





SAFE SPORT

How to Guide:

Accessing & creating your Safe Sport Account

- Log into your Register USA Softball Account:

<https://registerusasoftball.com/Account/Login.aspx>

**USA SOFTBALL NAT**
SALINAS, CALIFORNIA | NOV
FIND A LOCATION NEAR YO

REGISTER [View Our Available Tournaments](#) [RSite:On]

Login

Username:

Password:

[Forgot Username or Password?](#)
[Retrieve Login with ID Card?](#)

Login

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- Once logged into your Register USA account Access 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)

[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 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 SafeSport initiative, please [click here](#).

When creating your SafeSport account, please use the following Member ID to link your account: **Your Member ID # can be located here.**

For a step-by-step 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: Emotional and Physical Misconduct

2018 Status:

ACE Purchase Status

You are now eligible to purchase the ACE exam. Please click the button below to complete the purchase process.

[Purchase](#)

Test Availability

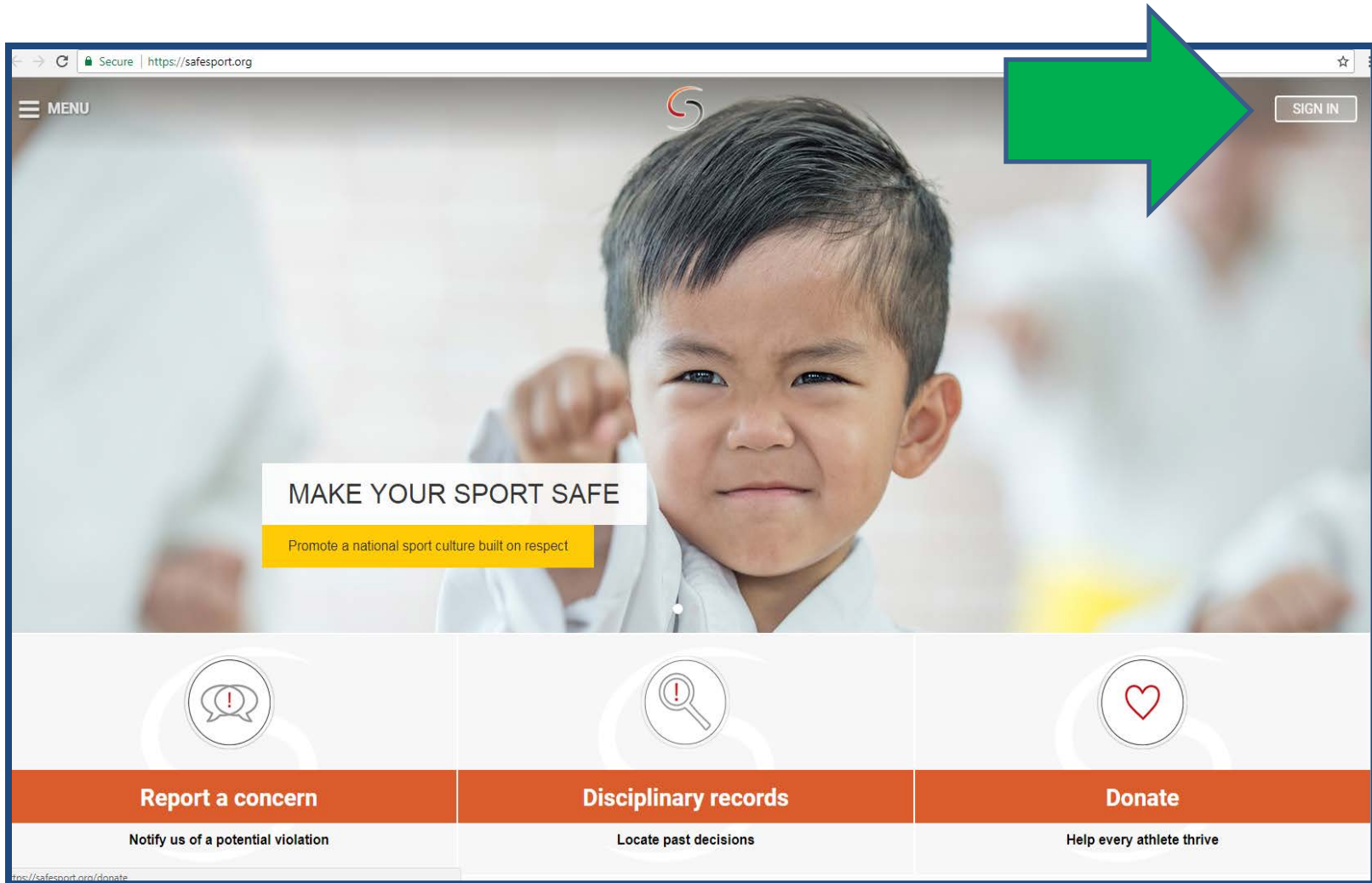
ACE Status: No Previous ACE. Level 1 Now Available for Purchase.

ACE Test Review

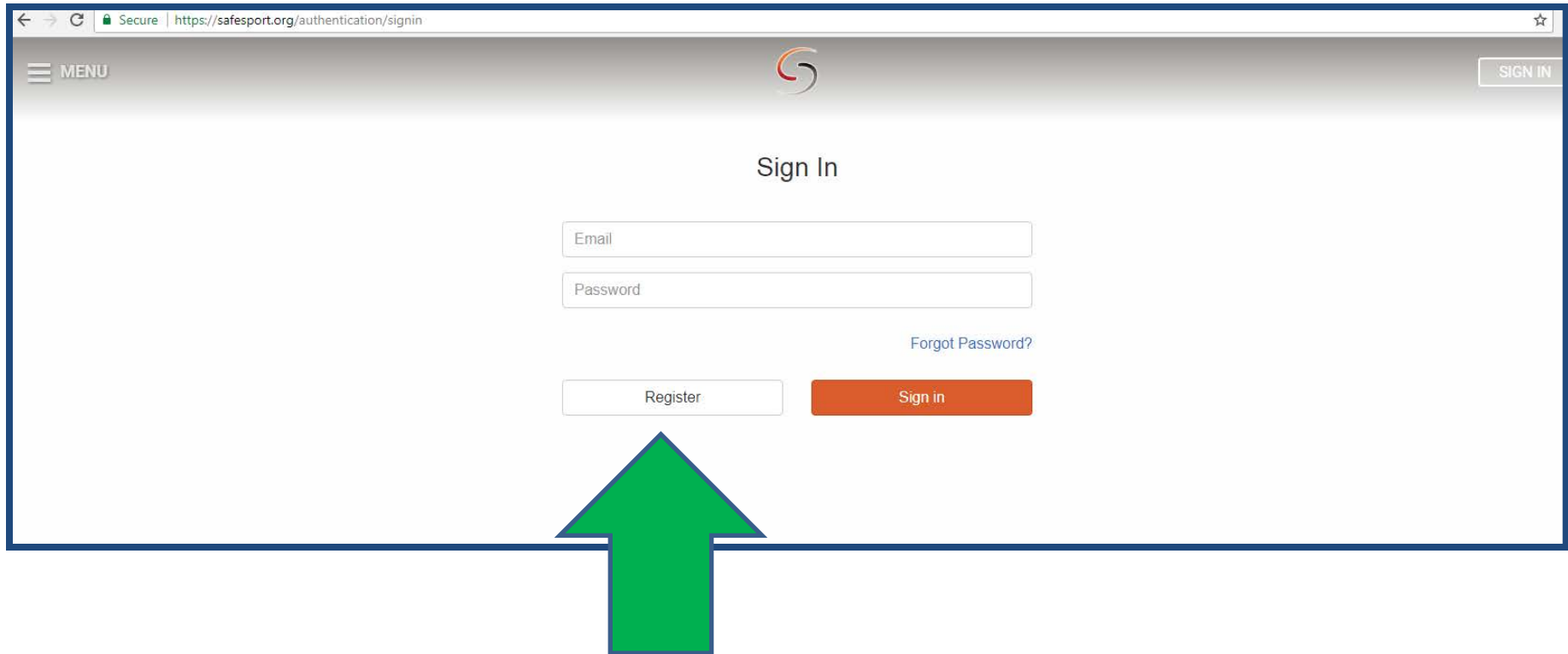
After completing an ACE exam, the videos along with supporting documentation will be made available to you for all ACE Levels you have completed.

[Review](#)

- 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



The screenshot shows a web browser window with the address bar displaying "Secure | https://safesport.org/authentication/signin". The page header includes a "MENU" button on the left, a logo in the center, and a "SIGN IN" button on the right. The main content area is titled "Sign In" and contains two input fields labeled "Email" and "Password". Below these fields is a link that says "Forgot Password?". At the bottom of the form are two buttons: "Register" and "Sign in". A large green arrow is positioned below the "Register" button, pointing upwards towards it.

- **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

Next >

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

Register : 1 Account

First Name *

First Name

Last Name *

Last Name

Email *

Valid Email Address

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.

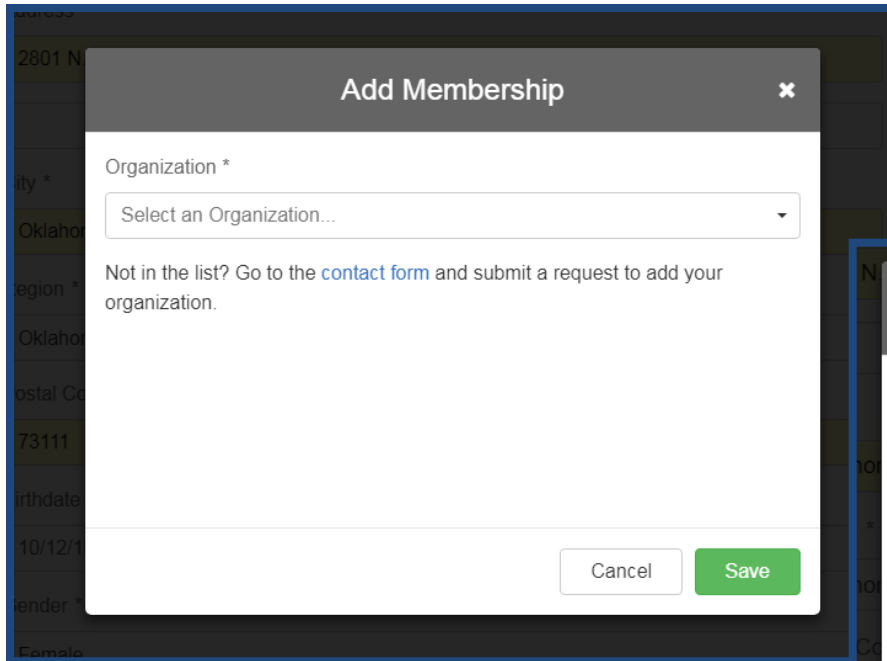
< Back

Cancel

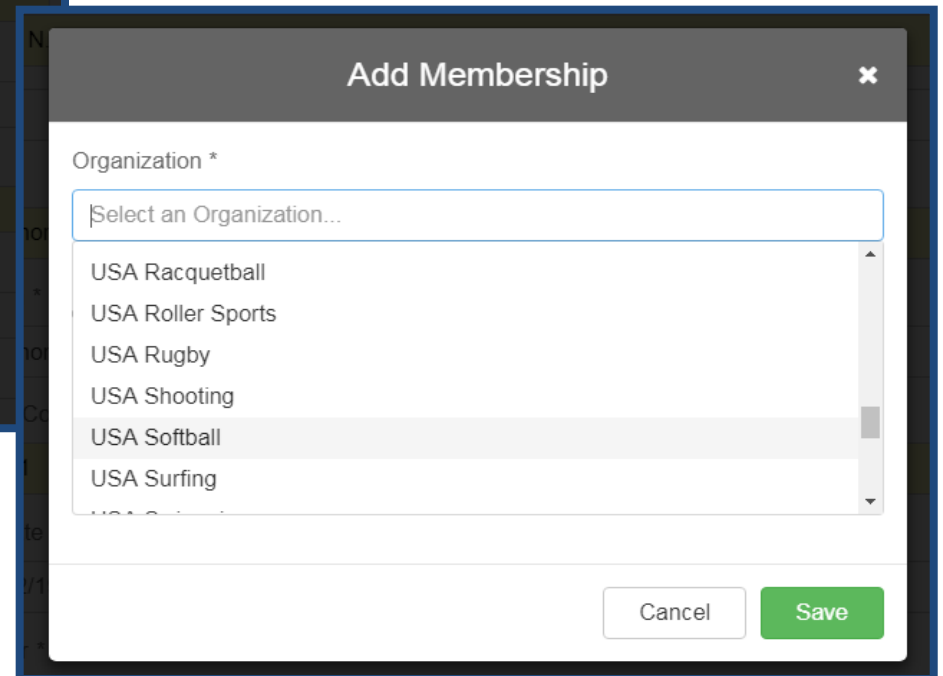
Save

*****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



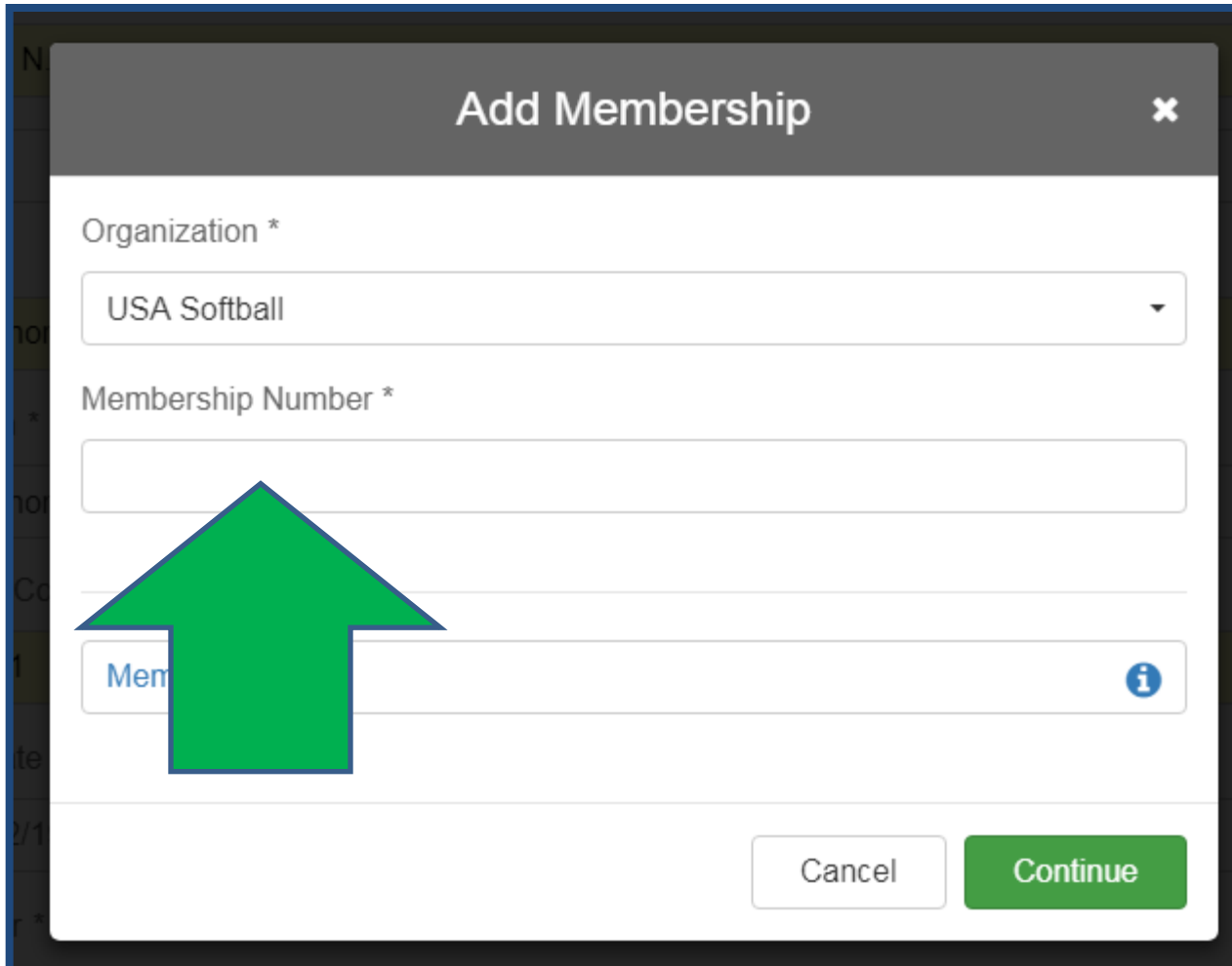
A screenshot of a web form titled "Add Membership". The form has a dark grey header with the title and a close button (X). Below the header, there is a section labeled "Organization *" with a dropdown menu that says "Select an Organization...". Below the dropdown, there is a text prompt: "Not in the list? Go to the [contact form](#) and submit a request to add your organization." At the bottom right of the form, there are two buttons: "Cancel" and "Save".



A screenshot of the same "Add Membership" form, but with the "Organization *" dropdown menu open. The dropdown menu displays a list of sports organizations: USA Racquetball, USA Roller Sports, USA Rugby, USA Shooting, USA Softball (which is highlighted), and USA Surfing. The "Cancel" and "Save" buttons are still visible at the bottom right.

- 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 two main input fields: "Organization *" and "Membership Number *". The "Organization *" field is a dropdown menu currently displaying "USA Softball". The "Membership Number *" field is an empty text input box. A large green arrow is superimposed on the form, pointing upwards towards the "Membership Number *" field. Below the "Membership Number *" field, there is a partially visible label "Mem" and an information icon (i). At the bottom right of the form, there are two buttons: "Cancel" and "Continue".

Add Membership ✕

Organization *

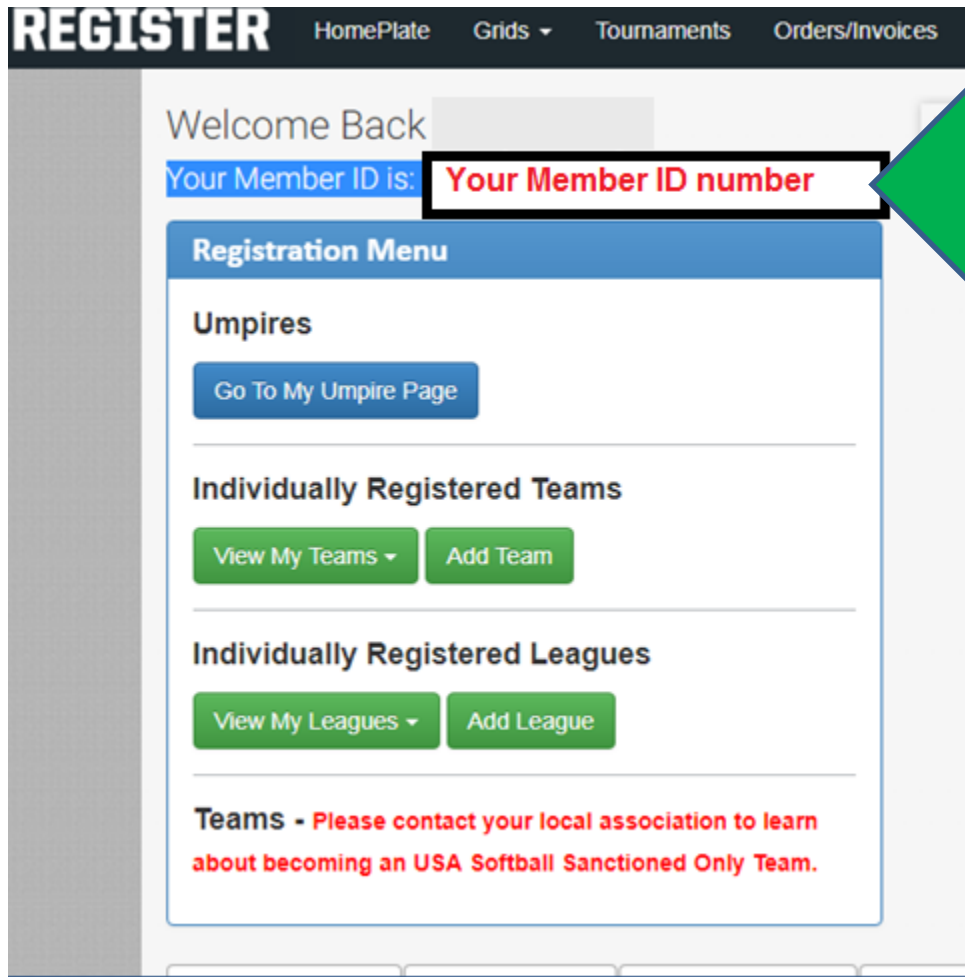
USA Softball ▼

Membership Number *

Mem ⓘ

Cancel 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:

[Background Check](#) | **ACE Education** | [Registration Status](#) | [Navigation Pane](#) | [My Teams](#) | [My Leagues](#) | [My Umpires](#)

ACE Education



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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: **Your Member ID Number**

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

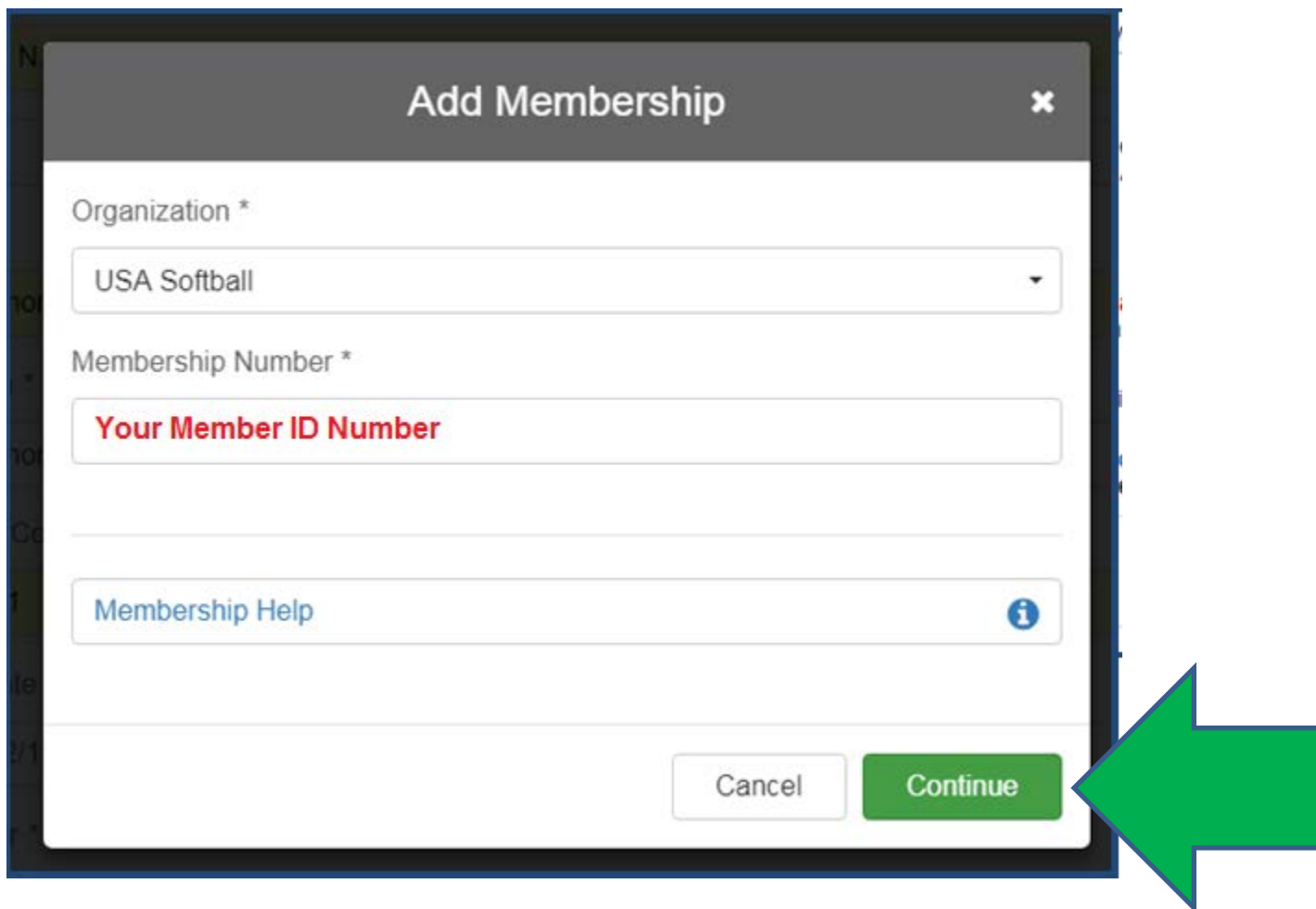
Lesson 1: Sexual Misconduct Awareness Education

Lesson 2: Mandatory Reporting

Lesson 3: Emotional Misconduct



- 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 gray header with the title and a close button (X). Below the header, there are three main input sections. The first section is labeled "Organization *" and contains a dropdown menu with "USA Softball" selected. The second section is labeled "Membership Number *" and contains a text input field with the placeholder text "Your Member ID Number" in red. The third section is labeled "Membership Help" and contains a text input field with a blue information icon (i) to its right. 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.

Add Membership X

Organization *

USA Softball

Membership Number *

Your Member ID Number

Membership Help i

Cancel Continue

- 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 for USA Softball. The forms are titled 'Add Membership' and feature the USA Softball logo. The left form shows fields for Name, Email, Birth Year, and Location (Oklahoma City, Oklahoma, United States). Below these fields is a checkbox labeled '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.' This checkbox is unchecked. A green arrow points to this checkbox. The right form is identical but has the same checkbox checked. A red square highlights this checked checkbox. At the bottom of the right form, there are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button. A 'Membership Help' link is visible at the bottom of both forms.


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

Membership(s) *

✖

USA Softball

✔



[+ 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](#)

Register : 2 Profile

Photo
Drag and drop or [Choose](#)

Nickname *

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

✔



[+ 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.”

A screenshot of a web browser showing the sign-in page for safesport.org. The browser's address bar displays 'Secure | https://safesport.org/authentication/signin'. The page features a grey header with a 'MENU' button on the left and a logo in the center. A green banner at the top right contains a checkmark icon and the text 'Account successfully created. Please check your email to confirm your account and sign in.' with a close button. Below the header, the text 'Sign In' is centered. There are two input fields: 'Email' and 'Password'. A link for 'Forgot Password?' is positioned below the password field. At the bottom, there are two buttons: 'Register' and 'Sign in'.

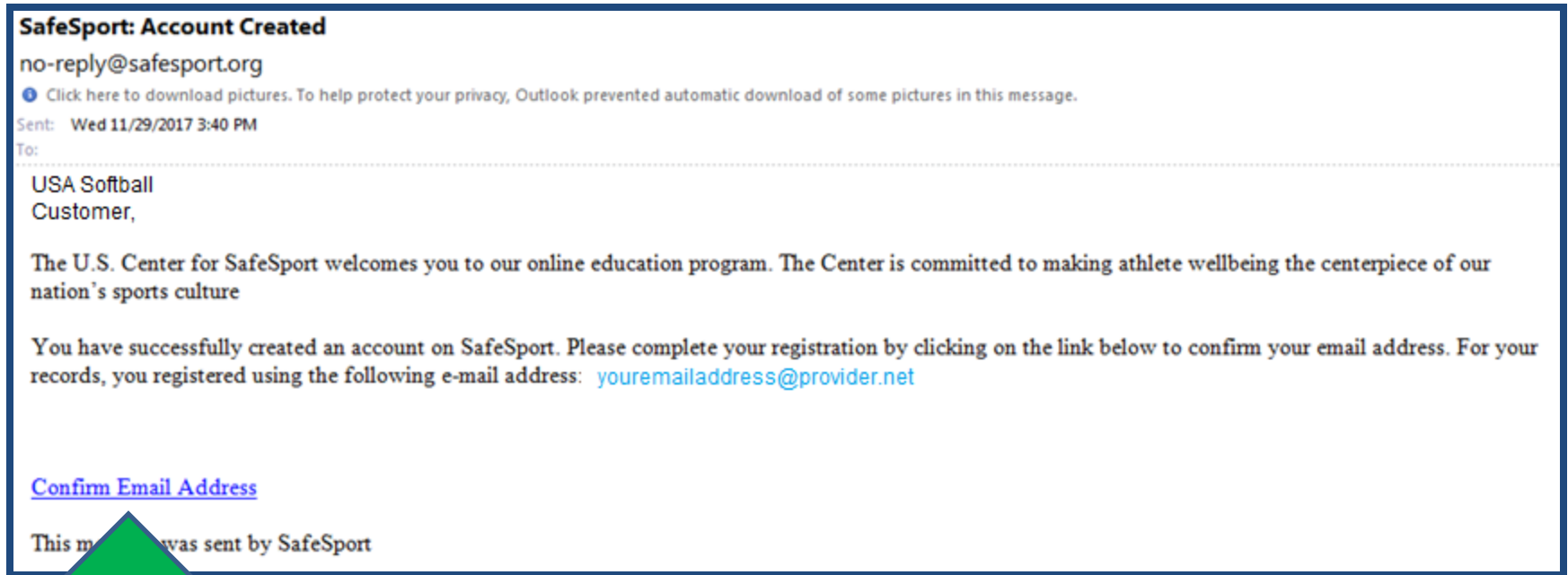
*****If you attempt to sign in before checking your email to confirm and sign in you will receive below error message:***

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



The screenshot shows a web application interface with a sign-in form. At the top, a red error message banner reads: "Your account is currently locked. To sign in, activate your account using the confirmation email you received. Please check your spam folder." with a close button (X). Below this, a green success message banner reads: "Account successfully created. Please check your email to confirm your account and sign in." with a close button (X). The main heading is "Sign In". The form contains an email input field with the text "dking@usasoftball.com", a password input field with masked characters "*****", and a "Forgot Password?" link. At the bottom, there are two buttons: "Register" and "Sign in".

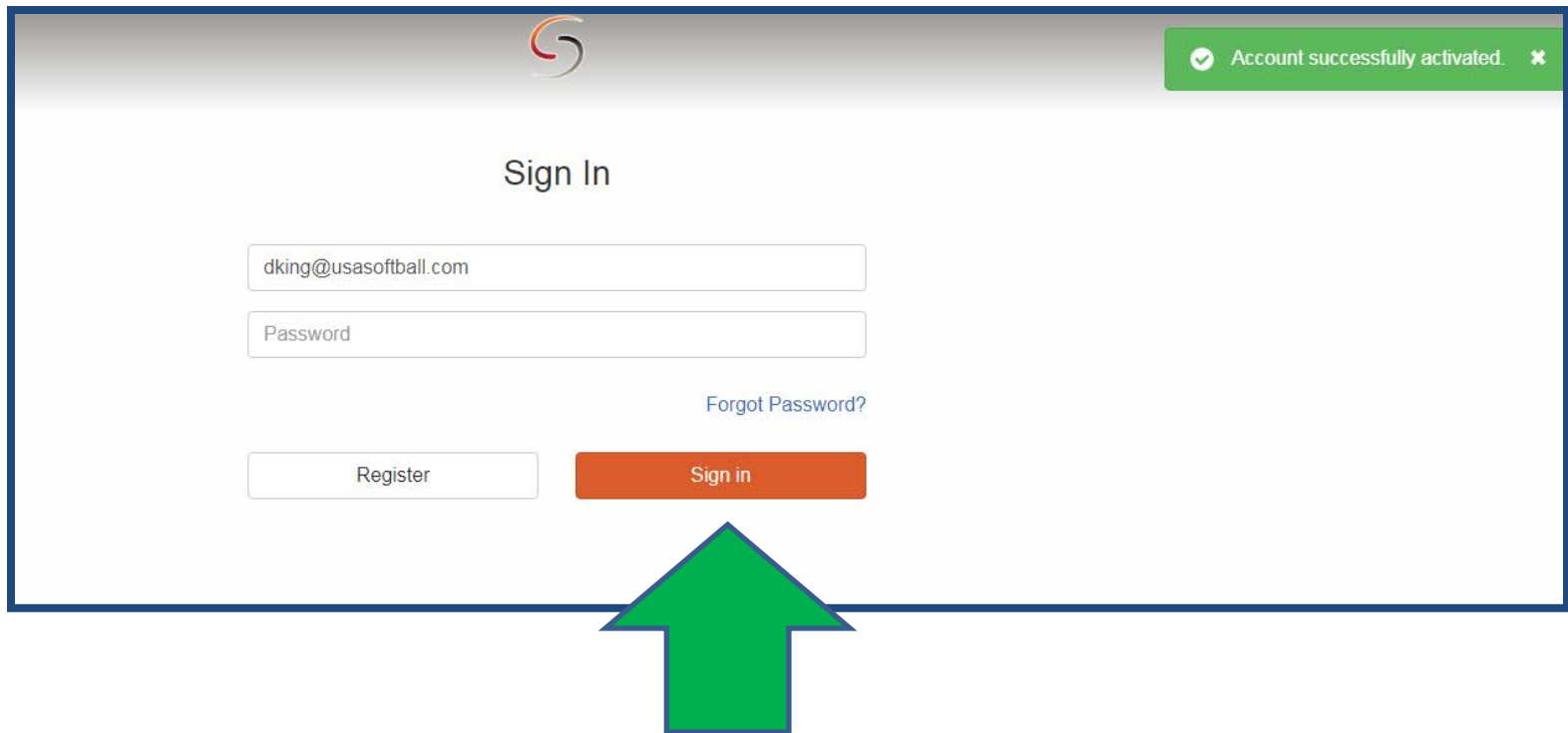
Below is an example of the Confirmation email you will receive from SafeSport to confirm and access your account.



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

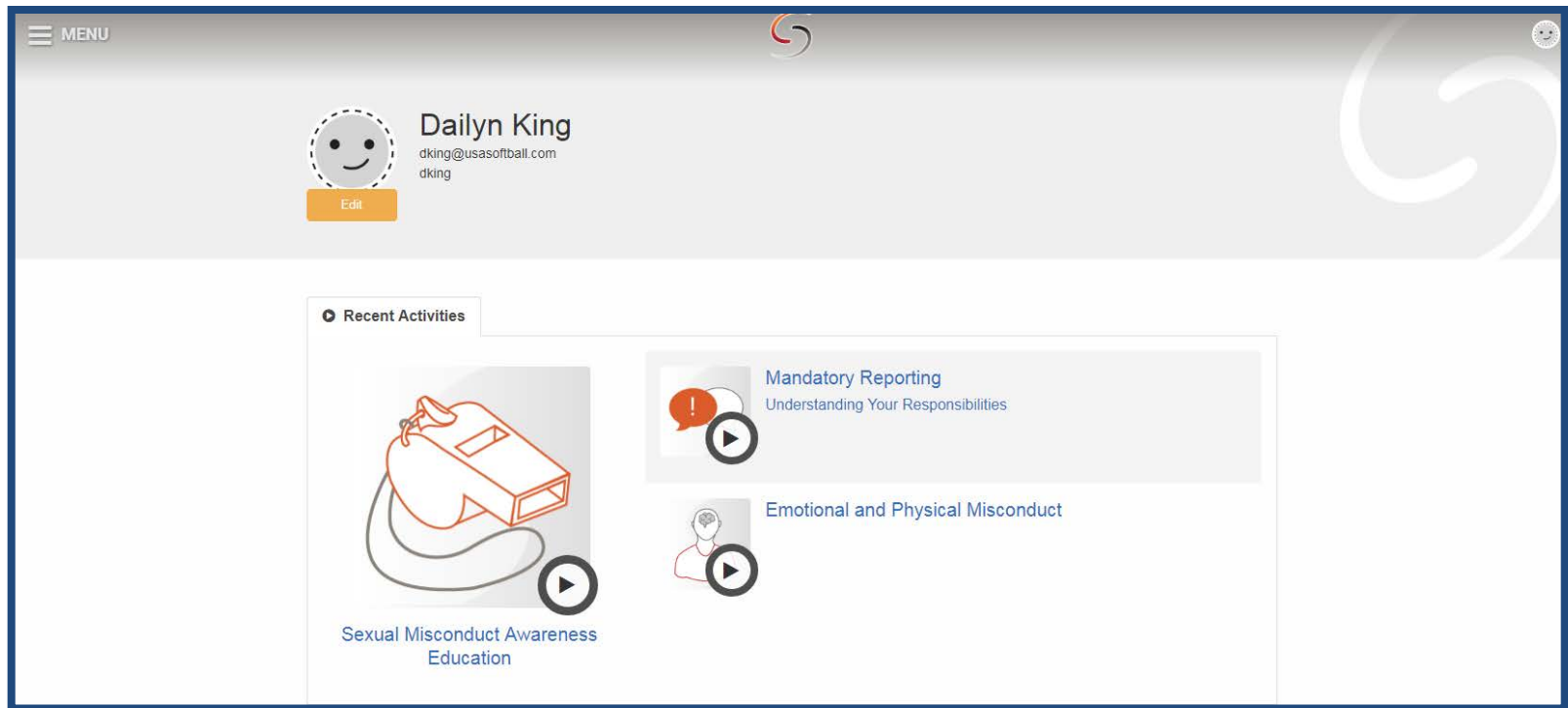
The Confirm Email Address hyperlink will direct you back to the SafeSport Sign In Page

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



The screenshot shows 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 bar displays a checkmark icon and the text "Account successfully activated." with a close button (X). The main heading "Sign In" is centered. Below it are two input fields: the first contains the email address "dking@usasoftball.com" and the second is labeled "Password". To the right of the password field is a blue link that says "Forgot Password?". At the bottom of the form are two buttons: a white "Register" button and an orange "Sign in" button. A large green arrow with a blue outline points directly at the "Sign in" button.

- You have now successfully created and accessed your SafeSport account





SAFE SPORT