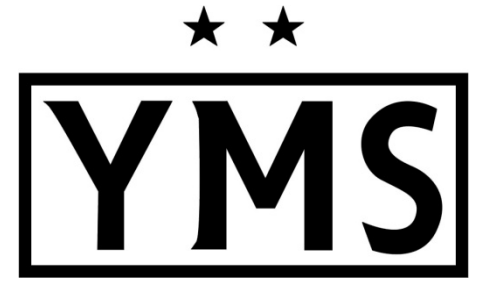


Yardley Makefield Soccer

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

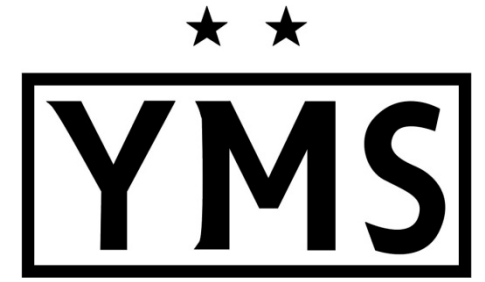
- Step-by-Step Instructions

Contact Information

BackgroundManager.com



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



Agenda

What is BackgroundManager.com?

Why are we using BackgroundManager.com?

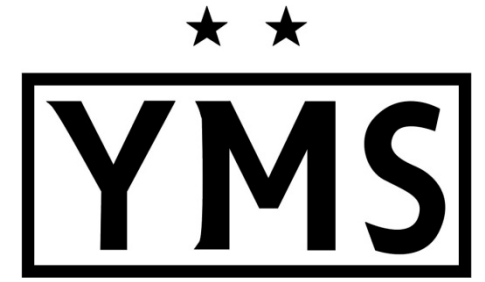
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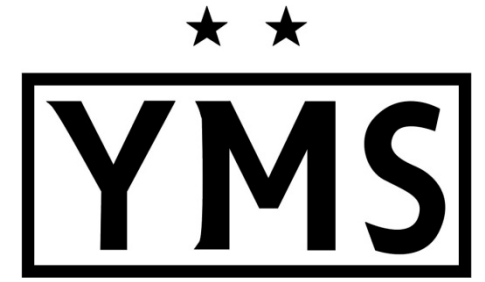
- Step-by-Step Instructions

Contact Information



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



Agenda

What is BackgroundManager.com?

Why are we using BackgroundManager.com?

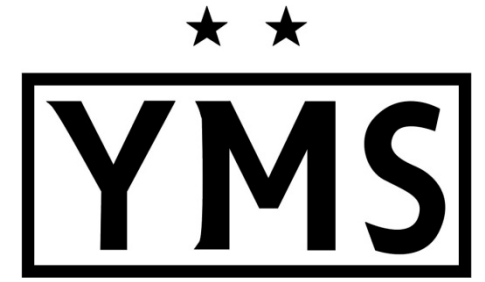
Who needs to use BackgroundManager.com?

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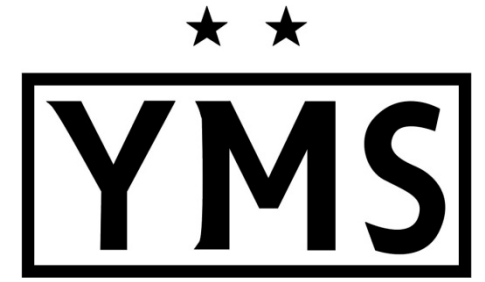
Contact Information



Required Users

- YMS Coaches
- YMS Team Managers
- YMS Board Members

ALL volunteers associated with your team and the club



Agenda

What is BackgroundManager.com?

Why are we using BackgroundManager.com?

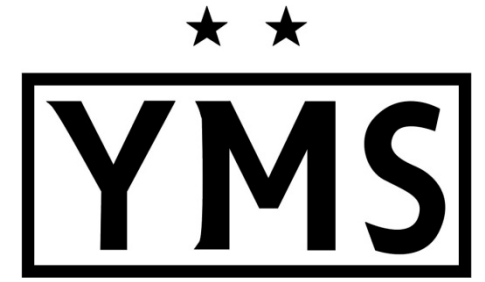
Who needs to use BackgroundManager.com?

How to use BackgroundManager.com

- Account Set-Up/Login Information

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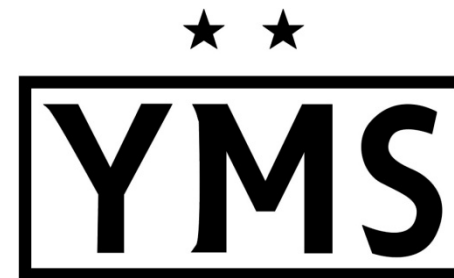
Contact Information



Create an Account

Go to: www.backgroundmanager.com

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



Home Screen

Not secure | www.backgroundmanager.com

ew Tab Plug-ins e-Funds For Schools (2) - riskmanagement

Background Manager.com Send Us 877-643-0047 Click Here Start Background Check Account Log In

BackgroundManager.com
provides *affordable* and *reliable* technology
to track all aspects of volunteer/employee clearances

View Sample Dashboard

Find out how BackgroundManager.com can benefit your Organization! 877-643-0047 Send Us a Message

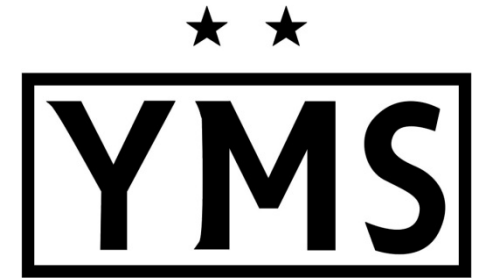
Copyright © 2019 Background Manager [Frequently Asked Questions](#) | [Privacy Policy](#)

COMODO SECURE PCI DSS COMPLIANT Organization Log In Certification Admin 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

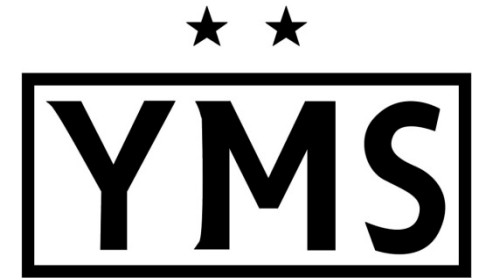
YMS
Don't Know Organization Code? [Click Here](#)



[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:

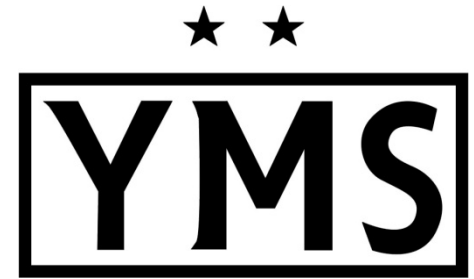
☐ I hereby certify that I have been a resident of Pennsylvania during the entirety of the previous 10 years

☐ 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

The screenshot shows the 'Basic Information' step of the Background Manager onboarding process. The form includes fields for First Name, Middle Name, Last Name, Suffix, Address Line 1, Address Line 2, City, State, Zip Code, Country, Date of Birth, Sex, Race, Email Address, and Re-Type Email Address. A red box with a yellow star points to the name fields, containing the text: '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.'

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 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

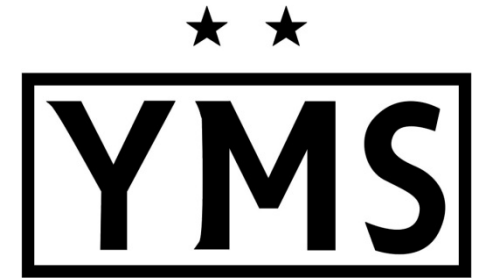
Date of Birth MM/DD/YY (required) Sex (required) Race

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

Next

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.

Child Abuse Clearance

Upload Certificate : No file chosen

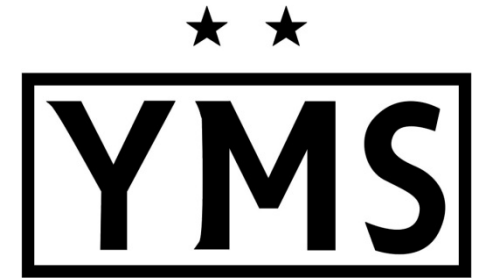
☐ I have this clearance, will upload later.
☐ I do not have this clearance.

Any questions please contact service@backgroundmanager.com

[Next](#)

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

User Status

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 :

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.

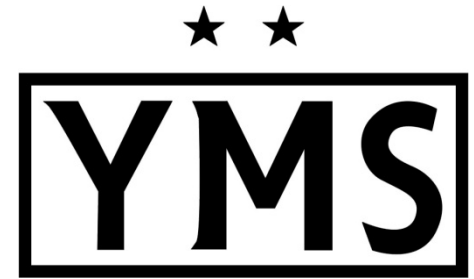
Note: Click "Add More" to upload more files to Child Abuse Clearance.

Any questions please contact service@backgroundmanager.com

Next

Notes:

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



Electronic Signature

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

Electronic Signature

DISCLOSURE STATEMENT
APPLICATION FOR EMPLOYMENT, INCLUDING PROVISIONAL EMPLOYMENT
Required by the Child Protective Service Law

23 Pa. C.S. Section 6344 (relating to employees having contact with children; adoptive and foster parents)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a certification from the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous 12 months.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous 12 months, I must provide a copy of the certification to my employer and am not required to obtain a certification from the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I swear/affirm that, if providing certifications that have been obtained within the previous 12 months, I have not been convicted of an offense similar in nature to a crime listed below under the laws of the Commonwealth of Pennsylvania, the Commonwealth of Puerto Rico or a foreign nation, or under a formal order of protection issued by a court of competent jurisdiction.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse or neglect.

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.

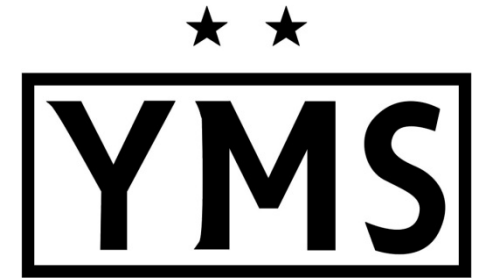
First Name: **Last Name:**

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

Next

Notes:

- Read the Disclosure Statement & scroll down
- Complete the Electronic Signature
- Enter your name **EXACTLY** the **SAME** as you did on the Basic Information Page
- 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:**

[Show Error](#) [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.

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First Name: **Last Name:**

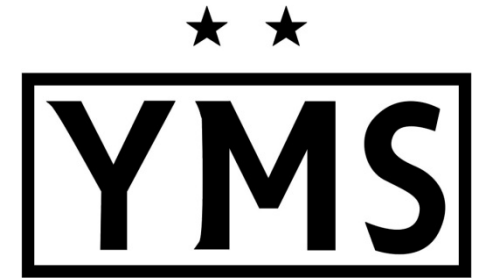
[Show Error](#) [Show Error](#)

[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

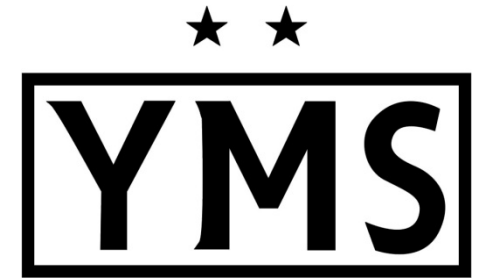
☒ **Accept Terms & Conditions, etc.** [Read Terms & Conditions](#)

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

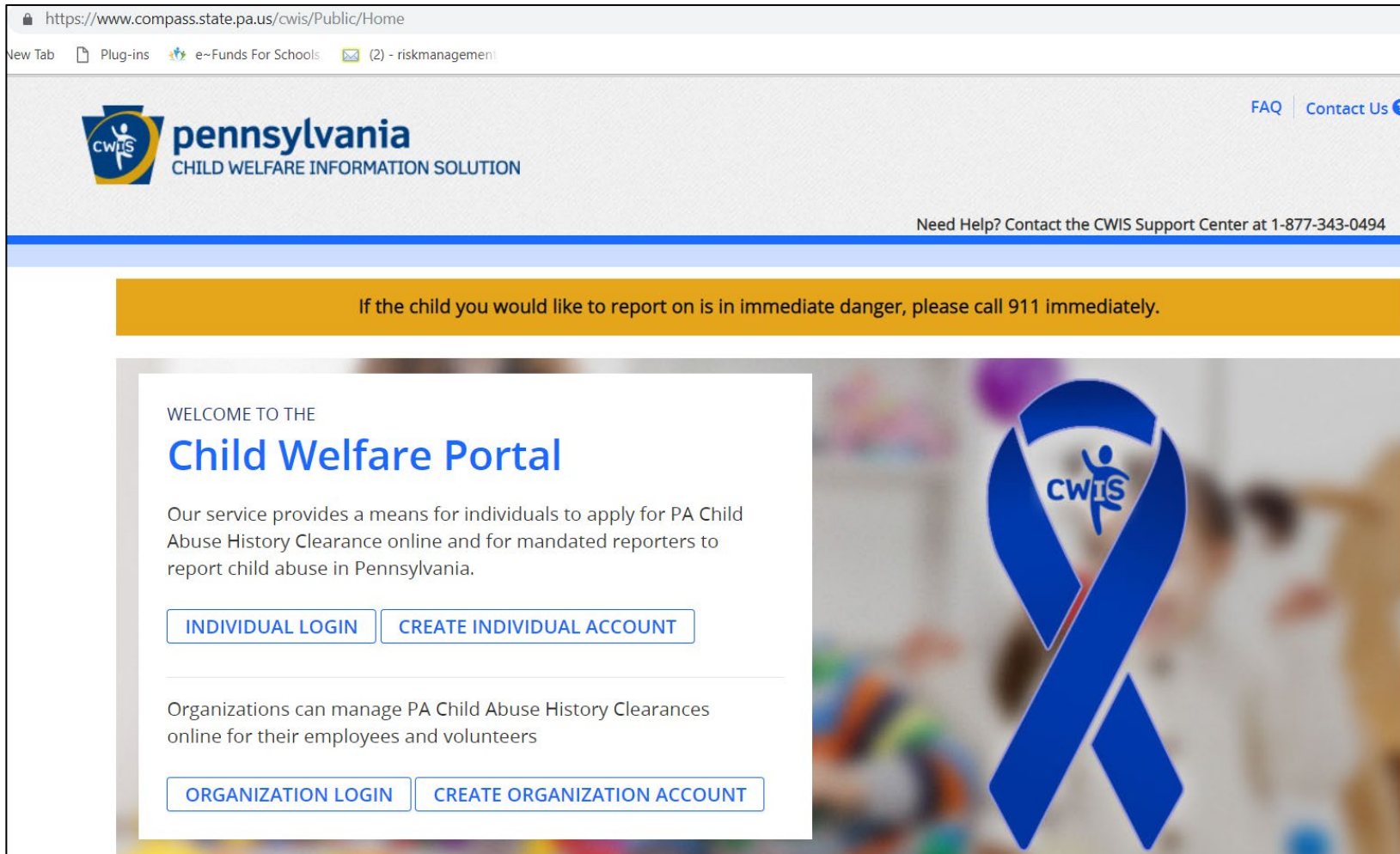
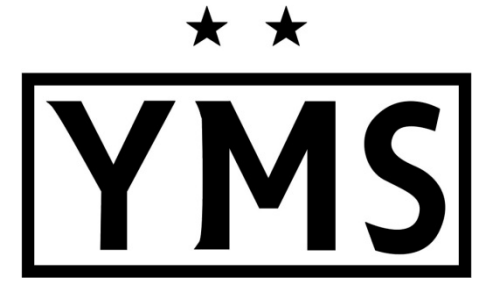
Click the button below and use the following code to complete your child abuse clearance. From the Pennsylvania Child Welfare Portal click "create individual account" to get started. You will use this code below toward the end of the application process. Your organization will be notified of your progress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

Complete Child Welfare Check

Notes:

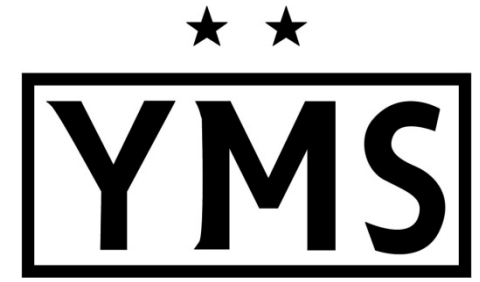
- Upon completion, you will be prompted to apply for whatever clearances you are missing. If you do not need to complete clearances, you will just need to upload your current ones. For our volunteers, this service is no cost.
- If you need to complete the Child Welfare Check, Click the *"Complete Child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

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

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.

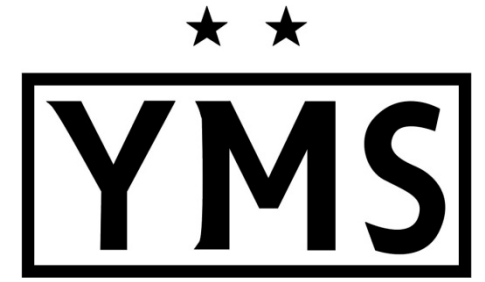
Your account username and password have been email to you.

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

Any questions please contact service@backgroundmanager.com

Notes:

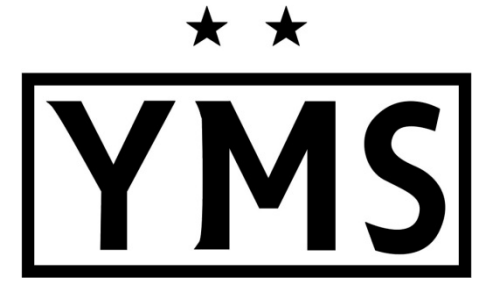
- If your clearances are complete, you will see this basic thank you screen



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](https://www.cdc.gov/headsup/pdfs/youthsports/Create_an_Account_CDC-TRAIN_HEADSUP.pdf)
 - SafeSport:
 - <https://www.ymssoccer.net/resources/coaches-corner/safesport/>
- These links are also available on the YMS website. Click on the Resources tab, then on Coaches Corner, then Rec League Clearances.
 - <https://www.ymssoccer.net/resources/coaches-corner/rec-coaches-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
--------------------	-----------------	--------

Notes:

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

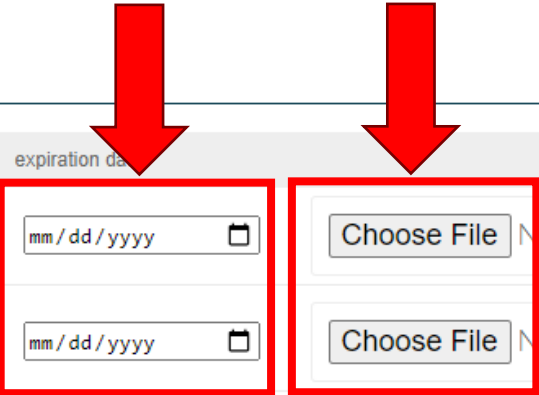
Uploading Certificates

Background Manager.com Hello, Kelly Corso Log Out

Upload Certificates

Certification Name	Status	expiration date	
Concussion Testing		mm / dd / yyyy	Choose File No file chosen
Safe Sport		mm / dd / yyyy	Choose File No file chosen

Upload Cancel



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

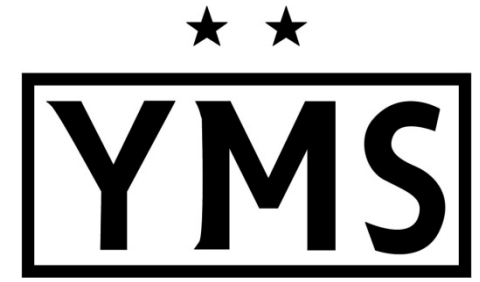
Upload Certificates

Certification Name	Status	expiration date	
Concussion Testing		07/07/2021	Choose File Mike co...020.pdf
Safe Sport		07/08/2021	Choose File mike saf...er 1.pdf

Upload Cancel

Notes:

- Click “Upload”



Uploading Certificates

Background
Manager.com

Hello, Michael 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

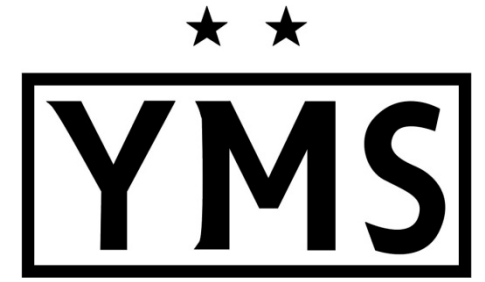
✗ Fail

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.



Agenda

What is BackgroundManager.com?

Why are we using BackgroundManager.com?

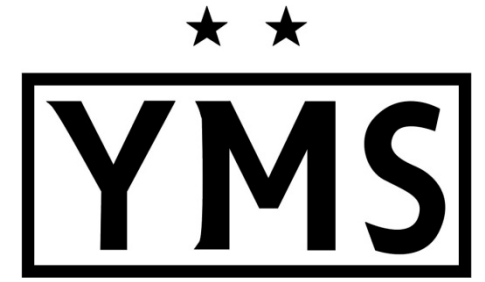
Who needs to use BackgroundManager.com?

How to use BackgroundManager.com

- Account Set-Up/Login Information

- Step-by-Step Instructions

- Completion and Contact Information



Contact Information

Questions?

Contact

Kelly Corso

YMS Club Administrator

admin@ymssoccer.net

**THANK YOU FOR
VOLUNTEERING WITH YMS!**