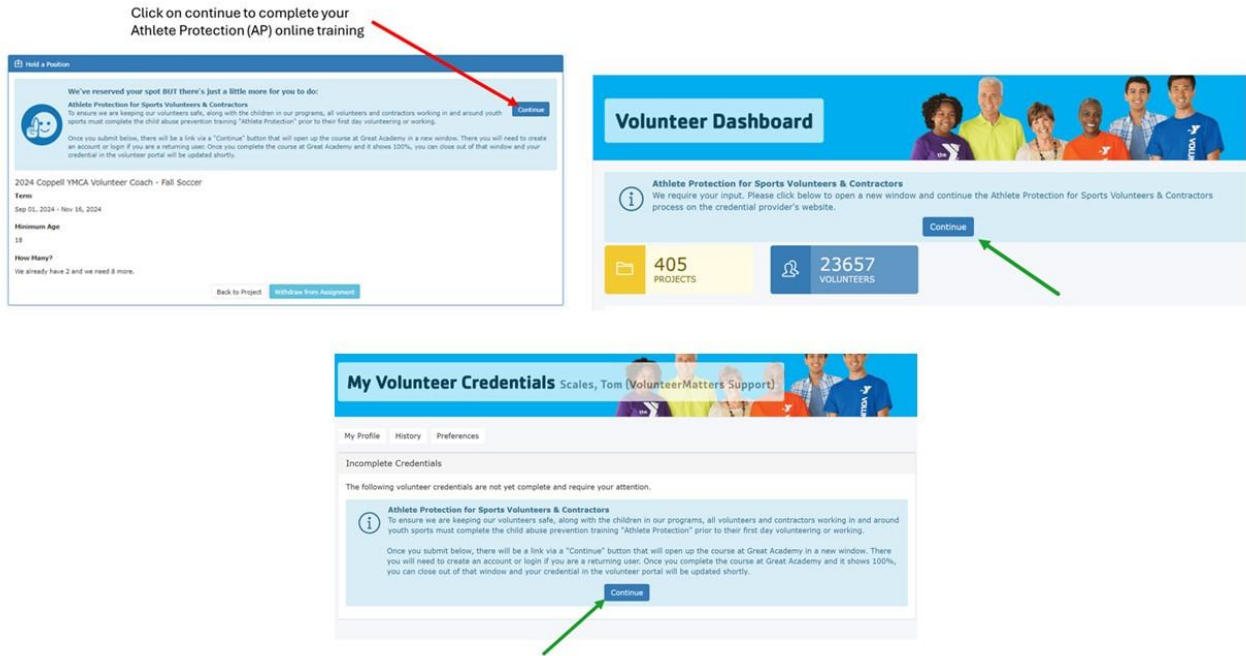
1. Visit: <https://ymcadallas.volunteermatters.org/project-catalog/234>
2. **SCROLL** down and click **“Volunteer”** for the sport and season you are coaching ie: **2025 SPRING Flag Football**



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. If you cannot login, pls email mmacgregor@ymcadallas.org for help. **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



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

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
Department
 Accept Terms of Service *
Required fields are marked with an asterisk (*).

Type your name exact same way you entered it in Volunteer Matters. Use the same username, pw and email from Volunteer Matters.

Enter the name of the YMCA branch you are volunteering

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 'Current Assignments' section at the top, circled in red, with details: Project: Richardson Youth Sports Volunteer Coaches, Position: 2022 Richardson YMCA Volunteer Coach - Winter Softball, When: Oct 01, 2022. Below is a 'Credentials' section with several items: Background Check (Approved, Green), Child Abuse Prevention Training (Approved, Green), Volunteer Code of Conduct and Handbook (Approved, Green), Volunteer Authorizations, Photo Release, Assumption of Risks and Waiver of Liability (Approved, Green), Athlete Protection (Approved, Green), Abuse Risk Management for Volunteers (Approved, Green), and References Confirmation (Review, Yellow). Red arrows point from callout boxes to the Background Check, Athlete Protection, and References Confirmation items.

1. Your current assignment must have the current season and sport.

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.

3. Athlete Protection (AP) is Green for Approved.
Red/Gray needs update. Click to complete training.

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,

May MacGregor
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