

Atlantic Amateur Hockey Association Volunteer User Guide



Let's get started!

Atlantic Amateur Hockey Association (AAHA) has asked that you submit a Background Check through Verified Volunteers. All you'll need is access to the internet, and your credit card to complete this simple process. Please follow this step by step guide to [Get Verified](#).

Please copy or click on the link below to proceed with the required background screening:

<https://app.verifiedvolunteers.com/promoorder/ddd34a8b-5553-447b-9e25-c328648726d4>

If you are prompted to enter a GOOD DEED Code, please enter: **hockpuk**

Topic 1: Registration

You will be navigated to the account creation page and asked to create a User ID and password. Simply follow the instructions to complete your registration or select [Click here to login](#) if you already have an account.

Register and Start Your Order

Please create an account by filling in the fields below.

Already have an account? [Click here to login](#)

Username
Email
Password
Confirm New Password

Username & Password Requirements

- Set up security questions now
- By checking this box, I accept and agree to comply with the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.

Submit



Once you've logged in, select [Get Verified](#) to start your order.

Topic 2: Providing your USA Hockey Registration Confirmation Number

Step 1 of 2 – Please confirm your role with AAHA from the dropdown menu.

4 Easy Steps to Getting Verified

Please choose role:

▼
Please Choose A Role

USA Hockey database is offline for maintenance and unavailable for verification daily from 11:59 PM to 1:32 AM MST

Return to Profile
Submit Request

Step 2 of 2 – Based on your role, please provide your USA Hockey Confirmation Number and select Submit Request.

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Please choose role:

▼
Volunteer


Confirmation #:

This field is required.
Volunteer's Confirmation Number

USA Hockey database is offline for maintenance and unavailable for verification daily from 11:59 PM to 1:32 AM MST

Return to Profile
Submit Request

Please Note: If you are not sure if you have registered, or not sure of your confirmation number, go to https://usahockeyregistration.com/login_input.action



HOCKEY QUESTIONS ▼ TECHNICAL SUPPORT ▼

USA HOCKEY ONLINE REGISTRATION

ICE PLAYERS & COACHES

ICE MANAGERS/ VOLUNTEERS

ICE OFFICIALS (Referees)

Join the action.

REGISTER NOW ▶

Click above to Register or Renew

Welcome

USA Hockey, Inc., is the National Governing Body for the sport of ice hockey in the United States. Its mission is to promote the growth of hockey in America and provide the best possible experience for all members by encouraging, developing, advancing and administering the sport. Join as a player, coach, referee, or volunteer. Membership is easy. **Register Now.**


👍 Like 322K people like this. Sign Up to see what your friends like.

Member Options

- + Request Duplicate Registration Confirmation
- + Update your Email
- + View Membership Benefits

In Partnership with

POINTS OF LIGHT




Topic 3: Placing your Order

There are 4 easy steps to placing your order:

Step 1 of 4 – Your account is already associated to the level of background screening AAHA requires for you to volunteer. All you need to do is fill out the information about yourself and select [Continue](#).

4 Easy Steps to Getting Verified

AAHA - Atlantic Amateur Hockey Association requires you to have a background check



A **V3** Complete Criminal Locator Check will be conducted on you.

[Learn More](#)

Cost of Background Check: \$28.00

Step 1 of 4

This short process should take you between 2-3 minutes to enter your information so we can get your order submitted.

WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE

[Learn More](#)

* denotes required information

⚠ Below, you will be asked to enter your name. When doing so, please make sure to:

- Enter your first, middle, and last name **separately**
- Enter your legally given name only (the name that appears on your birth certificate or other official documentation). Nicknames or shortened names may cause errors and delays when processing your background check.

Your First Name [Learn More](#)

Your Middle Name

I don't have a middle name

Step 2 of 4 – Please input your current address and tell us how long you've lived at this address before selecting [Continue](#)

4 Easy Steps to Getting Verified

Your Current Address

How long have you lived at this address?

Other Places You Have Lived
(within the last seven years)

[+ Add Address](#)

Step 2 of 4

Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.

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[Learn More](#)

Step 3 of 4 – We need you to give us permission to run your background check. Please carefully review the agreements by scrolling through & clicking the acknowledgement of receipt checkboxes below. You'll also be asked to provide your name to consent to the use of electronic means to sign this form. Once you are done, select [Save & Continue](#).

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. CAHA - Atlantic Amateur Hockey Association is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

Step 3 of 4

You're almost there! Please review the information to the left and acknowledge where prompted to continue with your background check order.

[Print Consent and Rights](#)

 WITH VERIFIED VOLUNTEERS, YOUR INFORMATION IS SECURE
[Learn More](#)

Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- a. A personal e-mail address;

- California, Massachusetts, Minnesota, New Jersey and Oklahoma Employment and/or Volunteerism/Non-Employee Positions Only: Check the box to the left if you would like a free copy of your background report from Verified Volunteers. Please note that you can access your completed report at any time through your Profile.
- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."
- I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report provided by Verified Volunteers and this Authorization to Obtain Employment and/or Volunteerism/Non-Employee Position Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, 855-326-1860 Option 3, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making an employment and/or volunteerism/non-employee position decision involving me at any time after receipt of this authorization and throughout my employment and/or volunteerism/non-employee position, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.
- I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents.

Your First Name

John

Your Last Name

Doe

[Back](#)

[Continue](#)

Step 4 of 4 – Please carefully review your order and select the highlighted checkbox once you’re sure all the information about you is correct. Select Go Back & Edit to change your information.

4 Easy Steps to Getting Verified


Confirm your personal information is correct

Name: John Doe
SSN: 111-11-1111
Gender: Male

DOB: 1/1/1999
Phone: (855) 326-1860
Email: johndoe@email123.com

Step 4 of 4

Last step! Please review your personal information carefully and then provide payment information as necessary.

The Information above is correct.  [Learn More](#)

[Go Back & Edit](#)

 WITH VERIFIED VOLUNTEERS, YOUR
INFORMATION IS SECURE
[Learn More](#)

Sign up for the Fast-Pass

- Yes!** I would like to purchase the Fast-Pass for \$3.99.
- No thank you.

[What's a Fast-Pass?](#)

[Who can I share my Fast-Pass with? Take a peek!](#)

Your Background Check Order # 1509518

[Questions](#)

Item	Source Fee	Price
Level 3: Complete Criminal History Record Locator Search		\$28.00
Government Watch List Search (OFAC)		Included
DOJ Sex Offender		Included
County Criminal Search		Included
State Criminal Search - WI		Included
Total cost of Background Check		\$28.00
Tax		\$0.00
Amount paid by me		\$28.00

[Continue to Payment](#)

After you submit your order, look out for a confirmation email. We'll also send you an email when your background check is complete, so you can view or print it.

If you are in need of assistance at any point during this process, please contact us at: Theadvocates@verifiedvolunteers.com or at 1-855-326-1860 – Option 3