



2023 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.

USA
SOFTBALL

SHOW YOUR #USASOFTBALL PRIDE!
USASOFTBALLSTORE.COM

REGISTER [View Our Available Tournaments](#)

This page will allow members to reset their login credentials after receiving the team welcome email from the RegisterUSA Softball.com system. Please enter the username and password that you would like to use for the current season in the boxes below.

Please contact your Team Administrator for any additional questions.

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

Save.

Enter Username and password you want to use this season

Click Save

Step 3: Update Profile

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

ill.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 3: Update Profile

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

ill.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

Local Admin Roles Local Non-Admin Roles

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.

Welcome Email for RegisterUSA x RegisterUSA Softball.com - User x +

m/User/Default.aspx?e=s

Umpires

[Go To My Umpire Page](#)

Individually Registered Teams

[View My Teams](#) [Add Team](#)

Individually Registered Leagues

[View My Leagues](#) [Add League](#)

Teams - Please contact your local association to learn about becoming an USA Softball Sanctioned Only Team.

If you have questions or concerns, here is contact information for your local association.

Registration Contact

Name: Kristi Allen
Association: CA - Southern California
Phone: (805) 990-6122
Email: Kristiasoftballsocal@gmail.com

Umpire Contact

Name: Laura Head
Association: CA - Southern California
Phone: 562-221-4540
Email: Head.Laura.socalasa@gmail.com

Background Check ACE Education SafeSport Registration Status

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.

2118525 Lauren Susdorf Background Check Status:

| 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 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. | 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. |

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 registration, [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 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 its 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, whichever apply, 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, date of 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 volunteer relationship. 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.

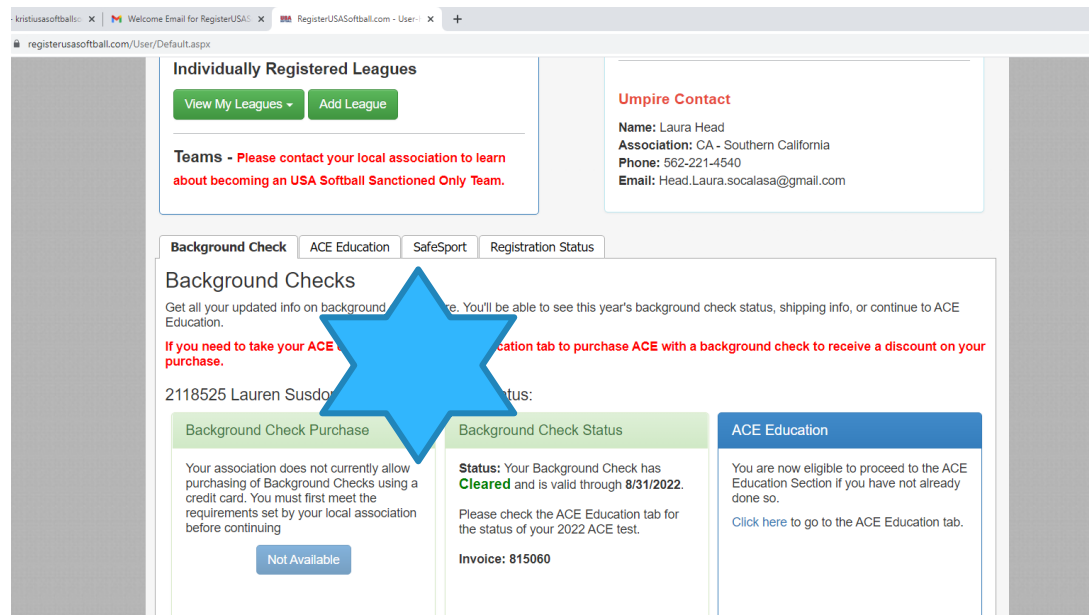
Under the Status Column, you will see the following:

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.

The main content area has 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. Below this, there are three columns:

- 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. A "Not Available" button is present.
- Background Check Status:** 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.
- ACE Education:** 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.