Claim Membership & Completing Eligibility Requirements
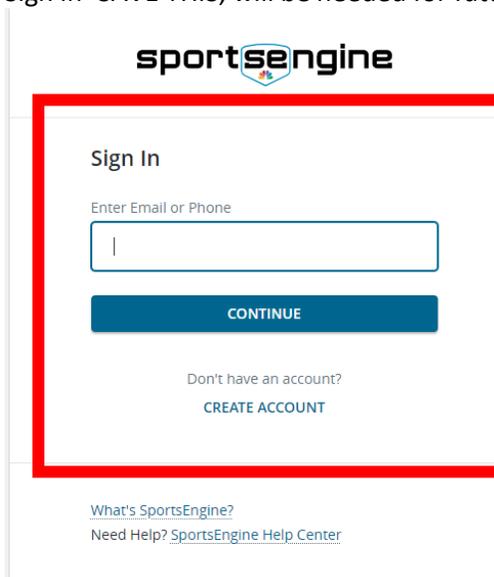
All coaches/Volunteers will need to follow these instructions regardless of current eligibility status.

What you will need to complete this process:
- These instructions
- Pre-paid code provided by your area coordinator
- Your Social Security Number
- 1.5 hours to complete Abuse Prevention Training.

Steps:
1. Access this site
2. Sign in -SAVE THIS, will be needed for future coaching years

3. Enter your password
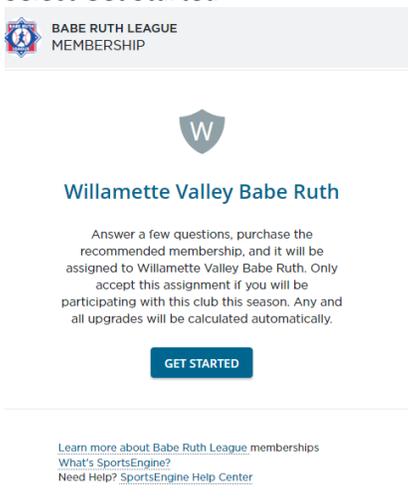4. Follow the identity verification steps.
5. Select Get Started

6. At "Who membership is for?" **select yourself.** Do NOT select add child.
7. Complete or Update your demographic information>**Next** when done
    a. Required fields are address, city, state, zip, phone, and gender.
8. Select 2023-24 Coach Membership>**Next**

Select the membership for

RECOMMENDED

2023-24 Coach/Volunteer Membership

This is a Coach Safety Membership for Babe Ruth League. You will be emailed additional requirements to complete as part of your eligibility for this season.

9. **Select Continue to Payment** at the review club assignment step (you will not actually have to pay for anything).

10. Membership confirmation appears, Select Continue to **MySportsEngine**

SH Membership
Member Number: Babe-5

Thank you for joining Babe Ruth League

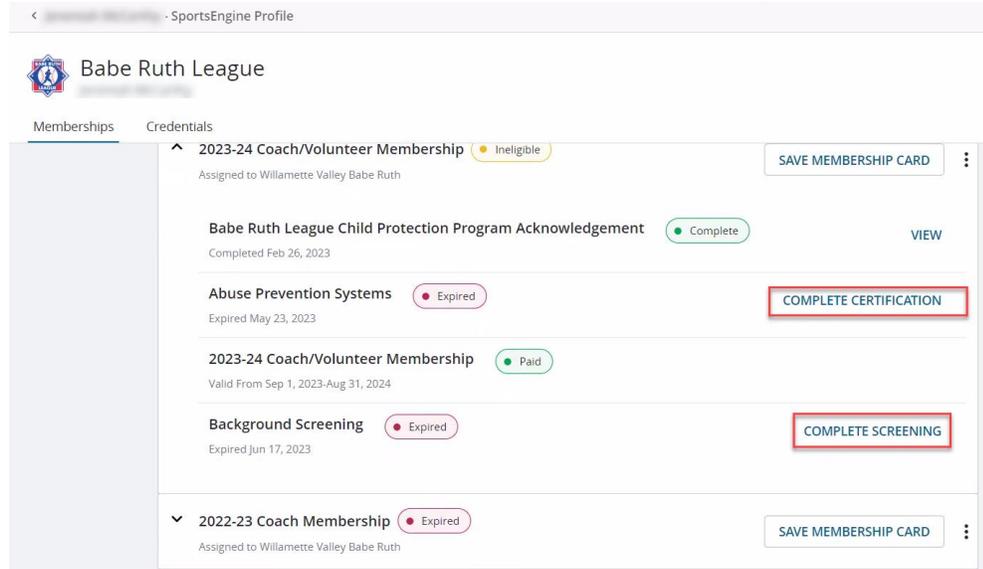Membership: 2023-24 Coach/Volunteer Membership

Almost Done!

Continue to MySportsEngine to complete additional membership requirements and save your membership card.

CONTINUE TO MYSPORTSENGINE

11. Personal User Dashboard displays showing membership status.
    a. All requirements are noted as eligible, no further action is needed.

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b. If any action indicates Required or Expired, use the links to complete the outstanding tasks. Once these are completed the status will convert to Eligible.
c. Disregard previous years Coach Membership.
d. If you believe the results are not correct, contact help@sportsengine.com it is possible you have more than one user account and they need to be merged

12. **Abuse Prevention Link** will launch a series of videos, after reviewing the videos, check the box at the bottom of the screen and take the 25 question quiz.
   a. Once completed, it is advised you save a copy of the certificate.
   b. Close the browser for the training and return to the Sports Engine User Dashboard, to see the complete status you must refresh the screen.

13. **Background Screening Link** will launch pop up, select **Continue** to proceed which launches the background screening.
   a. Welcome Page displays=select **Continue** at the bottom

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b. Who are you registering page displays = select **Continue**Background Screen Information page displays = complete as shown >**Continue**

Background Screen Information

Currently Registering:

League Name: *

Willamette Valley Babe Ruth

Do you volunteer in Pennsylvania?: *

◉ No

○ Yes

Clear Current Selection

Background Screen Fee: *

◉ Background Screen Fee ($25.50)

c. Electronic Signature screen displays with other disclaimers, **after reading, scroll to bottom, type your name the field> Continue**

I agree to allow to validate my signed documents in this way.: *

d. FCRA screen displays, **after reading, scroll to the bottom, type your name in the field> Select Continue**

e. Disclosures regarding background displays**, after reading scroll to the bottom, type name your name in the field> Select Continue**

f. Acknowledge and Auth with state law screen displays>**select**

○ I am not registering in one of the states listed above **>type your name in the field>Continue**

g. Background Screening page displays = complete required information.
   1. MUST USE LEGAL NAME
   2. Check boxes for Acknowledgement and if you want to get a copy.
   3. Select **Review** when done

h. Review page displays = review and select **Continue**

i. Shopping Cart Displays
   1. **enter the Pre-paid code** in the Discount code field and **click APPLY,**

Shopping Cart

Babe Ruth League
's 2022- 2023 Background Screen Registration • Sale HLSW13813

Order Summary		Payment Options	Total (1 item)
Background Screen Fee	$25.50	Pay In Full	$25.50
		◉ $25.50	Amount to pay today
Total	$25.50	Pay outstanding balance today	$25.50
		APPLY	PROCEED TO CHECKOUT

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2. Select **Next** if the discount is shown to have been applied

Shopping Cart

3. Receipt page will show completed transaction. Close browser and return to the User Dashboard

14. At the User Dashboard, select I'm Done

Required Background Screening   ✕

Your screening has opened in a new tab, come back here when you complete it.

CANCEL   **I'M DONE**

15. Dashboard will refresh showing the Background Screening in Pending Status
16. Each completion will be tracked electronically by the Admins from the Valley Board
17.

   a.   .