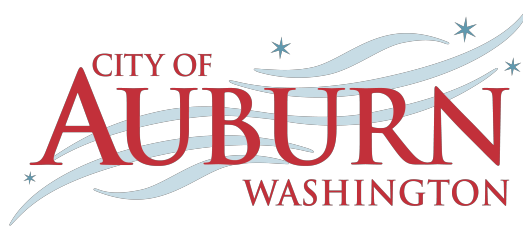


# Auburn Parks, Arts & Recreation Coach Registration Guide on TeamSideline

Thank you for your interest in coaching with Auburn Parks!

Follow these steps to complete your volunteer coach registration.



## Step 1: Complete Required Training

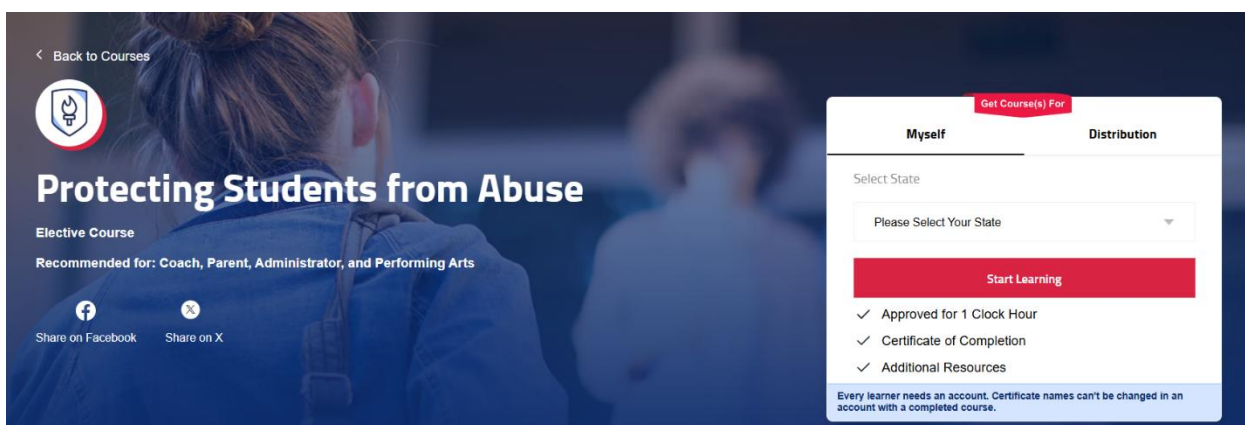
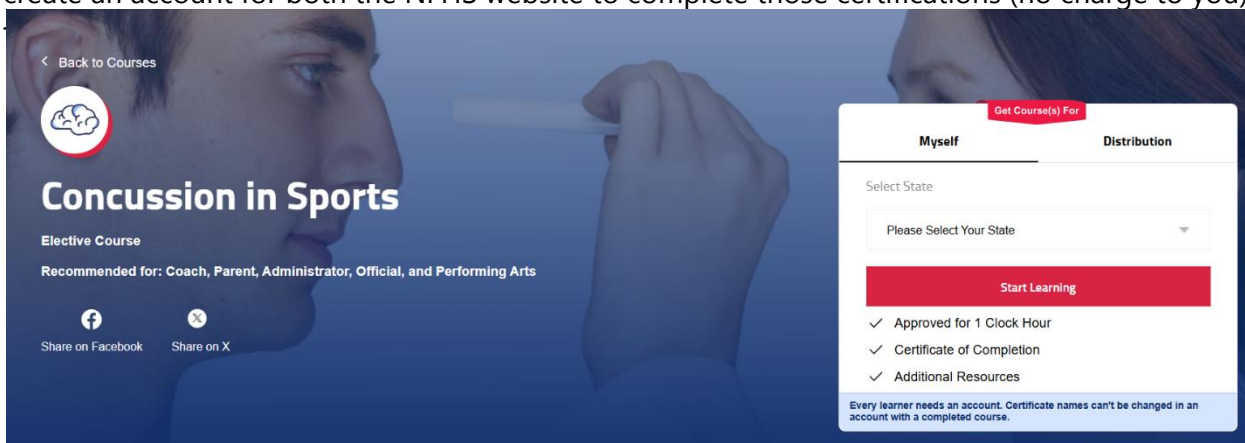
Before registering, complete two free online certifications (valid for one year):

**Concussion in Sports:** <https://nfhslearn.com/courses/concussion-in-sports-2>

**Child Abuse Prevention:** <https://nfhslearn.com/courses/protecting-students-from-abuse>

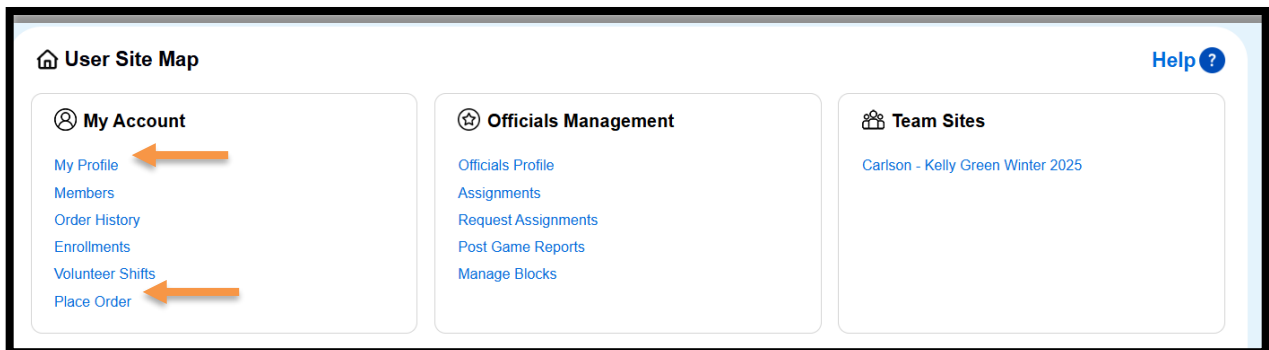
**Sudden Cardiac Arrest:** <https://nfhslearn.com/courses/sudden-cardiac-arrest>

Save both completion certificates — you'll upload them later in TeamSideline. You will need to create an account for both the NFHS website to complete those certifications (no charge to you) and



## Step 2: Register as a Coach on TeamSideline

1. Go to <https://teamsideline.com/sites/auburnwa/home>. Click **Sign In** to login or create an account.
2. From your landing page, click **My Profile**.
3. Scroll down to upload your **Concussion** and **Child Abuse Prevention** certificates.
4. After uploading those certifications to your profile, you will go back to the landing page and select **Place Order**.



5. Enter and complete the information and follow the steps to register as a coach for the season you are interested in.
6. Coaching **multiple teams**? You must complete a registration for each team you plan on coaching.
7. New coaches will be prompted to complete a **background check** during registration.
8. As you follow the steps, please ensure you are scrolling to the bottom of the page and selecting **Proceed to Checkout**.

The screenshot shows the 'Add Items To Your Cart' form. It includes a light blue informational box at the top stating: 'Your "Shopping" Cart lists the items you want to enroll in and store items you want to purchase. Click to add one or more items. Click the Delete icon to remove items, or to add more enrollments to your Cart button.' Below this, the form has five rows of dropdown menus, each with a red asterisk indicating a required field: 'Enrollee' (with 'Jamal Crawford' selected), 'Enrollment Type' (with 'Volunteer' selected), 'Program' (with 'Select' selected), 'Offering', and 'Enrollment Selection'. A blue 'Add Enrollee' link is next to the first dropdown. At the bottom of the form is a blue 'Add Enrollment' button.

You're all set! Once your registration, certifications, and background check are approved, you'll be officially ready to coach! Questions can be sent to [sportsleagues@auburnwa.gov](mailto:sportsleagues@auburnwa.gov)