

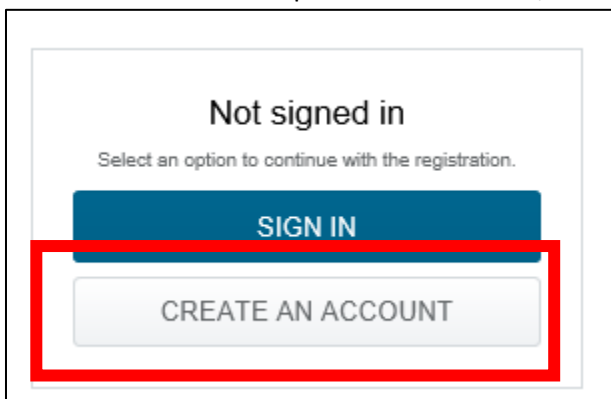
Background Check & Abuse Prevention Training Instructions

What you will need to complete this process:

- These instructions
- Pre-paid code (provided to you by your area coordinator)
- Your Social Security Number
- 1.5 hours to complete Abuse Prevention Training.

Steps:

1. Access this site <https://baberuthsafety.sportngin.com/register/form/277089265>, also available on League Website under Coaches.
2. Create a user name and password-SAVE THIS, it will be needed for future coaching years



3. Complete all the fields shown below; click **SIGN UP** when done

Fill out the following information to create your SportsEngine account.

Email Address

First Name

Last Name

Password

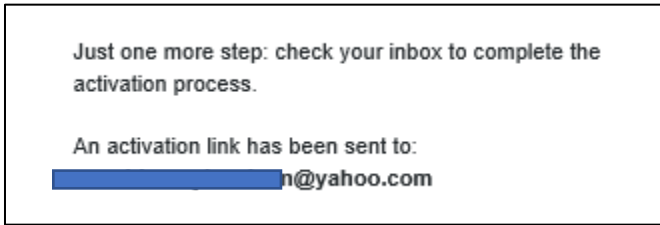
Password must be at least 8 characters and include one uppercase letter, one lowercase letter, and one number or symbol.

Date of Birth
Month Day Year

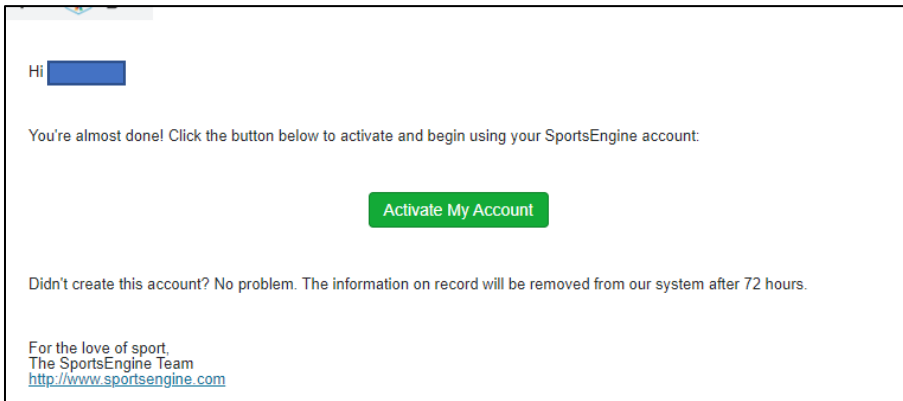
Required to comply with the Children's Online Privacy Act and other age-related restrictions.

By creating an account you are agreeing to our [Terms Of Service](#)

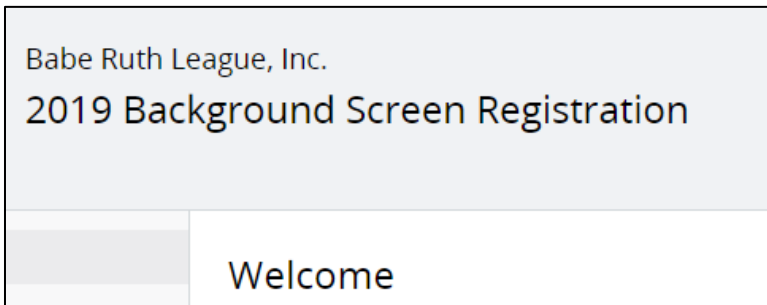
4. Message will appear instructing you to complete the activation process from your email inbox.



5. Access your email inbox, locate this email. Click on **Activate My Account**




6. This will open to a webpage for the activation, **CLOSE that window** and re-open the original link and log in. <https://baberuthsafety.sportngin.com/register/form/277089265>
7. The Background Screen Registration process will begin with the Welcome Screen



8. Click **Continue** at the bottom of the page
9. This page displays next, leave yourself selected and click **Continue**


Who Are You Registering?

SELECT THE PERSON YOU ARE REGISTERING

 [Redacted] (self)

[CONTINUE](#)

10. The League Selection Screen displays next. **Select the Pacific Northwest radio button.** Once selected the individual Leagues becomes enabled and displays

 Currently Registering: [Redacted]

Region: *

- Mid Atlantic
- Midwest Plains
- New England
- Ohio Valley
- Pacific Northwest
- Pacific Southwest
- Southeast
- Southwest

[Clear Current Selection](#)

Have you lived in New York state in the past five years?: *

- No
- Yes

[Clear Current Selection](#)

Background Screen Fee: *

If you were provided a code enter it on the Shopping Cart page.

- Background Screen Fee (\$25.50)

Currently Registering: [Redacted]

Region: *

Mid Atlantic

Midwest Plains

New England

Ohio Valley

Pacific Northwest

Pacific Southwest

Southeast

Southwest

[Clear Current Selection](#)

Pacific Northwest League Selection: *

ALBERTA BABE RUTH LEAGUE

AMITY BABE RUTH LEAGUE

Anacortes Baseball Club

Became enabled and appears when the Region was selected

11. Scroll to the bottom of the enabled League list and **check the box at Willamette Valley Babe Ruth**

WILLAMETTE VALLEY BABE RUTH LEAGUE

12. Answer this question regarding NY State

Have you lived in New York state in the past five years?: *

No





Yes

13. Leave the selection below as defaulted

Background Screen Fee: *

If you were provided a code enter it on the Shopping Cart page.

Background Screen Fee (\$25.50)

14. Click  at the bottom of the page
15. The Electronic Communication Consent and Disclosure screen displays, **accept the terms and agreement** and click 
16. The FCRA Acknowledgement screen displays, **accept the terms and agreement** and click 
17. The Disclosure screen displays, **accept the terms and agreement** and click 
18. The Background Screening screen displays. **Complete the fields** for
- a. Name – full legal name
 - b. Address
 - c. DOB
 - d. SSN
 - e. Contact Email
 - f. Contact Phone number
 - g. Any disclosure notes (aka recent moves or name changes)

PLEASE SUBMIT YOUR FULL LEGAL NAME AS IT APPEARS ON YOUR DRIVER'S LICENSE OR PASSPORT

19. **Check the box** at I Agree 
20. Optional: check the box at **Send Copy** and/or click **Continue**

I request to receive a copy of any consumer report that is requested on me:

Send copy

21. The Review screen displays. Look over the information if all is correct click on



22. Shopping Cart Displays, **enter the Pre-paid code** in the Discount code field and **click APPLY**, if total due is shown as \$0.00 click **on Checkout**

Shopping Cart

To change your order, edit your answers by selecting edit on the Review page.

QUANTITY	ITEM	PRICE	TOTAL
1	2019 Background Screen Registration Fee	\$25.50	\$25.50
		TOTAL DUE	\$25.50

Enter Discount Code:
BOGAZC2MVB Apply

CHECKOUT

23. Receipt screen displays **CLICK ON THE LINK** to begin the Abuse Prevention Training

Receipt

REQUIRED TRAINING

Abuse Prevention Systems training. Your registration is NOT COMPLETE until you finish this training. Click the link below for details and to access your training.

https://babersutisafety.sportsmgn.com/survey_results/aps_training/49244522


REGISTRATION COMPLETE!

You have successfully submitted your background screen for review!

A detailed receipt of your responses and a confirmation of your registration will be sent to you via email.

FINAL STEP - ALL STAFF REGISTERING WILL BE REQUIRED TO COMPLETE THE APS ABUSE PREVENTION TRAINING. YOU WILL BE PRESENTED WITH A LINK AT THE END OF YOUR BACKGROUND SCREENING REGISTRATION. PLEASE CLICK ON THE LINK TO CONTINUE ON TO THE TRAINING. YOU WILL ALSO RECEIVE AN EMAIL FROM SPORTSENGINE, WHICH CONTAINS THE LINK TO THE TRAINING



24. Abuse and Prevention Training Video will launch, click  to begin. It consists of 9 videos for total time of 1.5 hours

25. After watching all the videos **check the box at the bottom** of the video and **click on TAKE QUIZ** to launch the 25-question quiz

I have watched ALL 9 training videos on this page OR received the full training from an approved trainer and/or in group training.

take quiz ✓

26. At completion of the quiz you will get a certificate that can be downloaded-**recommended to keep for your records (other sports may begin requiring this)**

27. Each completion will be tracked electronically by the Admins from the Valley Board