

# 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 Sterling 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/9f27bca3-9453-4e3d-a10d-322618ae8bed>

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.



### Ordering a Volunteer Background Check

Welcome! Volunteering is an important piece of the fabric of society, and it looks like you are interested in taking part! Most volunteer organizations require their volunteers to undergo a background check to ensure their safety as well as the safety of everyone involved in the program and community. That's why you're here - to place an order for a background check. Before moving forward with your background check order, fill out the form on the right to register - free of charge - to join the Sterling Volunteers community. Then you'll be able to order your check in just 4 easy steps (less than 5 minutes!).

#### Who is Sterling Volunteers?

Sterling Volunteers is a volunteer screening platform trusted by thousands of volunteer organizations across the country. We are the first and only screening provider to allow volunteers to own and control their own background checks. That means you can pay for your check once, and share it with other organizations in the Sterling Volunteers community - for free! Learn more about Sterling Volunteers - visit [www.verifiedvolunteers.com](http://www.verifiedvolunteers.com).

### Register and Start Your Order

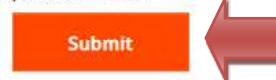
Please create an account by filling in the fields below.

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

[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.



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.



**Begin Your Background Check**

Please choose role:

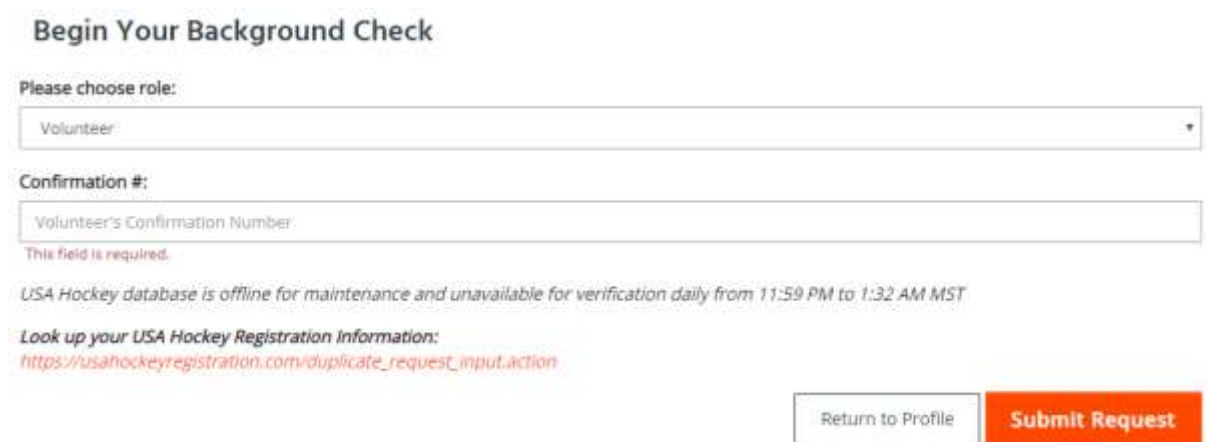
Please Choose A Role

Volunteer

Official/Referee

Return to Profile Submit Request

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



**Begin Your Background Check**

Please choose role:

Volunteer

Confirmation #:

Volunteer's Confirmation Number

This field is required.

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

Look up your USA Hockey Registration Information:  
[https://usahockeyregistration.com/duplicate\\_request\\_input.action](https://usahockeyregistration.com/duplicate_request_input.action)

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](https://usahockeyregistration.com/login_input.action)



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

Member Options

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


## 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](#).


### Begin Your Background Check

Atlantic Amateur Hockey Association requires you to have a background check.



A  Complete Criminal Locator Check will be conducted on you. [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 current legal name only. 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 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 STERLING VOLUNTEERS, YOUR INFORMATION IS **SECURE**  
[Learn more](#)

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

### Begin Your Background Check


Your Current Address  USA  International

How long have you lived at this address?

**Step 2 of 4**

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

 WITH STERLING VOLUNTEERS, YOUR INFORMATION IS **SECURE**  
[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. 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](#)

**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:



- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." and "Security Freeze Notice"
- I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report provided by Sterling 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 Sterling 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 Sterling Volunteers and/or the organization itself, and authorize Sterling 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**

**Your Last Name**

**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.

**Confirm your personal information is correct**  
Name: John Doe      DOB: 1/1/2000  
SSN:                      Phone: (555) 555-5555  
Gender: Male              Email:

**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](#)

**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!](#)

[Attention Hurricane Harvey Volunteers](#)

[Show Order Detail](#)      [Questions](#)

**Your Background Check Order # 3071926**  
Level 3: Complete Criminal History Record Locator Search      Price \$28.00

**ORDER SUMMARY**

Total cost of Background Check	\$28.00
Tax	\$0.00

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Amount paid by me \$28.00

[Continue to Payment](#)

**WITH STERLING VOLUNTEERS, YOUR INFORMATION IS SECURE**  
[Learn more](#)

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@sterlingvolunteers.com](mailto:Theadvocates@sterlingvolunteers.com) or at 1-855-326-1860 – Option 3**