

Yardley Makefield Soccer

BackgroundManager.com Onboarding for Volunteers



Agenda

What is BackgroundManager.com?

Why are we using BackgroundManager.com?

Who needs to use BackgroundManager.com?

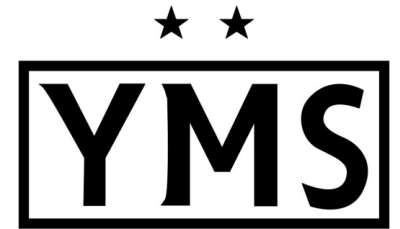
How to use BackgroundManager.com

- Account Set-Up/Login Information

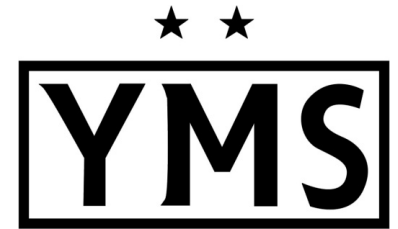
- Step-by-Step Instructions

Contact Information

BackgroundManager.com



*Online filing system
for the management of
our organization's
volunteer clearances*



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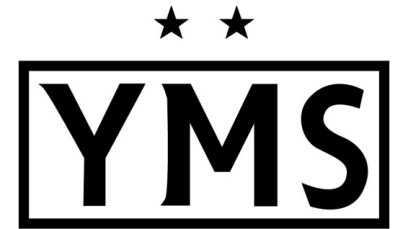
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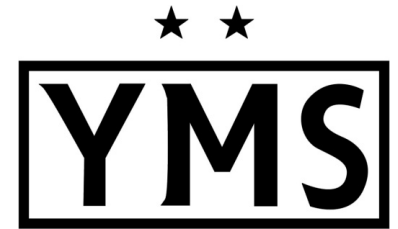
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Why are we using it?

- Risk mitigation for all club volunteers
- Backgroundmanager.com ensures accurate filing of clearances for all volunteers associated with the club
- Documents managed
 - PA State Police
 - Child Abuse
 - FBI Check
 - Safe Sport Certification
 - HeadsUp Concussion Training
- Backgroundmanager.com will email reminders to each individual in the system when it is time to renew their clearances



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What is BackgroundManager.com?

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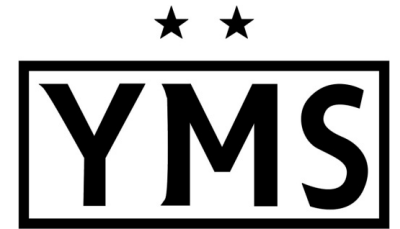
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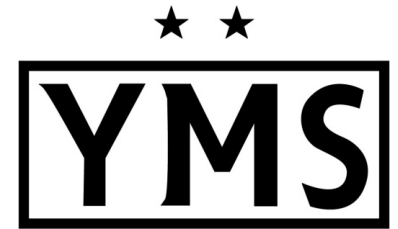
Contact Information



Required Users

- YMS Coaches
- YMS Team Managers
- YMS Board Members

ALL volunteers associated with your team and the club



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Why are we using BackgroundManager.com?

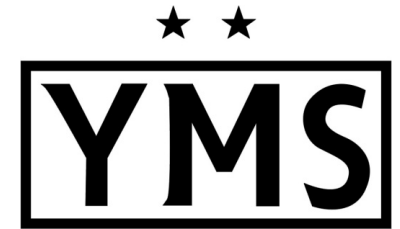
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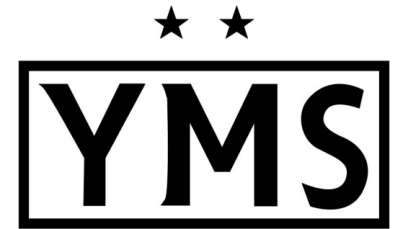


Create an Account

Go to: www.backgroundmanager.com

Each person must: Establish an account, whether they have existing clearances or not

Home Screen

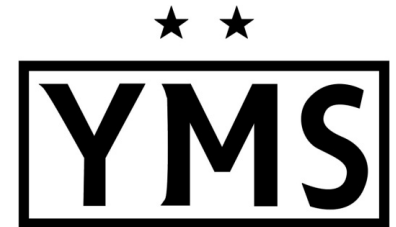


A screenshot of the BackgroundManager.com website. The browser's address bar shows 'www.backgroundmanager.com'. The website has a dark blue header with the 'BackgroundManager.com' logo on the left, a 'Send Us 877-643-0047' link in the center, and a 'Start Background Check' button on the right. A red arrow points from the text 'Click Here' to the 'Start Background Check' button. Below the header is a large banner with a blue background and a green heart shape. The main content area is white with a subtle pattern and contains the text: 'BackgroundManager.com provides affordable and reliable technology to track all aspects of volunteer/employee clearances'. Below this text is a dark blue button labeled 'View Sample Dashboard'. The footer is light gray and contains contact information, a copyright notice, and several logos including Comodo Secure, PCI DSS, and buttons for 'Organization Log In', 'Certification Admin', and 'BGM Admin'.

Notes:

- Click on “*Start Background Check*”

Get Started



Background Manager.com [Send Us a Message](#) 877-643-0047 [Start Background Check](#) [Account Log In](#)

[Get Started!](#) [Account Type](#) [Basic Information](#) [Upload Clearances](#) [Electronic Signature](#) [Complete](#)

Congratulations!
You've already taken the first step by agreeing to serve the children in your community.

Enter code here →

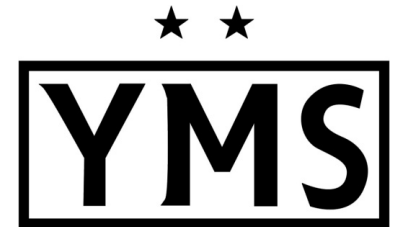
Don't Know Organization Code? [Click Here](#)

[Start Background Check](#)

Notes:

- Code is case sensitive; copy exactly as it is displayed
- If you copy and paste make sure you do not have any additional spaces after the code
- Code: **YMS**

Account Type



Background Manager.com [Send Us a Message](#) 877-643-0047 [Start Background Check](#) [Account Log In](#)

Get Started! **Account Type** Basic Information Upload Clearances Electronic Signature Complete

Account Type

Select One: ☒ Volunteer

Check all that apply:
☒ Soccer

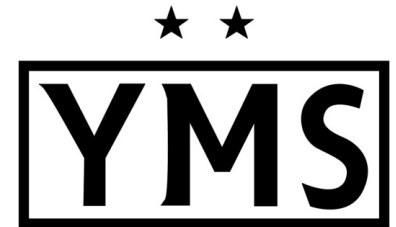
Check one box below:
☐ I hereby certify that I have been a resident of Pennsylvania during the entirety of the previous 10 years
☐ I hereby certify that I have not been a continuous resident of Pennsylvania during the entirety of the previous 10 years

[Next](#)

Notes:

- Select “Volunteer”
- AND Select “Soccer”
- AND Select whether or not you have been a resident of PA for the last 10 years
- Click “Next”

Basic Information



Background Manager.com

Send Us a Message
877-643-0047

Start Background Check

Account Log In

Get Started! Account Type **Basic Information** Upload Clearances Electronic Signature Complete

Contact Information

First Name (required) Middle Name (required - or enter "none") Last Name (required) Suffix (required)
Select

Do you have any previous names? ☐ Yes ☒ No

Address Line 1 (required) Address Line 2

City (required) State (required)
Pennsylvania

Zip Code (required) Country (required)
Select

Date of Birth MM/DD/YY (required) Sex (required) Race (required)
Select Select

Email Address (required) Re-Type Email Address (required)

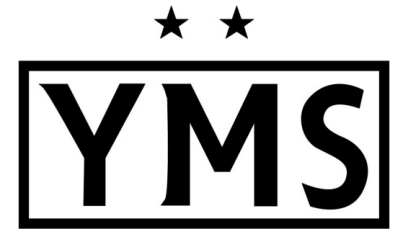
Next

It is important to note how you enter your name, as it will need to be entered the **same exact way** on the final screen for the signature.

Notes:

- Enter all of your information per the screen
- Middle Name: If you are not using enter 'none' in text in this field
- Date of Birth: The year is **2 Digits** NOT 4
- Click "Next"

Upload Clearances



Background Manager.com Send Us a Message 877-643-0047 Start Background Check Account Log In

Get Started! Account Type Basic Information **Upload Clearances** Electronic Signature Complete

Upload Clearances

Please upload your current clearances. The clearances will be stored electronically for your organization.

PA State Police Criminal

Upload Certificate : No file chosen

☐ I have this clearance, will upload later.
☐ I do not have this clearance.

Note: Click "Add More" to upload more files to PA State Police Criminal.

Child Abuse Clearance

Upload Certificate : No file chosen

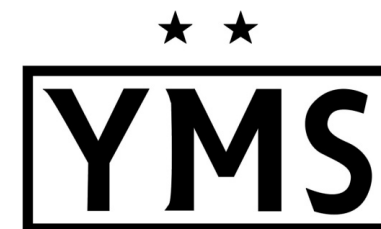
☐ I have this clearance, will upload later.
☐ I do not have this clearance.

Note: Click "Add More" to upload more files to Child Abuse Clearance.

Any questions please contact service@backgroundmanager.com

Notes:

- If you have a clearance document/file completed for each section, click *"Choose File"* and select the file from your computer
- If you have more than one file, click *"Add More"*



Upload Clearances (cont'd)

Background Manager.com

Send Us a Message
877-643-0047

Start Background Check

Account Log In

Basic Information

Upload Clearances

Electronic Signature

Complete

Upload Clearances

Please upload your current clearances. The clearances will be stored electronically for your organization.

PA State Police Criminal

Upload Certificate :

Choose File

Nicole_B....19.pdf

Add More

☐ I have this clearance, will upload later.
☐ I do not have this clearance.

Note: Click "Add More" to upload more files to PA State Police Criminal.

Child Abuse Clearance

Upload Certificate :

Choose File

No file chosen

Add More

☐ I have this clearance, will upload later.
☒ I do not have this clearance.

Note: Click "Add More" to upload more files to Child Abuse Clearance.

Any questions please contact service@backgroundmanager.com

Next

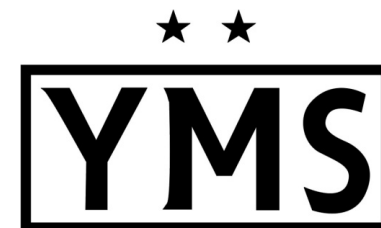
Notes:

- Always select one, even if you are not uploading
- Click "Next"



Notes:

- 16



Electronic Signature (cont'd)

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

First Name:

[Show Error](#)

Last Name:

[Show Error](#)

☒ **Accept Terms & Conditions, etc.** [Read Terms & Conditions](#)

[Next](#)

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

First Name:

[Show Error](#)

Last Name:

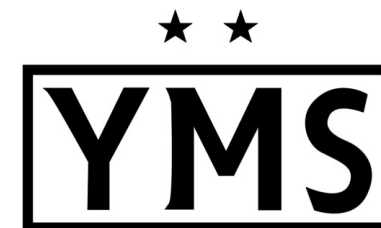
[Show Error](#)

[Name must match account user entered in Step 2](#) [Read Terms & Conditions](#)

[Next](#)

Notes:

- Enter your name **EXACTLY** the **SAME** as you did on the Basic Information Page
- If you entered **ALL CAPS** or **all lower case**, or **Upper and lower case** match that here
- Click “Next”



Electronic Signature (cont'd)

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

First Name:	Last Name:
<input type="text" value="NICOLE"/>	<input type="text" value="BRANDT"/>
Show Error	Show Error

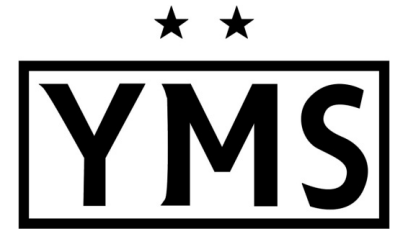
☒ **Accept Terms & Conditions, etc.** [Read Terms & Conditions](#)

[Next](#)

This example shows
all UPPER CASE for
this signature

Notes:

- Enter your name **EXACTLY** the **SAME** as you did on the Basic Information Page
- If you entered **ALL CAPS** or **all lower case**, or **Upper** and **lower case** match that here
- Click “Next”



Thank You – Confirmation Screen

Thank You for using BackgroundManager.com!

Background Manager is obtaining your PA State Criminal clearance. We will notify you and your organization once this clearance is received.

IMPORTANT: You will need to obtain the following clearances:

Child Abuse History

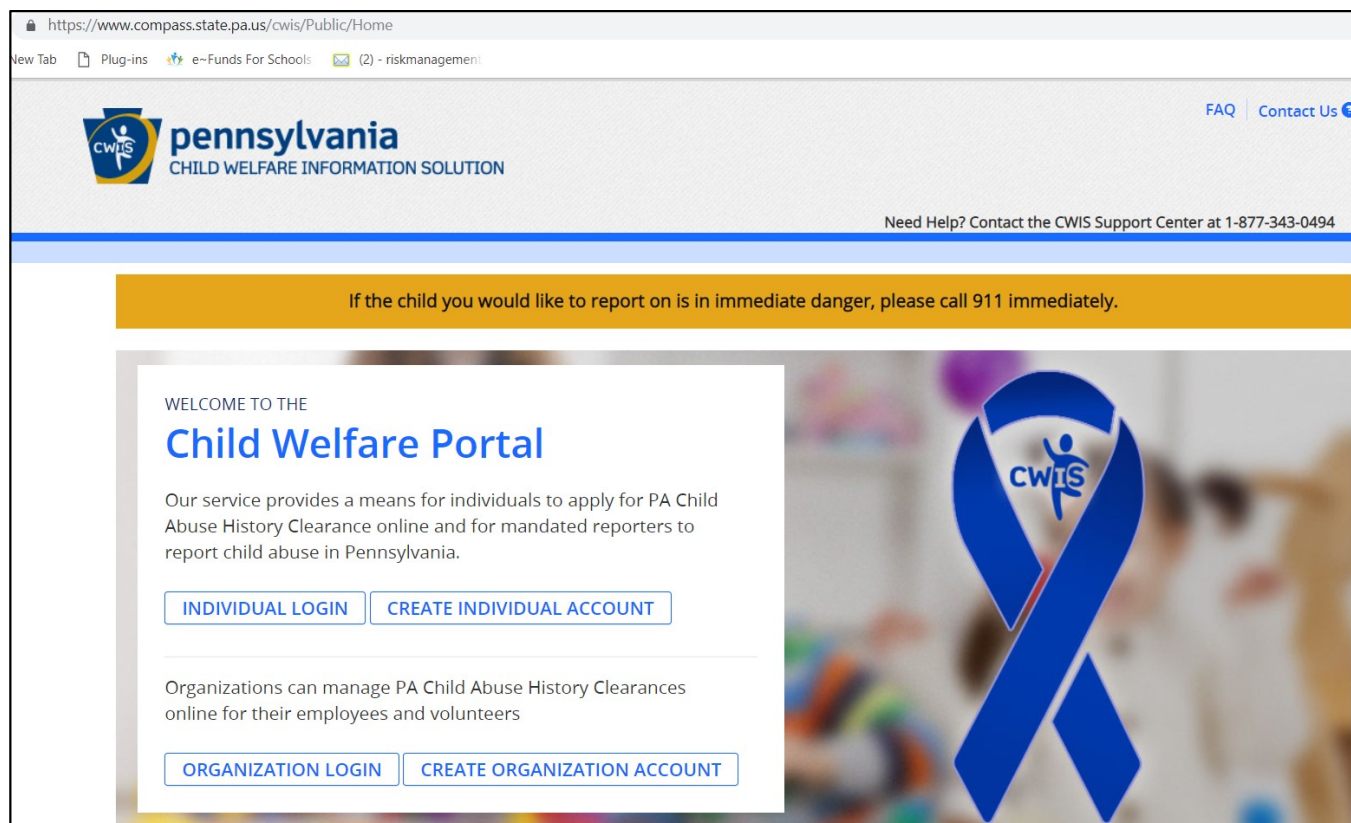
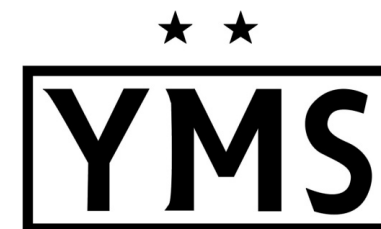
Click the button below and use the following code to complete your child abuse clearance. From the Pennsylvania Child Welfare Portal click "create individual account" to get started. You will use this code below toward the end of the application process. Your organization will be notified of your progress and completion.

[Complete Child Welfare Check](#)

Notes:

- Upon completion, you will be prompted to apply for whatever clearances you are missing. If you do not need to complete clearances, you will just need to upload your current ones. For our volunteers, this service is no cost.
- If you need to complete the Child Welfare Check, Click the *"Complete Child Welfare Check"* and it will take you to the PA portal

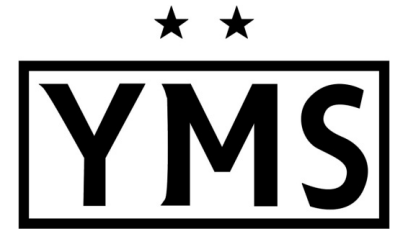
Child Welfare Portal



Notes:

- If you need to complete this certification or update it, Backgroundmanager.com links you to the portal

Thank You – Confirmation Screen

A screenshot of the BackgroundManager.com website's 'Thank You' confirmation screen. The page has a dark blue header with the company logo, contact information, and navigation buttons. Below the header is a progress bar with six steps: 'Get Started!', 'Account Type', 'Basic Information', 'Upload Clearances', 'Electronic Signature', and 'Complete' (highlighted in green). The main content area has a green heading 'Thank You for using BackgroundManager.com!' followed by three paragraphs of text providing instructions on how to manage the account, login, and contact support.

BackgroundManager.com Send Us a Message 877-643-0047 Start Background Check Account Log In

Get Started! Account Type Basic Information Upload Clearances Electronic Signature Complete

Thank You for using BackgroundManager.com!

You can manage your account at any time by logging in and using your account dashboard. Your dashboard allows you to view the status of your clearances and also upload a clearance to your account.

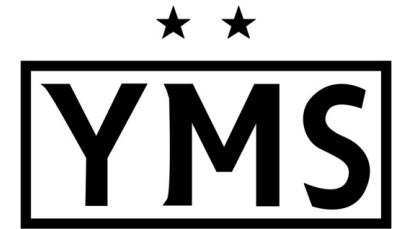
Your account username and password have been email to you.

To access your account go to www.backgroundmanager.com and click [member login](#)

Any questions please contact service@backgroundmanager.com

Notes:

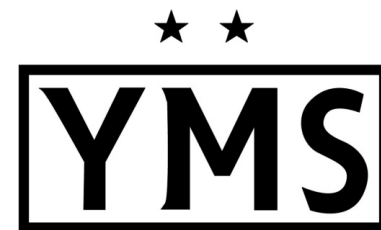
- If your clearances are complete, you will see this basic thank you screen



Check your email

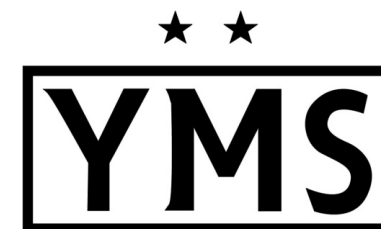
- Check your personal email for the confirmation from Backgroundmanager.com
- This must be the same email you use when setting up your Background Manager account
- The email will contain
 - Child Welfare Code
 - Backgroundmanager.com
 - ✓ Username
 - ✓ Password
- If you lose or wish to update the password automatically generated by BackgroundManager.com, you can click the “Forgot Password” link on the login screen to generate a new one.

Concussion & SafeSport Certificates



- All volunteers are required to complete the CDC Heads Up Concussion and SafeSport certifications.
 - CDC Heads Up:
 - https://www.cdc.gov/headsup/pdfs/youthsports/Create_an_Account_CDC-TRAIN_HEADSUP.pdf
 - SafeSport:
 - <https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>
 - Access Code: YC3E-6P5G-YYIL-CS2M
- These links are also available on the YMS website. Click on the Resources tab, then on Coaches Corner, then Volunteer Clearances.
 - <https://www.ymsoccer.net/resources/coaches-corner/clearances/>

Uploading Certificates



Background Manager.com

Hello, Kelly Corso [Log Out](#)

Notice: We are currently in the process of upgrading the Background Manager system. During this time you may come across error messages when trying to access certain features of your dashboard. Please disregard as we are working on these upgrades. If you have an immediate request, please email us at service@backgroundmanager.com.

Account Dashboard

- Account Details
- Manage Clearances
- Manage Certificates**
- My Organizations

Certificates

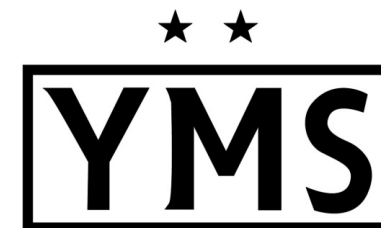
[Upload New Certificate](#)

Pass Pass Override Pending Needs Reviewed Fail

Certification Name	Expiration Date	Status
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Notes:

- Log into your BackgroundManager.com account using the password emailed to you
- Click on “Manage Certificates”
- Click on “Upload New Certificate”



Uploading Certificates

Background Manager.com Hello, Kelly Corso Log Out

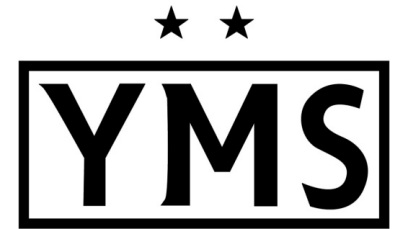
Upload Certificates

Certification Name	Status	expiration date	
Concussion Testing		<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Choose File"/> No file chosen
Safe Sport		<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Choose File"/> No file chosen

Notes:

- Click on “Choose File” to upload each certificate
- Enter the expiration date for each certificate (add 1 year to the date on the certificate)

Uploading Certificates



Background Manager.com Hello, Michael Corso Log Out

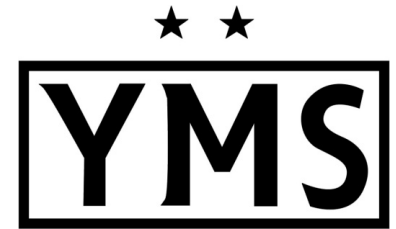
Upload Certificates

Certification Name	Status	expiration date	
Concussion Testing		07/07/2021	<input type="button" value="Choose File"/> Mike co...020.pdf
Safe Sport		07/08/2021	<input type="button" value="Choose File"/> mike saf...er 1.pdf

Notes:

- Click "Upload"

Uploading Certificates



Background Manager.com

Hello, Michael Corso [Log Out](#)

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- Account Details
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- My Organizations

Certificates

[Upload New Certificate](#)

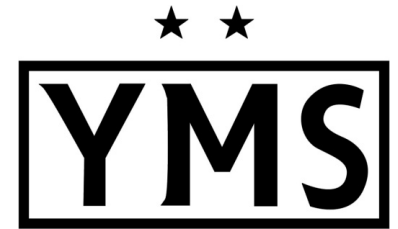
☒ Pass ☒ Pass Override ☐ Pending ☐ Needs Reviewed ☐ Fail

Your Certificates Uploaded Successfully!

Certification Name	Expiration Date	Status
Concussion Testing	07/07/2021	
Safe Sport	07/08/2021	

Notes:

- After uploading your certificates, you will see a list and the status of each one.
- The YMS Club Administrator will review/approve the uploaded certificates.



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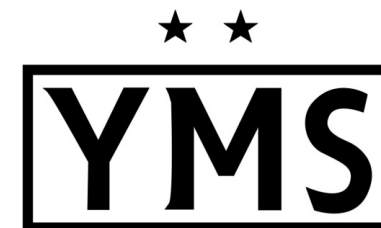
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How to use BackgroundManager.com

- Account Set-Up/Login Information

- Step-by-Step Instructions

- Completion and Contact Information



Contact Information

Questions?

Contact

Kelly Corso

YMS Club Administrator

admin@ymsoccer.net

**THANK YOU FOR
VOLUNTEERING WITH YMS!**