Step 1

Go to https://registerusasoftball.com/Account/Register.aspx to create an account.

Step 2

On this page, enter your information, creating a unique username and password that you will remember. **It is important you select "OH – Ohio" under Association, "JO(Youth) – JO" under Group and "JO" under League.**
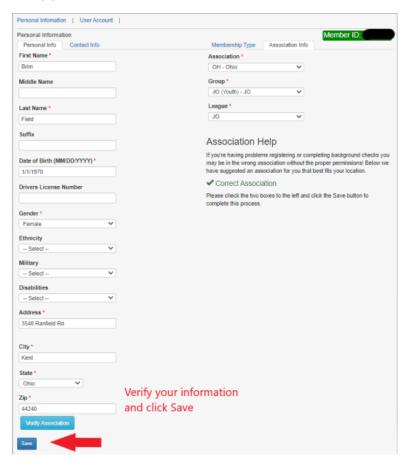
Username *		
Password *		
Confirm Password *		
Personal Email (Primary) *		
Confirm Personal Email *		
Association *	OH - Ohio	Select "OH - Ohio"
Group *	JO (Youth) - JO	Select "JO(Youth) - JO"
League *	JO	Select "JO"
First Name *		
Middle Name		
Last Name *		
Suffix		
Date of Birth *		
Gender *	Select Gender	
Ethnicity		Not requested for members under the age of 18
Military	-- Select --	Not requested for members under the age of 18
Disabilities	-- Select --	Not requested for members under the age of 18
Address *		
City *		
State *	-- Select State --	
Zip *		
Drivers License		
Work Email		
Confirm Work Email		
Phone (Primary) *		

Step 3

They will ask you what role you have. **Select "Coach"** at this step then **click Submit**.
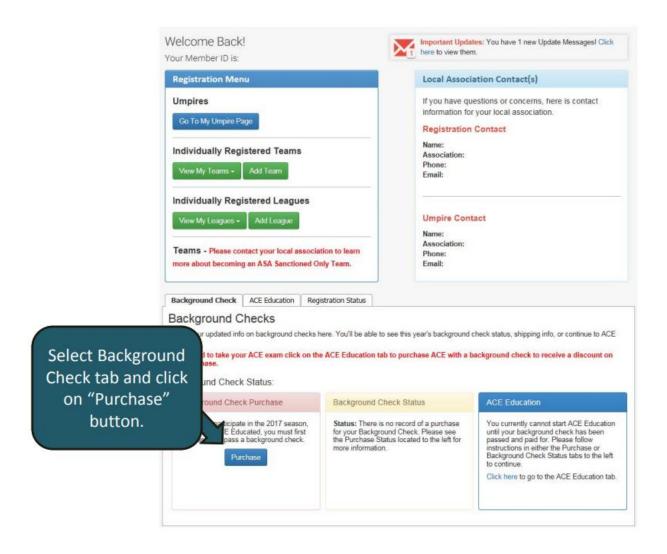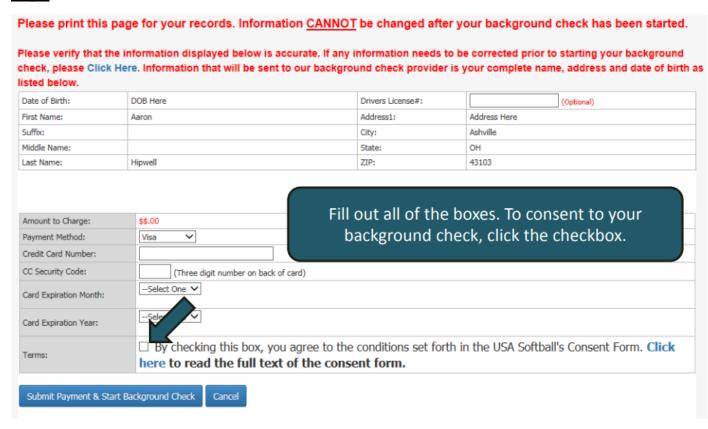

Step 4

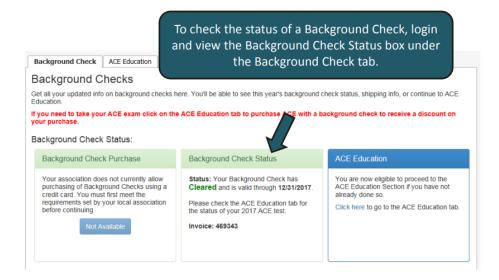Verify your information and click "Save"

Step 5

Once registered and you have confirmed the information, you will be redirected to the login page. Login with your newly created username and password (please keep both in a safe place to log in later!).

Step 6

Please print this page for your records. Information **CANNOT** be changed after your background check has been started.

Please verify that the information displayed below is accurate. If any information needs to be corrected prior to starting your background check, please **Click Here**. Information that will be sent to our background check provider is your complete name, address and date of birth as listed below.

Date of Birth:	DOB Here	Drivers License#:		(Optional)
First Name:	Aaron	Address1:	Address Here	
Suffix:		City:	Ashville	
Middle Name:		State:	OH	
Last Name:	Hipwell	ZIP:	43103	

Amount to Charge:	$$.00
Payment Method:	Visa
Credit Card Number:	
CC Security Code:	(Three digit number on back of card)
Card Expiration Month:	--Select One
Card Expiration Year:	--Sele
Terms:	☐ By checking this box, you agree to the conditions set forth in the USA Softball's Consent Form. **Click here** to read the full text of the consent form.

> Fill out all of the boxes. To consent to your background check, click the checkbox.

Submit Payment & Start Background Check   **Cancel**

Step 7

> To check the status of a Background Check, login and view the Background Check Status box under the Background Check tab.

Background Check   **ACE Education**

Background Checks

Get all your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE Education.

If you need to take your ACE exam click on the ACE Education tab to purchase ACE with a background check to receive a discount on your purchase.

Background Check Status:

Background Check Purchase	Background Check Status	ACE Education
Your association does not currently allow purchasing of Background Checks using a credit card. You must first meet the requirements set by your local association before continuing. **Not Available**	**Status:** Your Background Check has **Cleared** and is valid through **12/31/2017**. Please check the ACE Education tab for the status of your 2017 ACE test. **Invoice: 469343**	You are now eligible to proceed to the ACE Education Section if you have not already done so. Click here to go to the ACE Education tab.

Step 8

Once your Background Check has been completed you will receive a Green Light or Red Light determination. All disputes for Red Lights will go through USA Softball.

You will receive an ID card in the mail from USA Softball that acts as proof of passing the Background Check. Please keep this on you at all times while coaching.

Email a picture of your ID card to backgroundcheck@portagegirlssoftball.com