



GETTING STARTED



How to Add Background Screening/Abuse Prevention Training to your Registration

Both the Background Screening and Abuse Prevention Training will be set up in your registration by default. However, you will need to take the session out of test mode.

If your organization has previously used SportSignUp Play for background screening, the background screen session will be set as a continuous registration by default. The background check will be in your system. If your coaches and volunteers are paying for their background checks, please see below.

Payment

By default the cost of Background Screening/Abuse Prevention Training (\$25.50) is billed to your organization. If you would like your volunteers to pay a fee to recoup some or all of the cost follow these steps:

1. Go to **Registrations > Setup > Programs**.
2. Click the desired "Background Check Program Name".
3. Select the desired "Background Check Session Name".
4. Click **Settings**.
5. Enter the amount you would like to charge in the *Session Fee*.
6. Click **Save**.

If you do not set up your background check program live before registration begins, your coaches will have to log back in and complete the Background Screen and Abuse Prevention Training retroactively.

An additional New York OCA fee (\$95) may be applicable to coaches and volunteers. Learn more about the New York OCA fee [HERE](#).

Roles

By default, all Babe Ruth League volunteer roles will be set to require background checks. If you have NON-BABE RUTH LEAGUE VOLUNTEER ROLES follow these steps to change which volunteer roles need to get a Background Screening/Abuse Prevention Training:

1. Go to **Registration > Setup > Volunteer Roles**.
2. Click **Edit** next to a volunteer role.
3. Check/Uncheck the *Background Check Required* box and click **Save**.
4. Repeat steps 2-3 for each non-Babe Ruth volunteer role.

How to Take a Registration out of Test Mode

To take your registration out of test mode:

1. Go to **Registration > Setup > Programs**.

2. Click the desired "Background Check Program Name".
3. Under Active and Future Sessions choose the desired "Session Name".
4. Click **Settings**.
5. Scroll down to *In Test Mode* and uncheck the box.
6. Click **Save**.

How to View Failed Background Checks.

Babe Ruth League will be reviewing all flagged screens. Your league administrator will be notified of any failed background checks directly from Babe Ruth League.

How to View Passed Background Checks?

Follow this [LINK](#) to view a help article on passed background checks.

What if our coaches completed the background check and abuse prevention training in 2020?

Coaches and volunteers background status will be imported into your current account, the registration will identify if the coach or volunteer is already eligible for this year. If eligible, it will not prompt them to complete a background screen or abuse prevention training.