



2022 ONLINE COACHES GUIDE
ELECTRONIC CONSENT FOR
BACKGROUND CHECKS

Electronic Consent to Background Check

You will not receive a Welcome Email until Invoice is marked by USA Softball of Southern California

Do not create a NEW Profile, follow the instructions in this guide, wait for your Welcome Email to complete the Background Check

You will be notified by your League Admin once the Invoice is Marked Paid. It can take up to 24 hours to receive the Welcome Email. Please check your junk or spam folders.

If you do not receive a Welcome email after payment has been processed, or if your Email is entered incorrectly or has changed please contact your **League Admin**

You must be SafeSport Certified to be Approved. Please see SafeSport guide.

Step 1: Welcome Email

USA Softball <noreply2@registerusasoftball.com>

Sample Email:

Hello Lauren (Member ID: 2118525),

You have been recently added to a team or league in the USA Softball's online membership system, RegisterUSASoftball.com, 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 for more information and to ensure that you log in with the correct profile.

As of 12/18/2019, USA Softball has adopted a policy that all participants 18 years or older must complete both a background check and SafeSport before participation in any USA Softball youth (JO) play. If you have any questions, please reach out to your local association contact shown below. Any youth (JO) program related registrations of participants 18 years or older that are processed on this system WILL NOT BE APPROVED until the background check and SafeSport requirements are met.

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 2118525. If it's 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!

Step 2: Verify/Create Profile

The link from the email will direct you to this page to create/verify your username and update your password information.

The screenshot shows the USA Softball registration page. At the top, there is a navigation bar with the USA Softball logo on the left, a central banner that reads "SHOW YOUR #USASOFTBALL PRIDE! USASOFTBALLSTORE.COM" with images of a red jacket and a white jersey, and another USA Softball logo on the right. Below the banner, the word "REGISTER" is prominently displayed in white on a dark background, followed by a link "View Our Available Tournaments".

The main content area contains a text block: "This page will allow members to reset their login credentials after receiving the team welcome email from the RegisterUSASoftball.com system. Please enter the username and password that you would like to use for the current season in the boxes below." Below this is a red instruction: "Please contact your Team Administrator for any additional questions." A form titled "User Account" contains three input fields: "Username" with the value "Lauren1985", "Password" with masked characters, and "Confirm Password" with masked characters. A blue "Save" button is located below the form. A blue callout box with the text "Enter Username and password you want to use this season" points to the input fields. Another blue callout box with the text "Click Save" has an arrow pointing to the "Save" button.

User Account	
Username	<input type="text" value="Lauren1985"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>

Step 3: Update Profile

Welcome Email for RegisterUSA | RegisterUSASoftball.com - User | +

all.com/User/UserProfile.aspx

USA SOFTBALL High Performance Program **THE PIPELINE TO THE USA SOFTBALL JUNIOR WOMEN'S NATIONAL TEAM**

REGISTER HomePlate Grids Tournament USA Orders/Invoices Profile Help Log Out(Lauren...)

Personal Information | User Account |

Personal Information **Member ID: 2118525**

Personal Info Contact Info

Membership Type Association Info

First Name *
Lauren

Middle Name
Kristine

Last Name *
Susdorf

Suffix

Date of Birth (MM/DD/YYYY) *
3/21/1985

Drivers License Number
D3149790

Gender *
Female

Ethnicity
-- Select --

Local Admin Roles

- Team Administrator
- League Administrator
- Tournament Director

Local Non-Admin Roles

- Head Coach
- Coach
- Umpire
- Scorekeeper
- Board Member

National / State / Metro Association Administrators

- Commissioner
- JO Commissioner
- Adult Commissioner
- UIC
- District Commissioner
- District JO Commissioner
- District Adult Commissioner
- District UIC

State *
California

Zip *
955

Verify Association

Save Report Incorrect Information

You will be directed to your PROFILE page to verify all information.

You must Verify information, Personal, Contact, Membership Type, Association.

It is very important to make sure the name listed here MATCHES your Driver's License information.

Make sure all information is correct, check the box and hit **SAVE**.

If ANY information is incorrect click the **Report Incorrect Information**

Step 4: Access Consent

From your homeplate, you will need to click the Background Check link.

The screenshot shows a web browser window with the URL `m/User/Default.aspx?e=s`. The page is titled "Umpires" and contains several sections:

- Umpires:** A blue button labeled "Go To My Umpire Page".
- Individually Registered Teams:** Two green buttons: "View My Teams" and "Add Team".
- Individually Registered Leagues:** Two green buttons: "View My Leagues" and "Add League".
- Teams:** A red text block: "Teams - Please contact your local association to learn about becoming an USA Softball Sanctioned Only Team."
- Registration Contact:** Contact information for Kristi Allen, including name, association (CA - Southern California), phone (805) 990-6122, and email (Kristiasoftballsocal@gmail.com).
- Umpire Contact:** Contact information for Laura Head, including name, association (CA - Southern California), phone 562-221-4540, and email (Head.Laura.socalasa@gmail.com).
- Navigation:** A row of tabs: "Background Check" (selected), "ACE Education", "SafeSport", and "Registration Status".
- Background Checks:** A section with the heading "Background Checks" and a sub-heading "2118525 Lauren Susdorf Background Check Status:". It contains three panels:
 - Background Check Purchase:** Text stating that the association does not currently allow purchasing background checks using a credit card. A blue button labeled "Not Available" is at the bottom.
 - Background Check Status:** Text stating the status: "Status: Your Background Check appears to have been paid for on Invoice: 815060, but has not yet been started. Please click here for the Consent Form and to Start your Background Check." This panel is circled in red.
 - ACE Education:** Text stating that ACE Education cannot be started until the background check is passed and paid for. A blue button labeled "Click here to go to the ACE Education tab." is at the bottom.

ACE Certification is not Required until Championship Play

Step 5: Electronic Consent

RegisterUSASoftball.com - User-1

asp?tab=TeamPayConsent&rq=1

Make sure that the information displayed below is accurate. If any information needs to be corrected prior to starting your background check, [Click Here](#). Information that will be sent to our background check provider is your complete name, address and phone number.

3/21/1985	Drivers License#:	D3149790	(Optional)
Lauren	Address1:	23659 Via Clasico	
	City:	Valencia	
Kristine	State:	CA	
Susdorf	ZIP:	91355	

2022 season: You will now be required to include your social security number with your background check. This information is sent directly to our background check provider and is not stored on our system. This information is not associated with a credit check and will never reflect on your credit report.

SSN:

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

Disclosure and Authorization

I understand that in connection with my application to serve as an independent contractor or volunteer with USA Softball, Inc., its affiliates, and local associations (collectively "Client" or "USAS"), I understand that a "consumer report" and/or "credit report", as defined by the Fair Credit Reporting Act, will be requested by Client for employment, volunteer purposes, whichever is applicable, from Protect Youth Sports, Inc. (or any successor USAS reporting agency as defined by the Fair Credit Reporting Act (hereinafter "Protect Youth Sports"). These reports may contain information as to my character, general reputation, personal characteristics or mode of living, which may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information relating to my criminal history, credit history, driving and/or motor vehicle records, social security number, education or employment history, worker's compensation (only after a conditional offer) or other information. Reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or volunteer, whichever is applicable, throughout the course of my employment, service or volunteerism. I understand that I have the right, upon written request made within a reasonable period of time, to request a copy of the report and to dispute the accuracy of the information contained therein. I understand that I have the right, upon written request made within a reasonable period of time, to request a copy of the report and to dispute the accuracy of the information contained therein. I understand that I have the right, upon written request made within a reasonable period of time, to request a copy of the report and to dispute the accuracy of the information contained therein.

Background Check : Status

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](#)

2022 Social Security Numbers are required. USA Softball does not store SS#

Do not consent to the Background check if **any** information is incorrect.

If you would like a copy of the Background Check Click Request Copy, this will be sent to the email listed in your profile.

Hit the **I AGREE** button at the bottom.

You will then receive a Thank You Message. You can either click Return or just log out.

Step 6: Checking Status

Members may view the status of their background check by logging into Registerusasoftball.com using the Username and Password created. This will direct you to your HomePlate Page.

Under the Status Column, you will see the following:

Not Started – Means you have not properly consented

Pending – Means it is in progress

Cleared – Means you passed the background check and have completed the process

You must SAFESPORT to be APPROVED. You do not need to ACE Certify at this point

The screenshot shows a web browser window with the URL registerusasoftball.com/User/Default.aspx. The page is titled "Individually Registered Leagues" and includes a "View My Leagues" button and an "Add League" button. Below this, there is a "Teams" section with a red warning: "Please contact your local association to learn about becoming an USA Softball Sanctioned Only Team." To the right, there is an "Umpire Contact" section for Laura Head, with details: Name: Laura Head, Association: CA - Southern California, Phone: 562-221-4540, and Email: Head.Laura.socalasa@gmail.com.

Below the main content, there are tabs for "Background Check", "ACE Education", "SafeSport", and "Registration Status". The "Background Check" tab is active, showing a "Background Checks" section with a blue starburst graphic. The text reads: "Get all your updated info on background checks. 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 Education tab to purchase ACE with a background check to receive a discount on your purchase." Below this, there is a table with three columns: "Background Check Purchase", "Background Check Status", and "ACE Education".

Background Check Purchase	Background Check Status	ACE Education
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	Status: Your Background Check has Cleared and is valid through 8/31/2022 . Please check the ACE Education tab for the status of your 2022 ACE test. Invoice: 815060	You are now eligible to proceed to the ACE Education Section if you have not already done so. Click here to go to the ACE Education tab.