



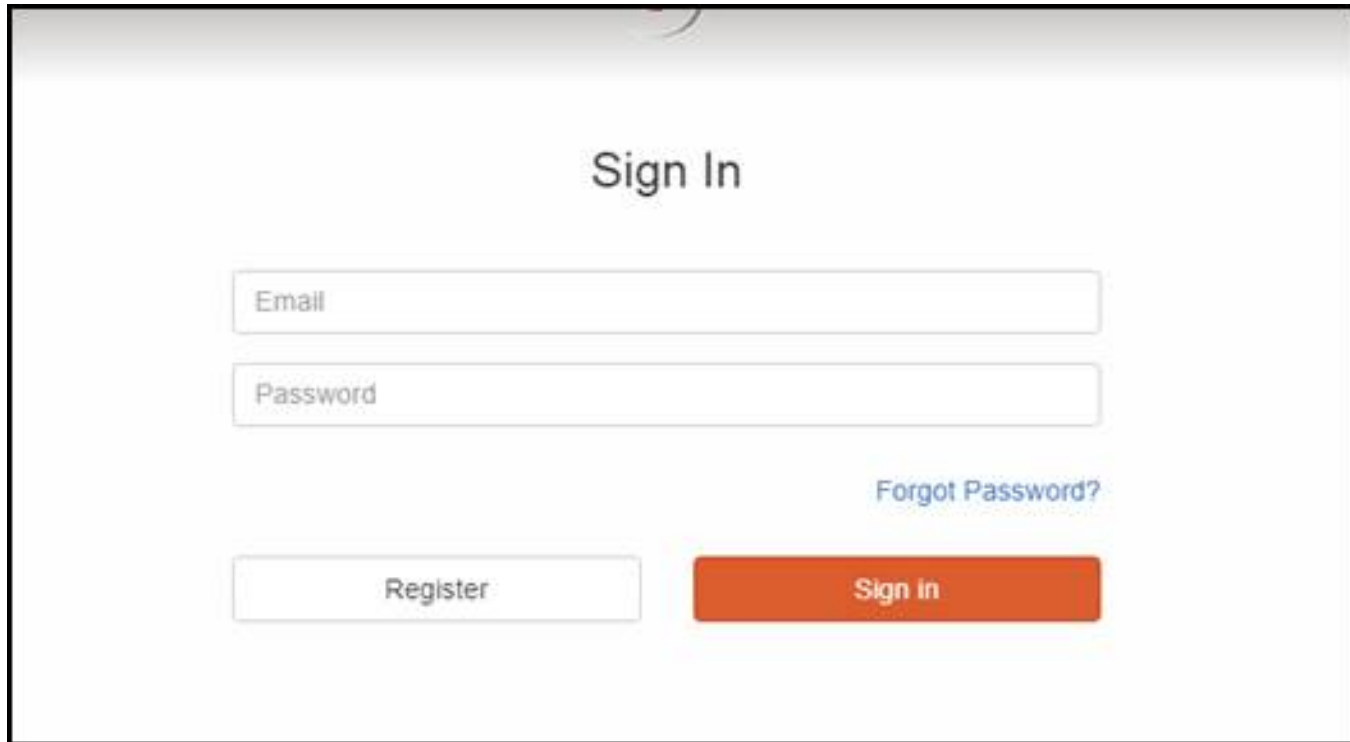
TM

SAFE SPORT

How to Guide:

Adding USA Softball Membership to SafeSport Account

- **Log into your SafeSport Account (www.safesport.org)**



The image shows a screenshot of the SafeSport website's sign-in page. The page has a white background with a light gray header area. The title "Sign In" is centered at the top. Below the title are two input fields: "Email" and "Password". To the right of the "Password" field is a blue link that says "Forgot Password?". At the bottom of the form area, there are two buttons: a white "Register" button and a red "Sign in" button.

Sign In

Email

Password

[Forgot Password?](#)

Register

Sign in

- Access the Menu Grid




- Click “Update Account”






- Select “Profile”

The image shows a user profile management interface. At the top right, there are two tabs: "Account" and "Profile". The "Profile" tab is highlighted with a red rectangular border. A large green arrow points upwards towards the "Profile" tab. Below the tabs, the form contains three input fields: "First Name *" with the placeholder text "first name", "Last Name *" with the placeholder text "last name", and "Email *" with the placeholder text "email@emailprovider.net". The email field has a green checkmark on the right side, indicating it is valid. Below the email field is a "Change Password" button. At the bottom right of the form, there are two buttons: "Cancel" and "Save".

- **Scroll to the bottom of page and update Membership Information**

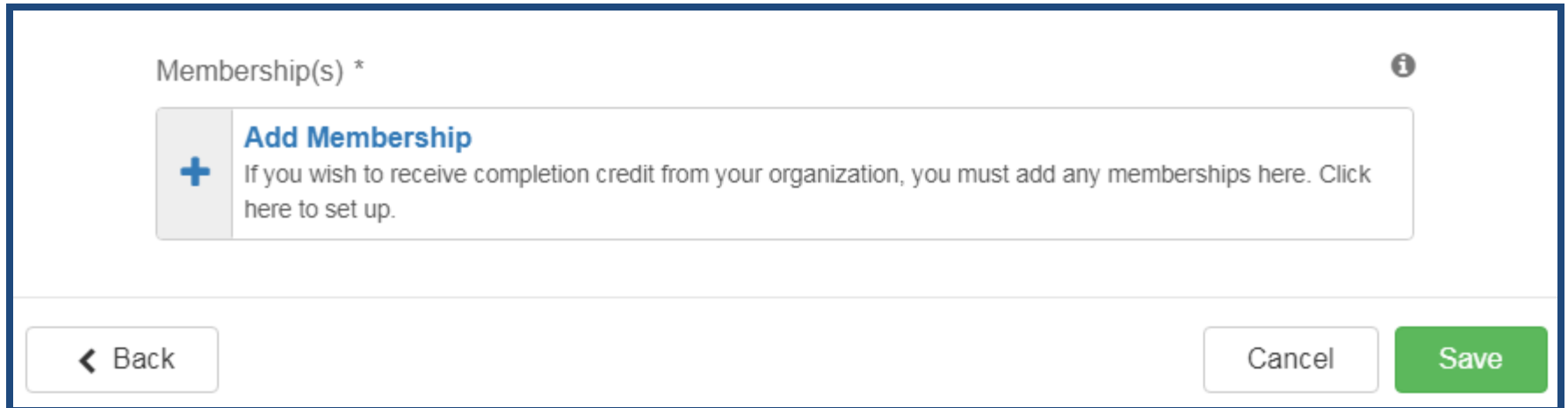
Membership(s) * 

 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.

**** Important ****

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



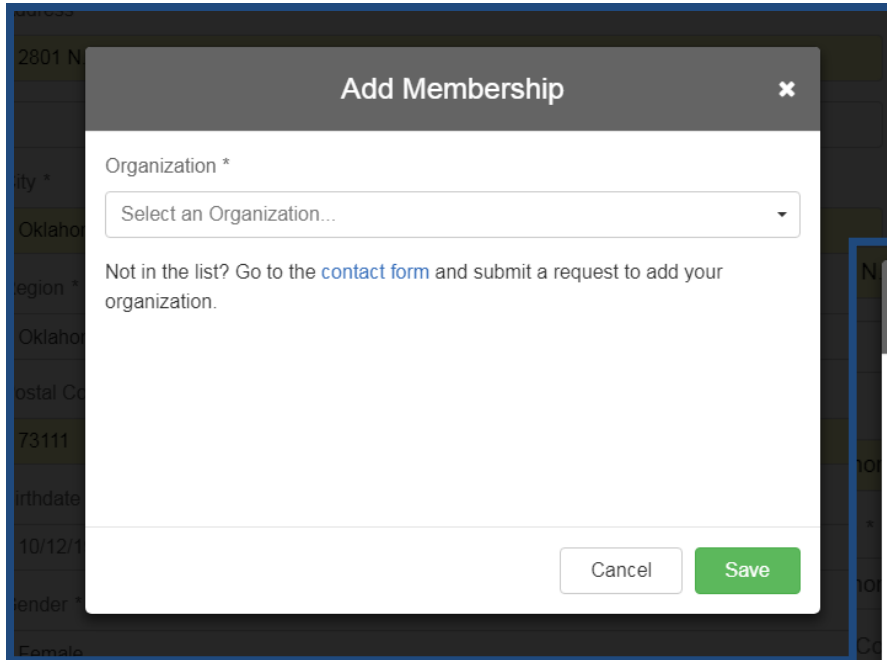
Membership(s) *

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

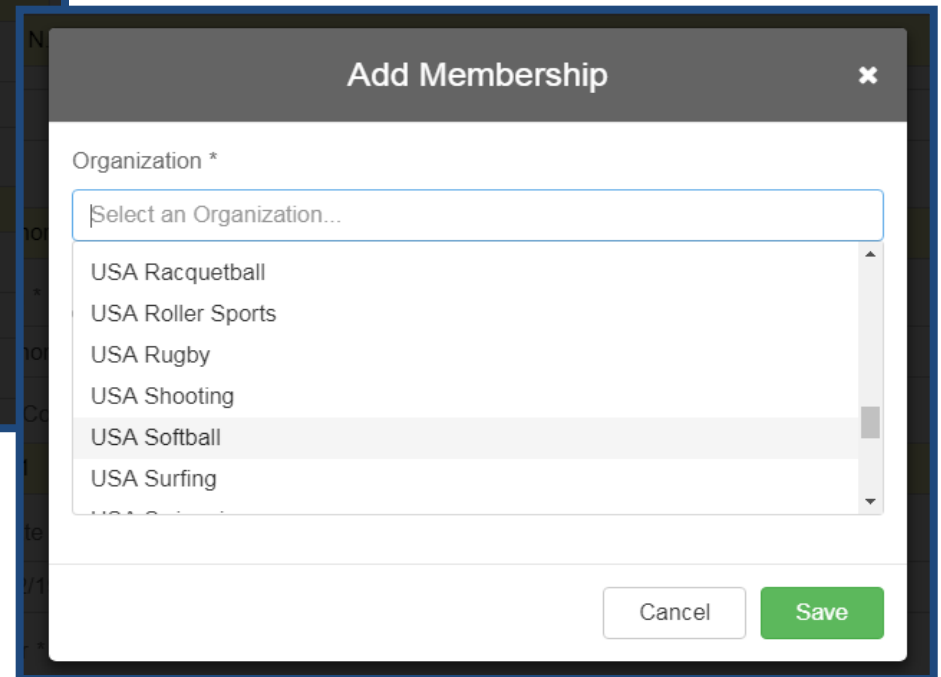
[← Back](#) [Cancel](#) [Save](#)

*****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



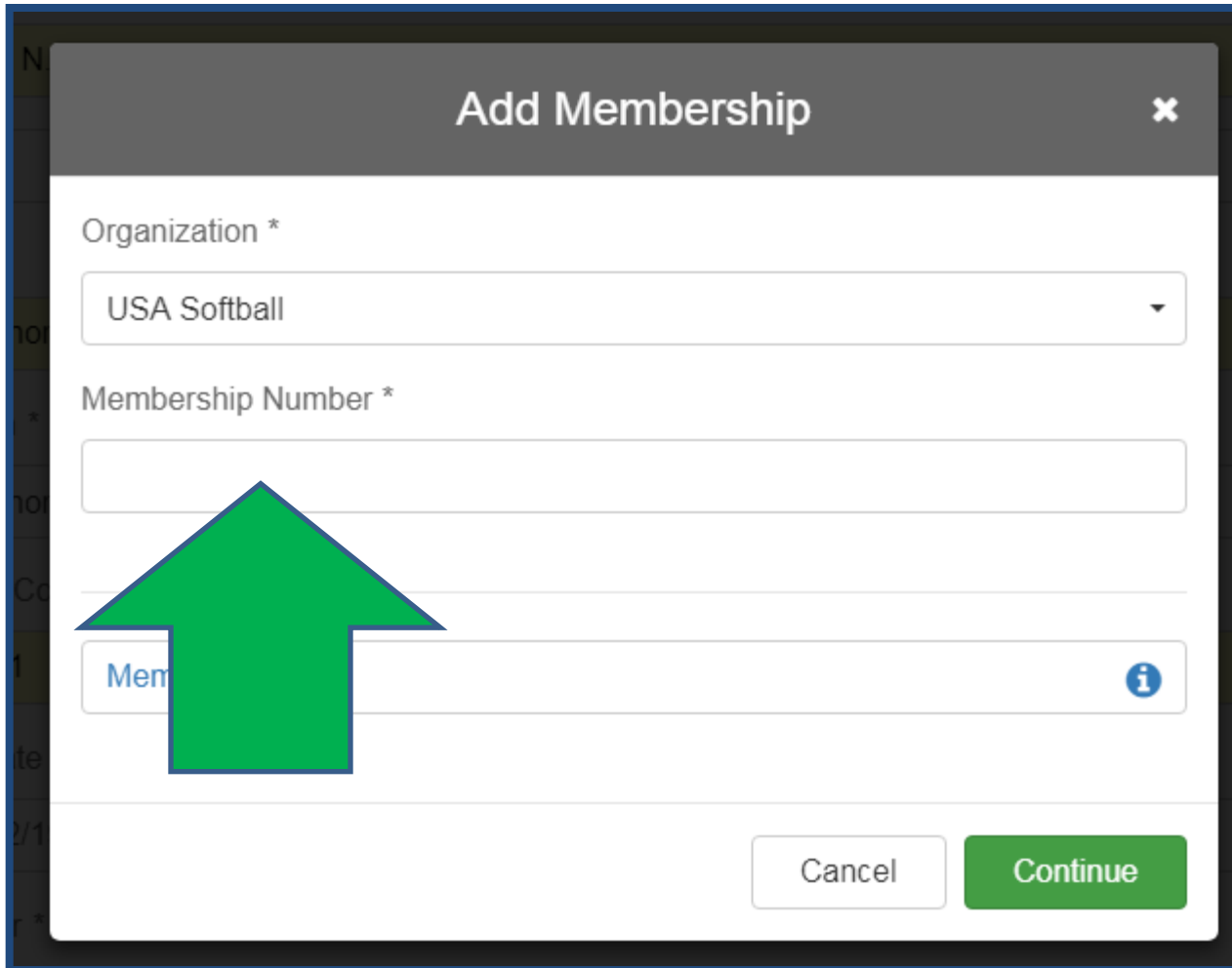
The screenshot shows a modal dialog titled "Add Membership" with a close button (X) in the top right corner. The "Organization *" field is a dropdown menu with the text "Select an Organization...". Below the dropdown, there is a note: "Not in the list? Go to the [contact form](#) and submit a request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



The screenshot shows the same "Add Membership" dialog box, but the dropdown menu is expanded to show a list of organizations. The list includes: USA Racquetball, USA Roller Sports, USA Rugby, USA Shooting, USA Softball (which is highlighted), and USA Surfing. The "Cancel" and "Save" buttons are visible at the bottom of the dialog.

- 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 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 input sections. The first is "Organization *" with a dropdown menu showing "USA Softball". The second is "Membership Number *" with an empty text input field. The third is "Membership ID Number" with an empty text input field and an information icon (i) on the right. A large green arrow points upwards from the "Membership ID Number" field towards the "Membership Number" field. At the bottom right of the form, there are two buttons: "Cancel" and "Continue".

Organization *

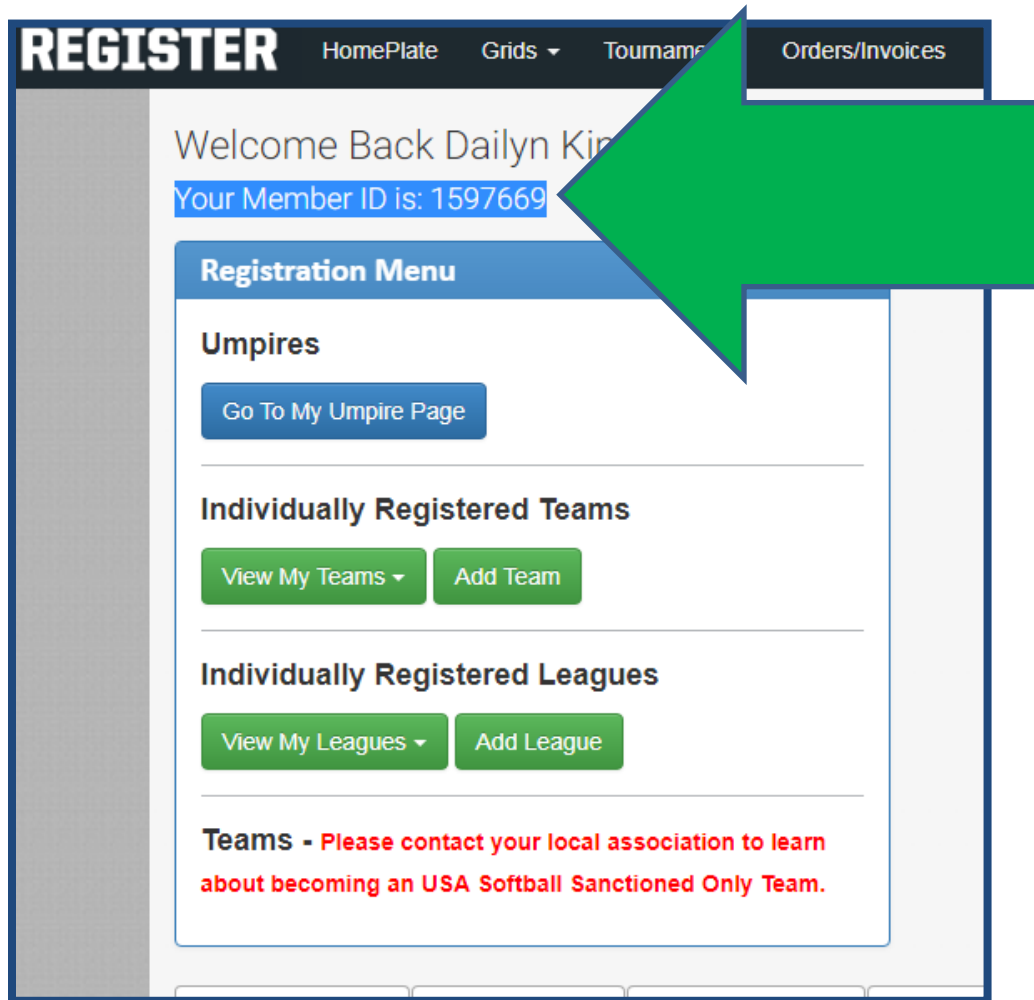
USA Softball

Membership Number *

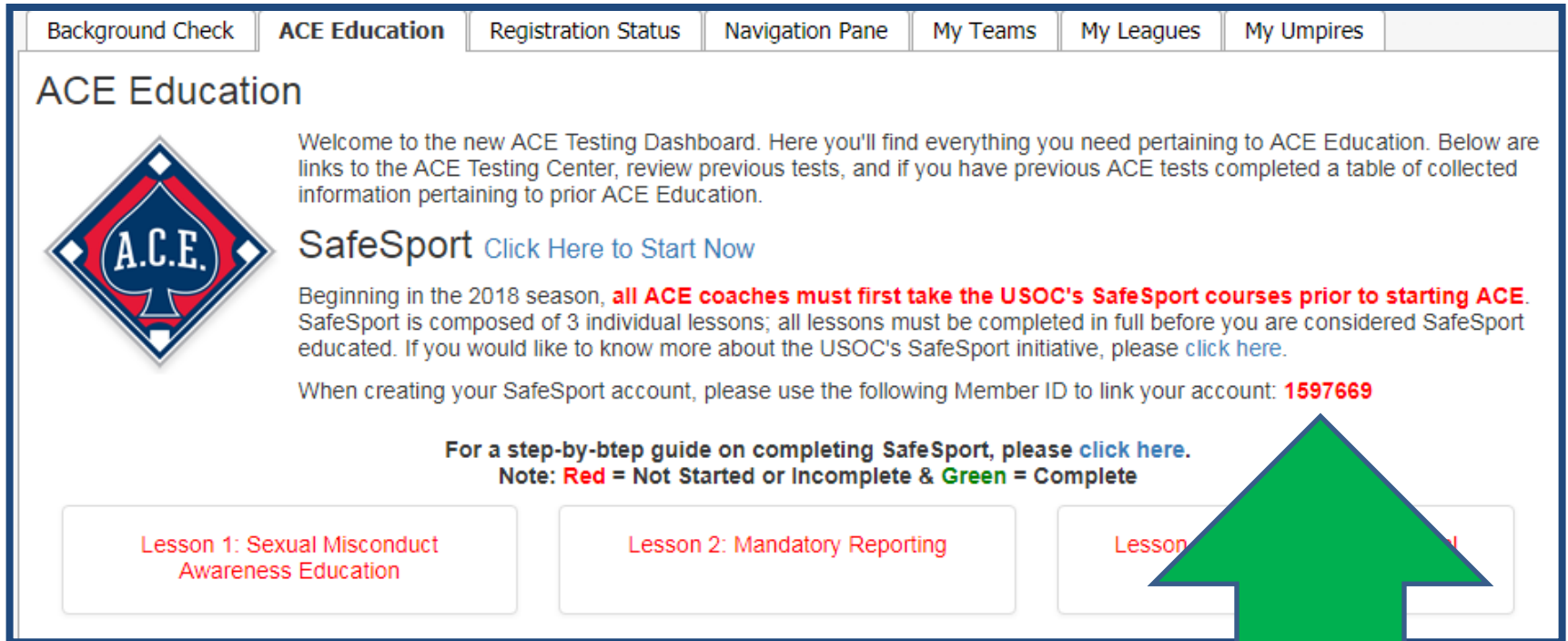
Membership ID Number

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:



The screenshot shows a web dashboard 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 spade symbol and the letters "A.C.E." inside. 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 buttons for lessons: "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**

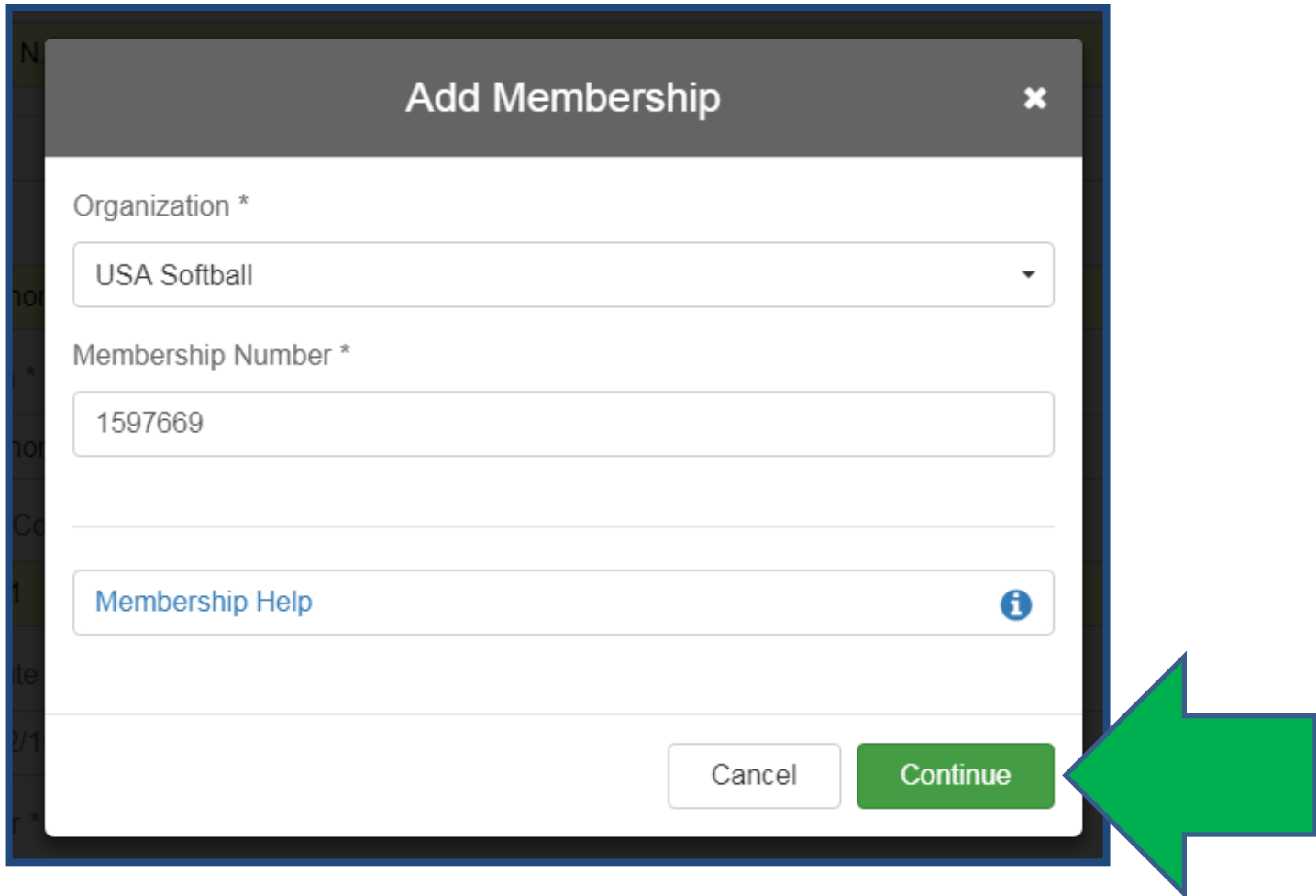
For a step-by-btep guide on completing SafeSport, please [click here](#).
Note: Red = Not Started or Incomplete & Green = Complete

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 two main 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 number "1597669". Below these sections is a link for "Membership Help" with 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**

Add Membership [X]

USA Softball
1597669



Name: D
Email: dking@s
Birth Year: 12
Location: Oklahoma City, Oklahoma, United States


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.

[Membership Help](#)

Cancel


Add Membership [X]

USA Softball
1597669

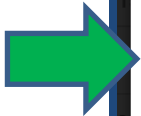


Name: Dailyn King
Email: dking@softball.org
Birth Year: 12/10/1943
Location: Oklahoma City, Oklahoma, United States

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.



[Membership Help](#) 


Cancel Save





- Once you have added your membership Select green “Save” button to save your changes

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.



TM

SAFE SPORT