



Safe Sport

How to Guide:

**Accessing & creating your
Safe Sport Account**

- **Log into your Register USA Softball Account:**

The screenshot shows a web browser window with the URL <https://registerusasoftball.com/Account/Login.aspx>. The page features the USA Softball logo on the left and a banner for the USA Softball National Championships in Salinas, California, on the right. Below the banner, the word "REGISTER" is prominently displayed, followed by a link to "View Our Available Tournaments" and a "[RSite:On]" indicator. The main content area is a light gray box titled "Login" containing two input fields: "Username:" and "Password:". Below these fields are two links: "Forgot Username or Password?" and "Retrieve Login with ID Card?". A blue "Login" button is positioned at the bottom right of the login form. On the far right edge of the page, there is a vertical sidebar with partially visible text: "Wh", "Re", "mer", "is o", "City", "Nat", "For", and "Wh".

- Once logged into your Register USA account Access the ACE Education Tab:



The screenshot shows a web interface with a navigation bar at the top containing tabs: Background Check, ACE Education, Registration Status, Navigation Pane, My Teams, My Leagues, and My Umpires. The ACE Education tab is highlighted. Below the navigation bar, the page title is "Background Checks". A sub-header reads: "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." A red text block states: "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." Below this, the section "Background Check Status:" contains three panels. The first panel, "Background Check Purchase", explains that users must purchase and pass a background check to participate in the 2018 season and includes a "Purchase" button. The second panel, "Background Check Status", shows a status message: "Status: There is no record of a purchase for your Background Check. Please see the Purchase Status located to the left for more information." The third panel, "ACE Education", states that users cannot start ACE Education until their background check is passed and paid for, and includes a link to go to the ACE Education tab.

Background Check | ACE Education | Registration Status | Navigation Pane | My Teams | My Leagues | My Umpires

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.

Background Check Status:

Background Check Purchase

In order to participate in the 2018 season, or become ACE Educated, you must first purchase and pass a background check.

[Purchase](#)

Background Check Status

Status: There is no record of a purchase for your Background Check. Please see the Purchase Status located to the left for more information.

ACE Education

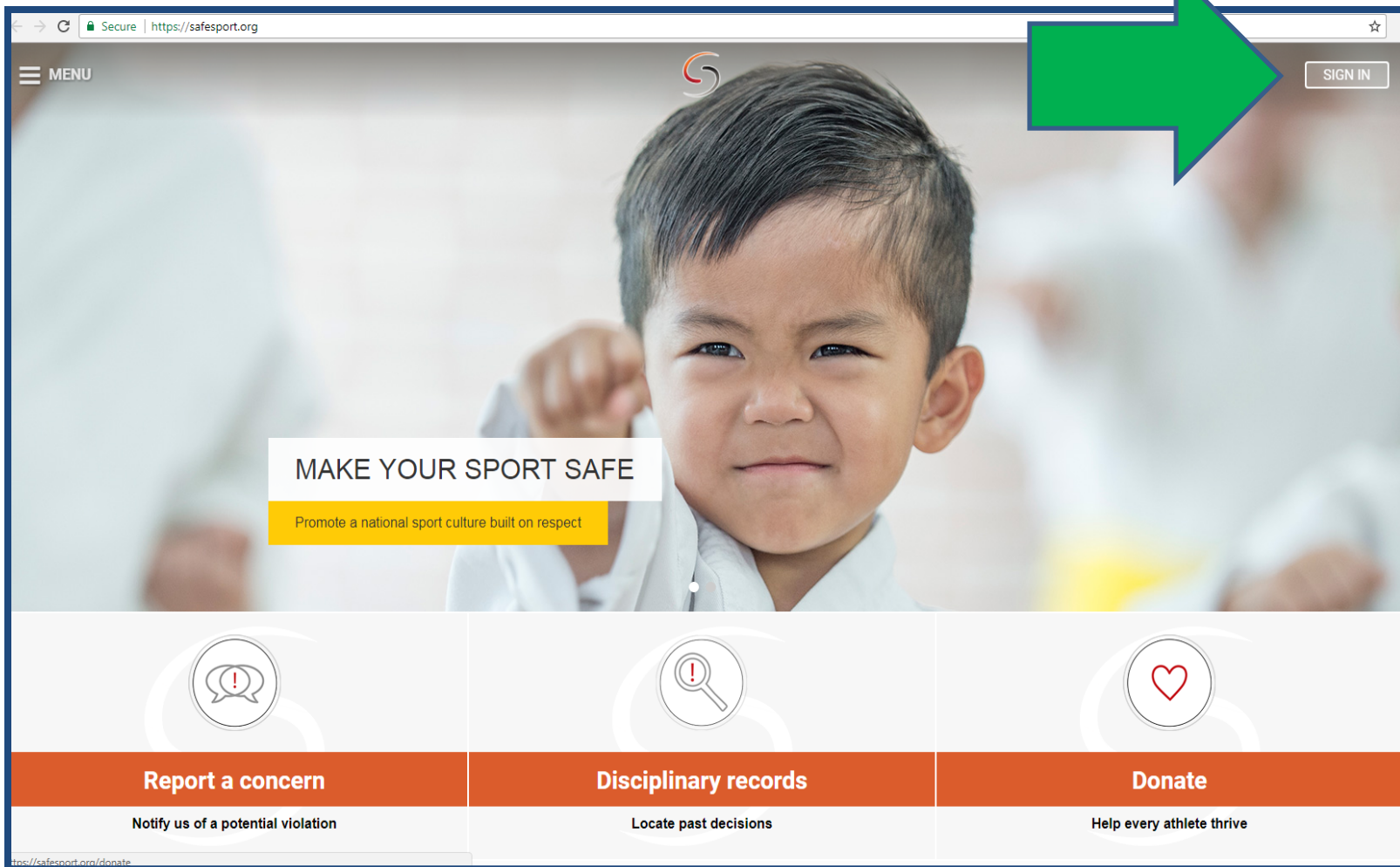
You currently cannot start ACE Education until your background check has been passed and paid for. Please follow instructions in either the Purchase or Background Check Status tabs to the left to continue.

[Click here](#) to go to the ACE Education tab.

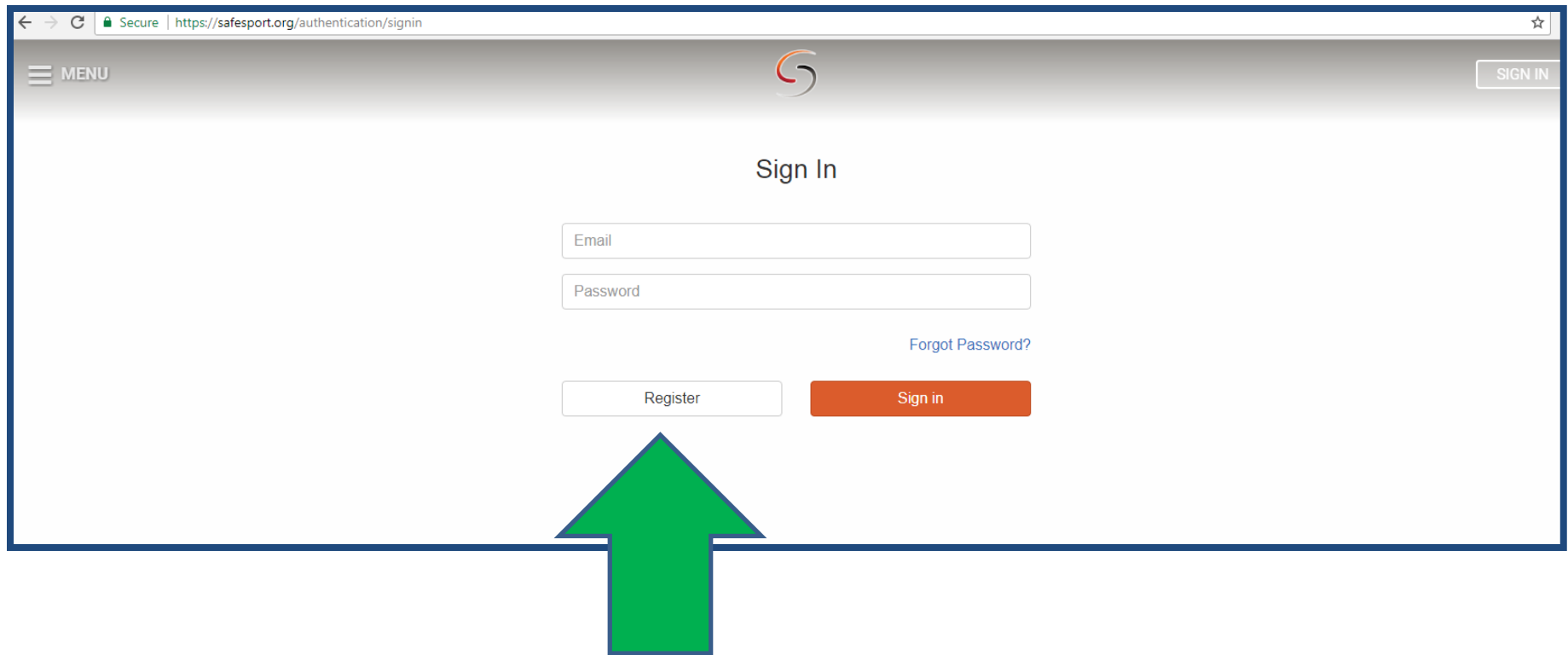
- Select the blue hyperlink “Click Here to Start Now” to access the Safe Sport website (www.safesport.org)

The screenshot shows the ACE Education dashboard. At the top, there are navigation tabs: Background Check, ACE Education (selected), Registration Status, Navigation Pane, My Teams, My Leagues, and My Umpires. Below the tabs, the page title is "ACE Education". On the left is the A.C.E. logo. The main text reads: "Welcome to the new ACE Testing Dashboard. Here you'll find everything you need pertaining to ACE Education. Below are links to the ACE Testing Center, review previous tests, and if you have previous ACE tests completed a table of collected information pertaining to prior ACE Education." A large green arrow points to the blue hyperlink "Click Here to Start Now" next to the "SafeSport" text. Below this, it states: "Beginning in the 2018 season, all ACE coaches must complete SafeSport courses prior to starting ACE. SafeSport is composed of 3 individual lessons; all lessons must be completed in full before you are considered SafeSport educated. If you would like to know more about the USOC's SafeSport initiative, please click here." A Member ID of 1597669 is provided. A note says: "For a step-by-step guide on completing SafeSport, please click here. Note: Red = Not Started or Incomplete & Green = Complete". Three lesson buttons are shown: "Lesson 1: Sexual Misconduct Awareness Education" (red text), "Lesson 2: Mandatory Reporting" (red text), and "Lesson 3: Emotional and Physical Misconduct" (red text). The "2018 Status:" section contains three panels: "ACE Purchase Status" (red header) with a "Purchase" button, "Test Availability" (yellow header) with "ACE Status: No Previous ACE. Level 1 Now Available for Purchase.", and "ACE Test Review" (blue header) with a "Review" button.

- From the Safe Sport Home page select the Sign In button located at the top right corner of the page



- From the Sign In page select the Register Button



- **Enter your Information and then select Next**

****Please note you must use a Valid Email address that you have access to****

Register : **1** Account

First Name *

Last Name *

Email *

Password *

Confirm Password *

Cancel

- Once you have entered your information click the green “Next” Button

Register : 1 Account

First Name *

Last Name *

Email *

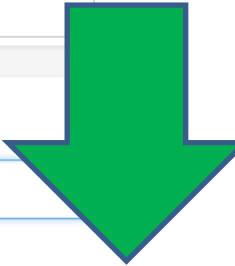
Email format is invalid.

Password *

Strong

Confirm Password *

Cancel Next >



- **Enter Requested Information:**

- **Nickname**
- **Country**
- **Address**
- **City**
- **Region**
- **Postal Code**
- **Birthdate**
- **Gender**
- **Primary Position**
- **Membership**

Register : 2 Profile

Photo ?

Drag and drop or [Choose](#)

Nickname * ?

dking ✓

Country *

United States ▾

Address *

City *

Region *

Select region... ▾

Postal Code *

Birthdate *

Gender *

Select gender... ▾

Primary Position(s) *

Administrator Athlete Coach Official Parent Volunteer

Membership(s) * ?

[+](#) **Add Membership**

If you wish to receive completion credit from your organization, you must add any memberships here. Click here to set up.

[< Back](#) [Cancel](#) [Save](#)

**** Important ****

- Use the Add Membership feature to link your SafeSport account to your Register USA Information

Membership(s) * ?

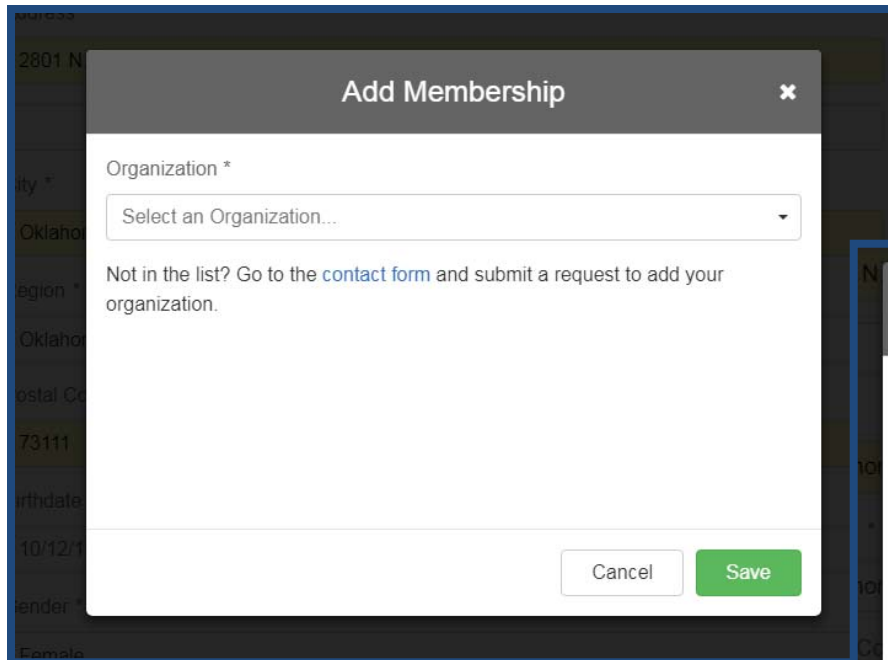
+ **Add Membership**

If you wish to receive completion credit from your organization, you must add any memberships here. Click here to set up.

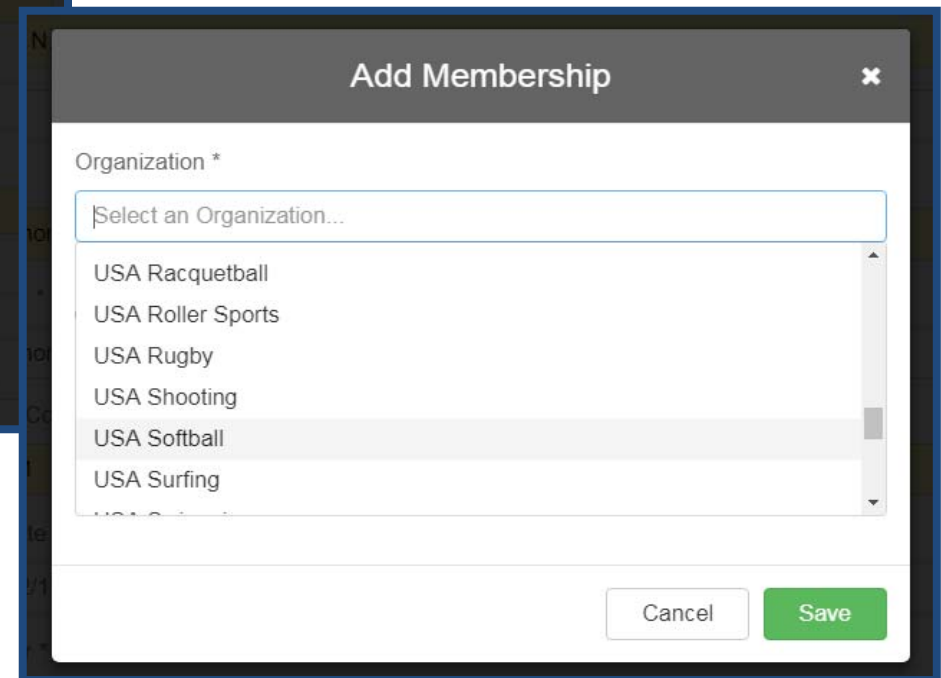
[← Back](#) [Cancel](#) [Save](#)

*****Please note you must add your USA Softball Membership in order for your SafeSport completion to be recognized on your Register USA Softball account.*****

- Use the “Select an Organization” drop down menu to Find and Save USA Softball to your Memberships



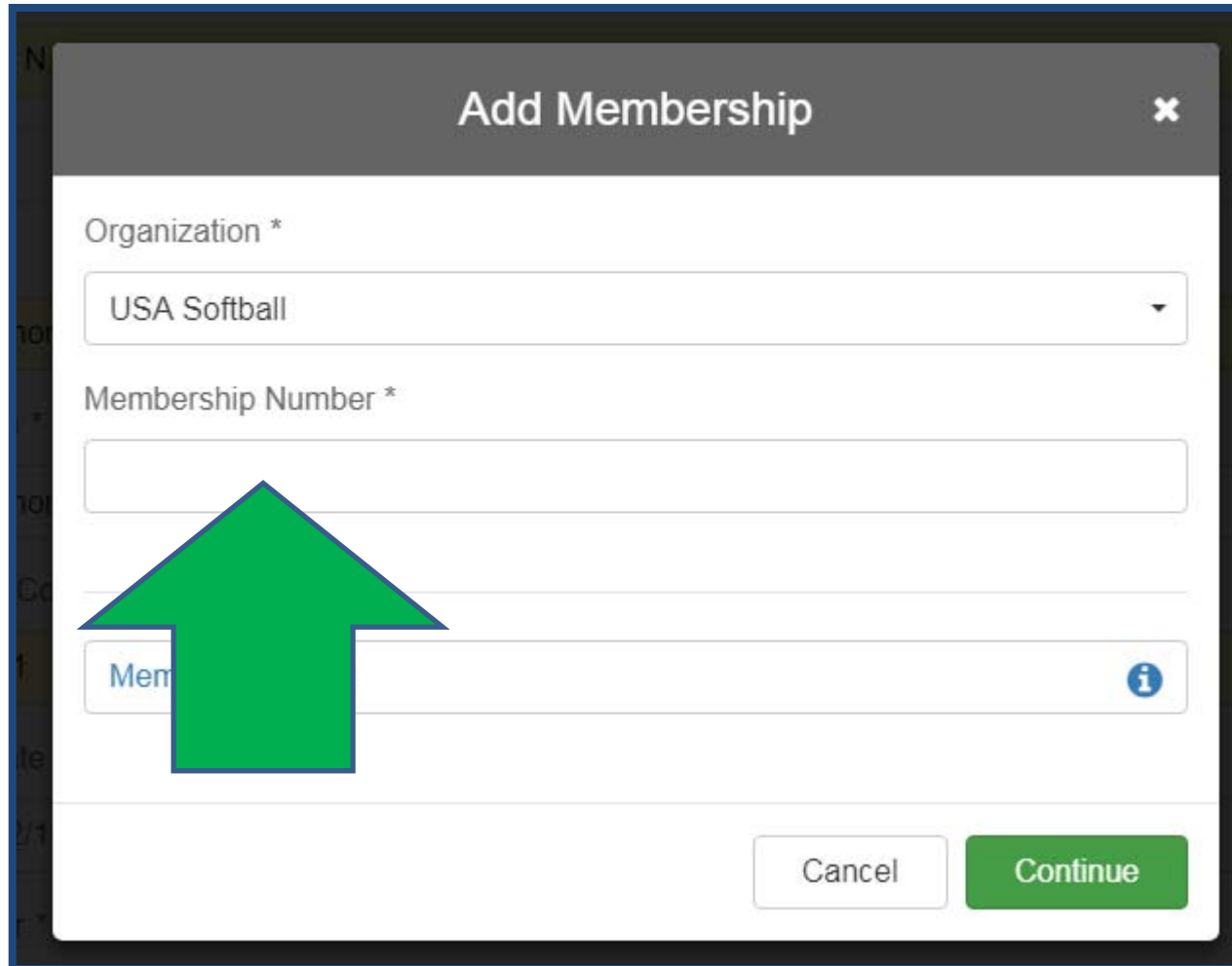
The screenshot shows a modal dialog box titled "Add Membership" with a close button (X) in the top right corner. Below the title, there is a label "Organization *" followed by a dropdown menu that currently displays "Select an Organization...". Below the dropdown, there is a text instruction: "Not in the list? Go to the [contact form](#) and submit a request to add your organization." At the bottom of the dialog, there are two buttons: a white "Cancel" button and a green "Save" button.



This screenshot shows the same "Add Membership" dialog box, but the dropdown menu is open, displaying a list of organizations. The list includes: USA Racquetball, USA Roller Sports, USA Rugby, USA Shooting, USA Softball (which is highlighted in grey), and USA Surfing. The "Save" button at the bottom right is now green, indicating it is the active button.

- Once you have located and selected USA Softball click the green Save button

- Once you have selected & saved USA Softball as your Organization you will then be prompted to add your USA Softball Member ID Number

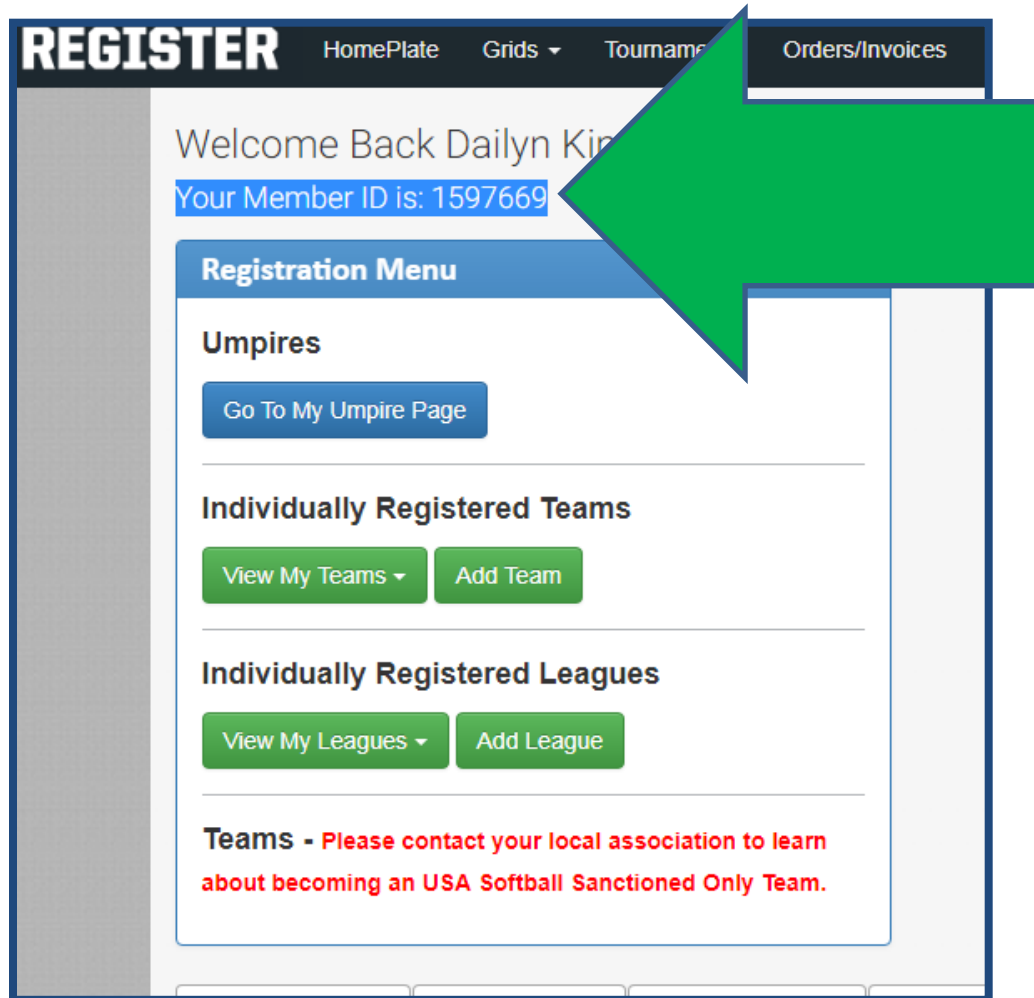


The screenshot shows a modal window titled "Add Membership" with a close button (X) in the top right corner. The form contains three main input fields:

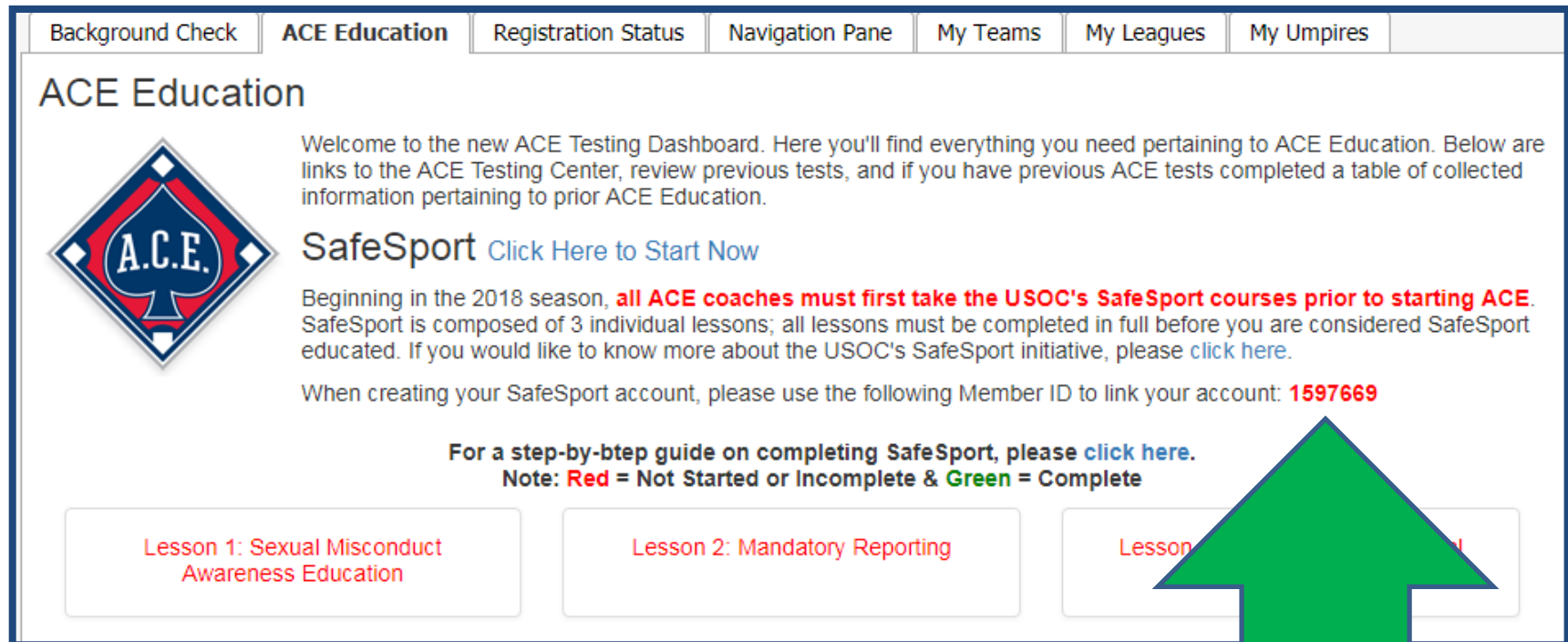
- Organization ***: A dropdown menu with "USA Softball" selected.
- Membership Number ***: An empty text input field.
- Membership ID**: A text input field with a blue information icon (i) on the right.

A large green arrow points upwards from the bottom left towards the "Membership Number" field. At the bottom right of the form, there are two buttons: "Cancel" and "Continue".

- You can Locate your Member ID number on your Register USA Homeplate Page




- Or you can locate your Member ID number from the ACE education tab:



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Background Check', 'ACE Education', 'Registration Status', 'Navigation Pane', 'My Teams', 'My Leagues', and 'My Umpires'. The 'ACE Education' tab is selected. Below the navigation bar, the page title is 'ACE Education'. On the left is the A.C.E. logo, a diamond shape with 'A.C.E.' in the center. To the right of the logo is a welcome message: 'Welcome to the new ACE Testing Dashboard. Here you'll find everything you need pertaining to ACE Education. Below are links to the ACE Testing Center, review previous tests, and if you have previous ACE tests completed a table of collected information pertaining to prior ACE Education.' Below this is a 'SafeSport' section with a link 'Click Here to Start Now'. A red notice states: 'Beginning in the 2018 season, all ACE coaches must first take the USOC's SafeSport courses prior to starting ACE. SafeSport is composed of 3 individual lessons; all lessons must be completed in full before you are considered SafeSport educated. If you would like to know more about the USOC's SafeSport initiative, please click here.' Below the notice is the Member ID '1597669'. At the bottom, there are three lesson buttons: 'Lesson 1: Sexual Misconduct Awareness Education', 'Lesson 2: Mandatory Reporting', and 'Lesson 3: ...'. A large green arrow points upwards from the bottom right towards the Member ID.

Background Check | **ACE Education** | Registration Status | Navigation Pane | My Teams | My Leagues | My Umpires

ACE Education



Welcome to the new ACE Testing Dashboard. Here you'll find everything you need pertaining to ACE Education. Below are links to the ACE Testing Center, review previous tests, and if you have previous ACE tests completed a table of collected information pertaining to prior ACE Education.

SafeSport [Click Here to Start Now](#)

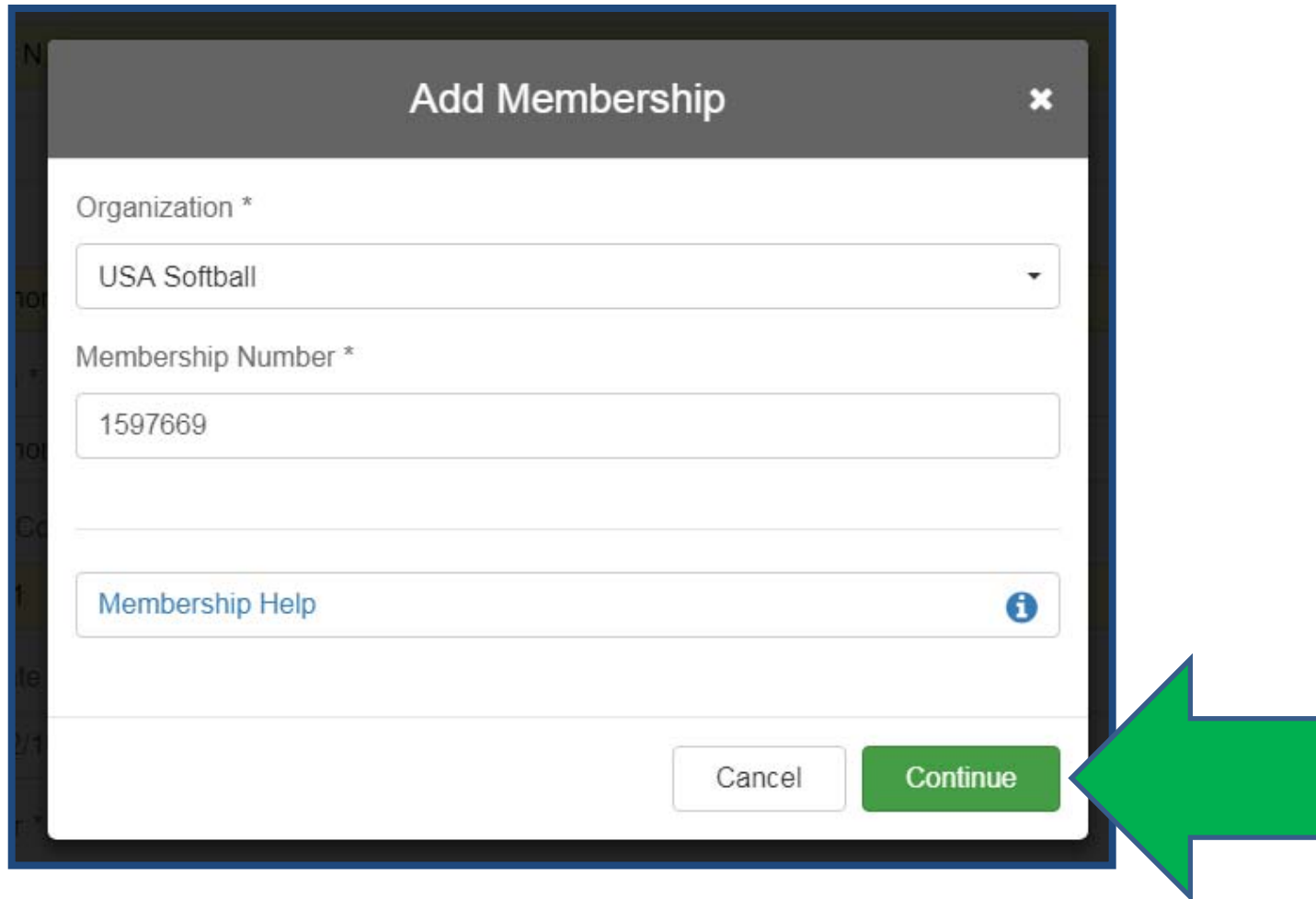
Beginning in the 2018 season, **all ACE coaches must first take the USOC's SafeSport courses prior to starting ACE.** SafeSport is composed of 3 individual lessons; all lessons must be completed in full before you are considered SafeSport educated. If you would like to know more about the USOC's SafeSport initiative, please [click here](#).

When creating your SafeSport account, please use the following Member ID to link your account: **1597669**

For a step-by-btep guide on completing SafeSport, please [click here](#).
Note: Red = Not Started or Incomplete & Green = Complete

Lesson 1: Sexual Misconduct Awareness Education | Lesson 2: Mandatory Reporting | Lesson 3: ...

- Once you have entered your USA Softball Member ID Number select the Green “Continue” button



The image shows a screenshot of a web form titled "Add Membership". The form has a dark grey header with the title and a close button (X). Below the header, there are three main sections: "Organization *" with a dropdown menu showing "USA Softball"; "Membership Number *" with a text input field containing "1597669"; and "Membership Help" with a text input field and an information icon (i). At the bottom right of the form, there are two buttons: a white "Cancel" button and a green "Continue" button. A large green arrow with a blue outline points from the right side of the image towards the "Continue" button.

- **Review your Information and Select the box certifying you are the ‘person indicated above’ and then select the green “Save” button**

The image displays two overlapping 'Add Membership' forms. The left form is partially obscured by the right one. Both forms show the following information:

- Organization: USA Softball (1597669)
- Name: Dailyn King
- Email: dking@softball.org
- Birth Year: 12/10/1943
- Location: Oklahoma City, Oklahoma, United States


The certification statement is: "I certify that I am the person indicated above. I understand that all of my completion information will be reported to USA Softball using this identity, and that failure to use my correct identity may result in my completions not being reported."

In the left form, the certification checkbox is unchecked. A green arrow points to this checkbox.


In the right form, the certification checkbox is checked. A green arrow points to the 'Save' button at the bottom right of the form.


- You will then be prompted to review your profile information. Once reviewed select the green “Save” button

Register : 2 Profile

Photo 

Drag and drop or [Choose](#)

Nickname * 

dking 

Country *

United States

Address *

2801 N.E. 50th Street

City *

Oklahoma City

Region *

Oklahoma

Postal Code *

73111


Birthdate *


Gender *


Female

Primary Position(s) *

Administrator Athlete Coach Official Parent Volunteer


Membership(s) * 


USA Softball 


1597559 

[Add Membership](#)
If you wish to receive completion credit from your organization, you must add any memberships here. Click here to set up.

[Back](#) [Cancel](#) [Save](#)

Membership(s) * 

USA Softball 

1597669 

[Add Membership](#)
If you wish to receive completion credit from your organization, you must add any memberships here. Click here to set up.

[Back](#) [Cancel](#) [Save](#)

****You will also be able to see your USA Softball Membership Linked with your Member ID****

- You will then be directed back to the sign in page with a banner stating:

“Account successfully created. Please check your email to confirm your account and sign in.”



Secure | https://safesport.org/authentication/signin

MENU

Account successfully created. Please check your email to confirm your account and sign in.

Sign In

Email

Password

[Forgot Password?](#)

Register Sign in

****If you attempt to sign in before checking your email to confirm and sign in you will receive below error message:**

“Your account is currently locked. To sign in, activate your account using the confirmation email you received. Please check your spam folder.”



! Your account is currently locked. To sign in, activate your account using the confirmation email you received. Please check your spam folder. ✕

✔ Account successfully created. Please check your email to confirm your account and sign in. ✕

Sign In

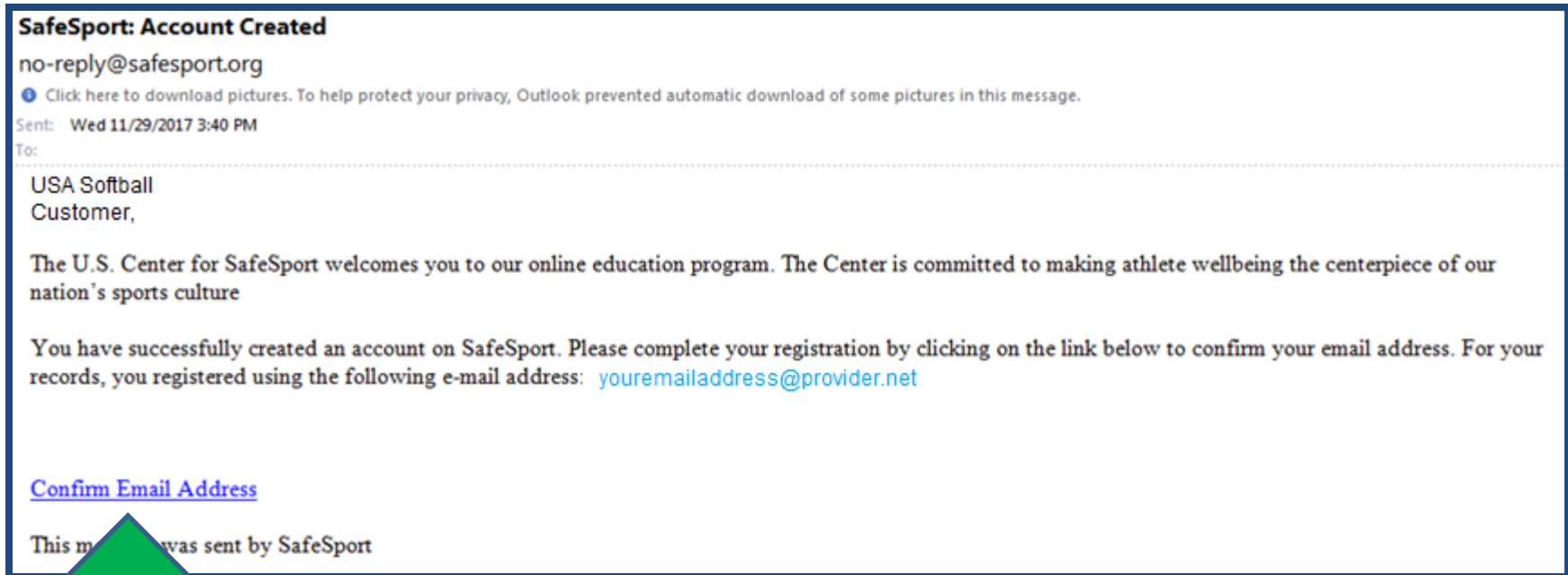
dking@usasoftball.com

.....

[Forgot Password?](#)

Register Sign in

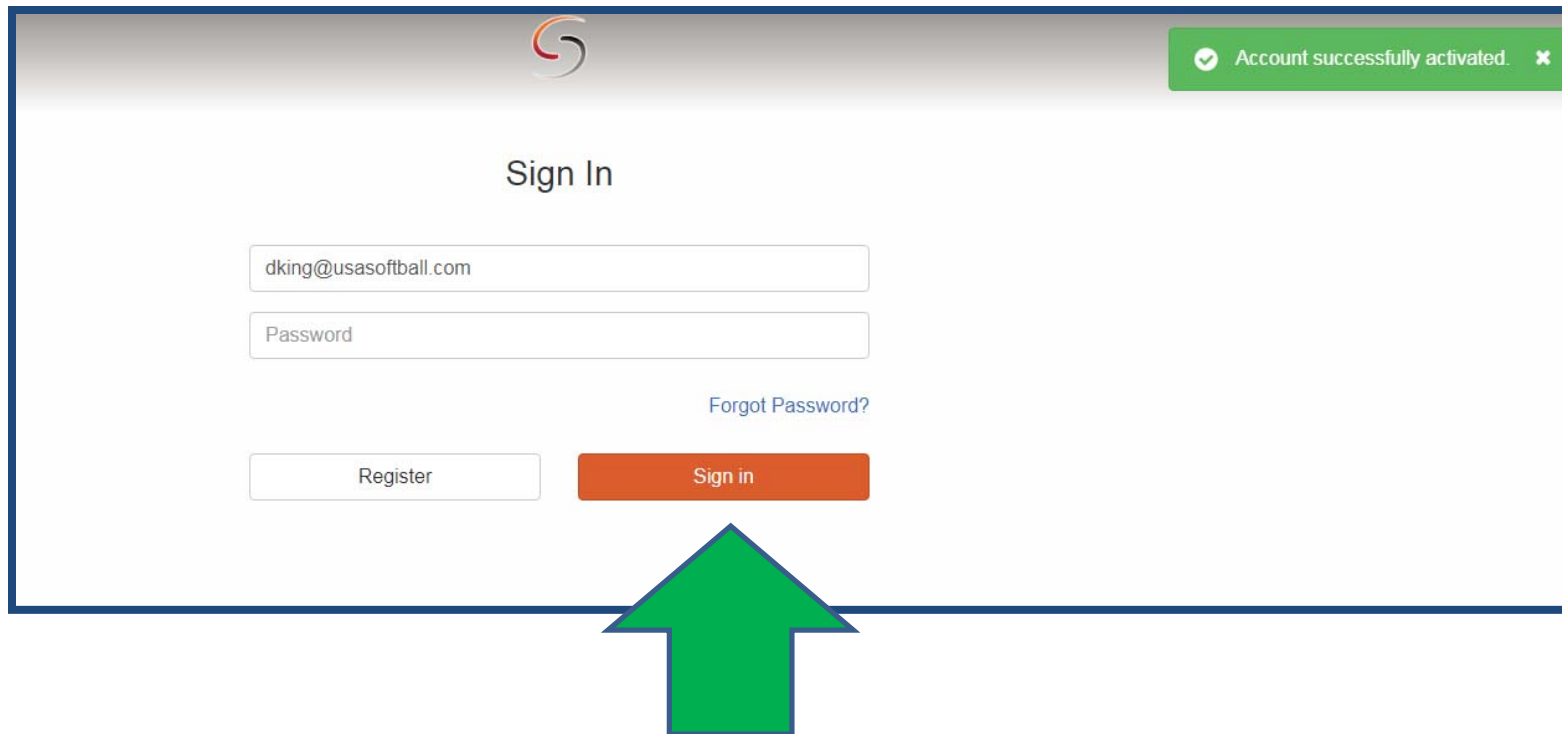
Below is an example of the Confirmation email you will receive from SafeSport to confirm and access your account.



- **Click on the “Confirm Email Address” hyperlink to confirm and sign into your SafeSport account**

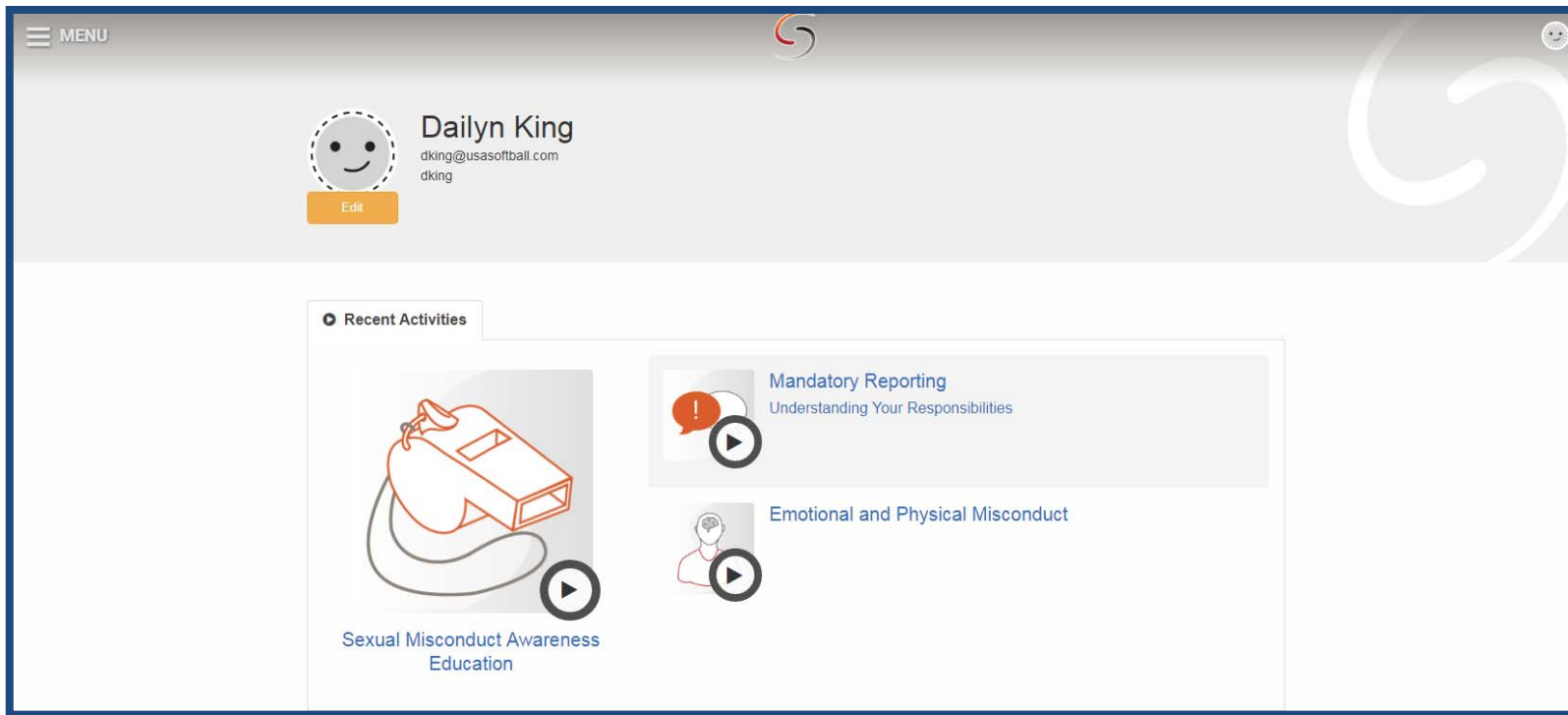
The Confirm Email Address hyperlink will direct you back to the SafeSport Sign In Page

- Enter in your email and password then select the Orange “Sign In” button



The screenshot displays the SafeSport Sign In page. At the top center is the SafeSport logo, a stylized 'S' with a red and blue swirl. In the top right corner, a green notification banner reads "Account successfully activated." with a checkmark icon and a close button (X). The main heading is "Sign In". Below it are two input fields: the first contains the email address "dking@usasoftball.com" and the second is labeled "Password". A link for "Forgot Password?" is positioned below the password field. At the bottom, there are two buttons: a white "Register" button and an orange "Sign in" button. A large green arrow points upwards from the bottom center of the page towards the "Sign in" button.

- You have now successfully created and accessed your SafeSport account





Safe Sport