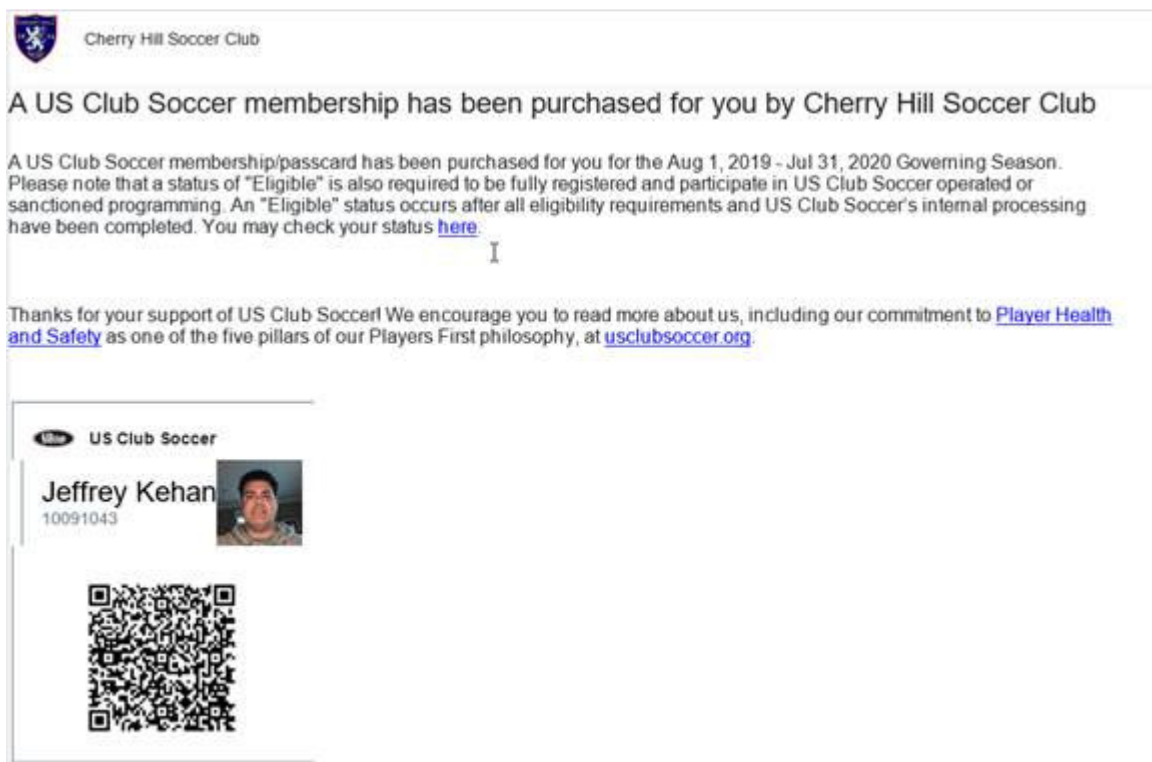


Carding Coaches in US Club (Sports Engine)

Coaches will need to complete the following:

- Complete Account Registration
 - (Update **ALL** of your profile info for your SportsEngine account; Email, Date of Birth, Gender, Phone, Address 1, City, State, Postal Code, Country).
- Upload Photo
- Sideline Sports Doc Certification (requires \$5 voucher code “chsc20191”)
- SafeSport Certification (Free)
- Background Screening (requires voucher \$18 each – unique code per coach)
 - o Must be done LAST

Step 1: Register and Complete your Account: Find email from US Club Soccer and complete account creation (setup password and user ID).

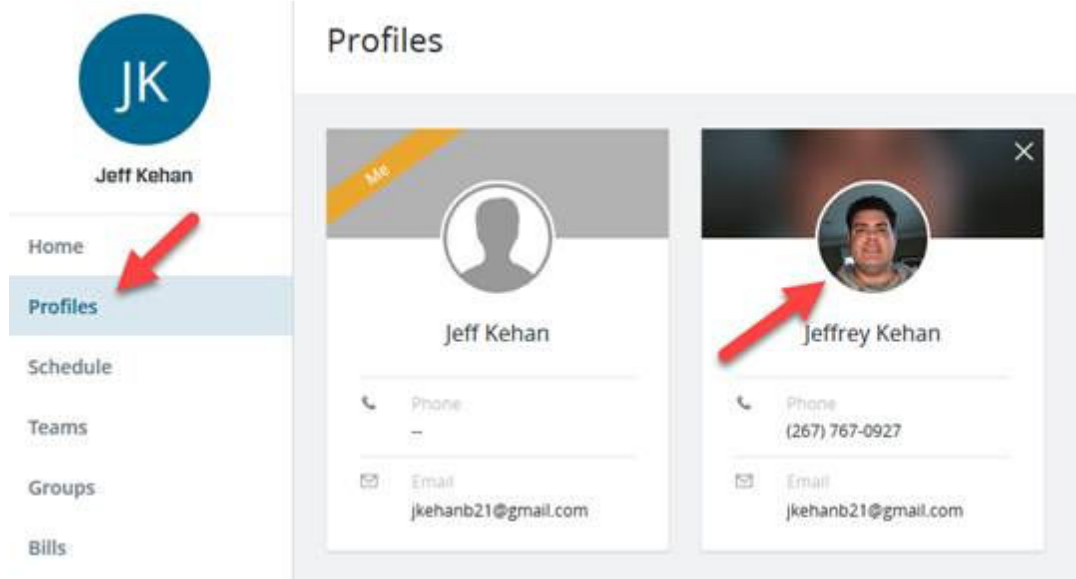


The email link directs to here to login: <https://app.sportngin.com/user>

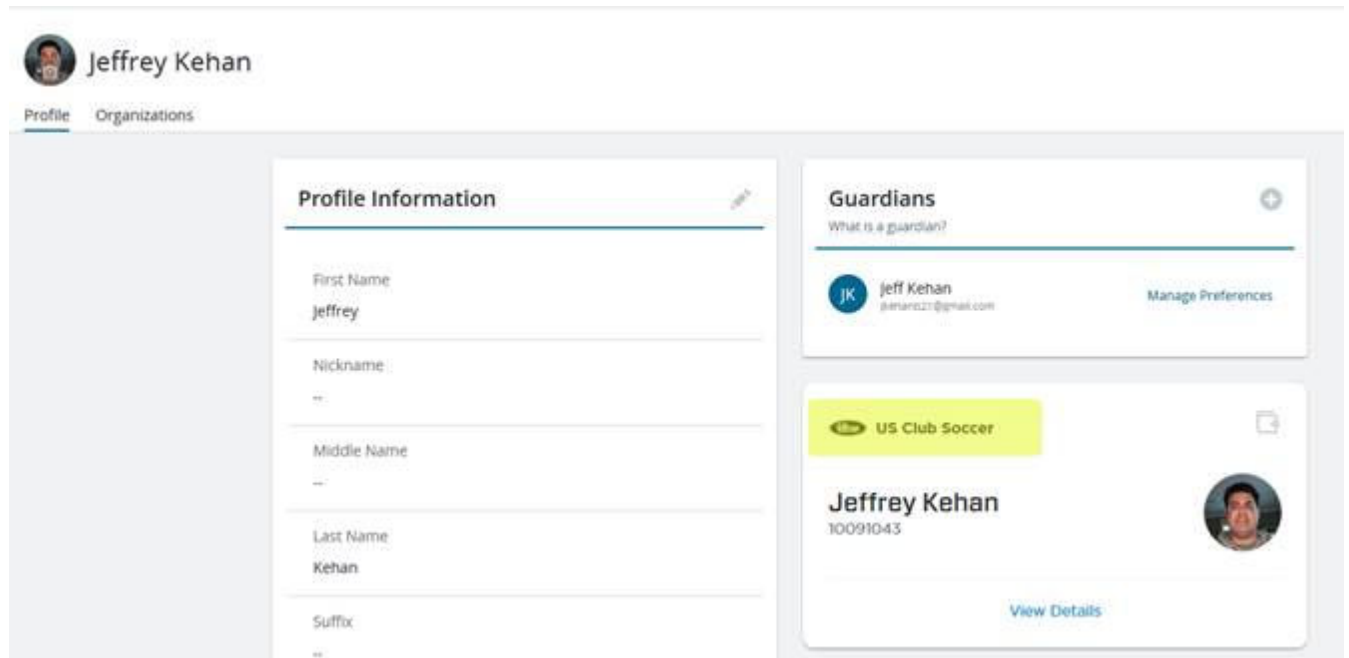
- Click the upper right corner blue icon with your initials and choose “**My Account**”

Step 2: Upload Photo that will be used for Coaches Card.

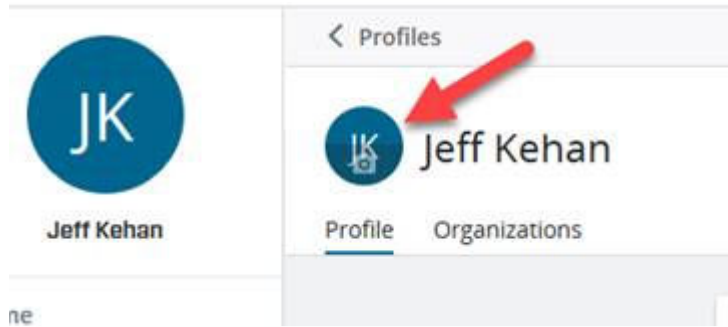
- Click "Profiles" and then your name



- Note if you see two profiles due to involvement in other sports, choose the one that has "US Club Soccer" in the details when you click it (see below image).

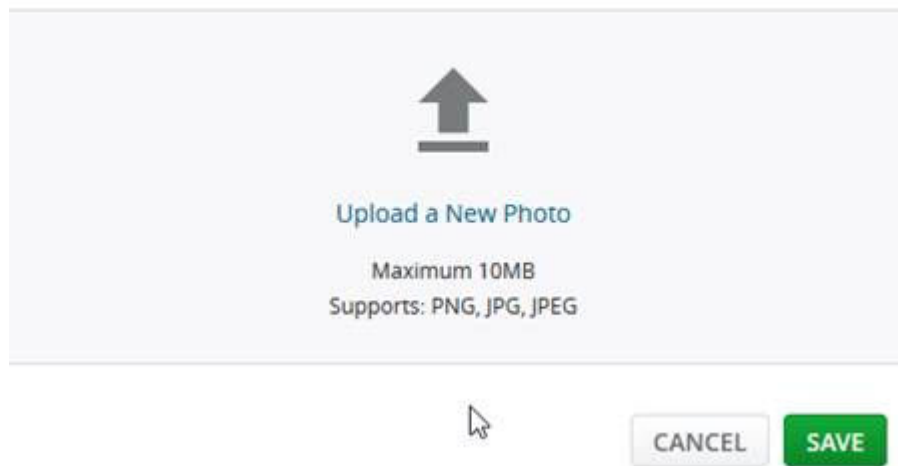


- Next, click the blue circle with your initials to upload your photo



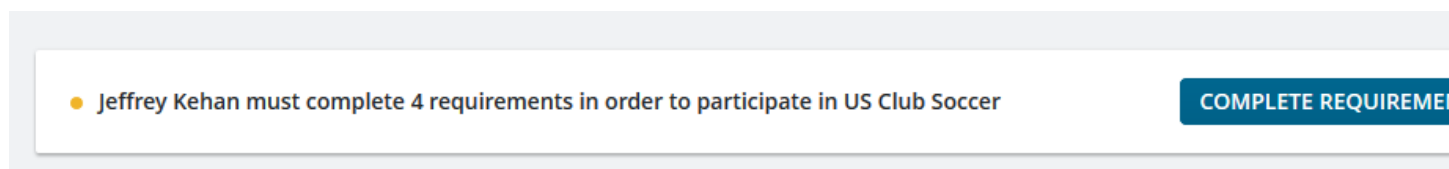
- Browse to your photo file and upload, then click “Save”

Upload Profile Photo



Step 3 – Sideline Sports Doc Certification

- On the “My Account” page of www.sportengine.com , you will see the “Complete Requirements” screen



▼ Staff - Competitive & Super Rec

Jul 1, 2019 - Jul 31, 2021

Incomplete Requirements	
Sideline Sports Doc Certification INCOMPLETE Started Jul 22, 2019	COMPLETE CERTIFICATION
SafeSport Certification INCOMPLETE Started Jul 22, 2019	COMPLETE CERTIFICATION
Violation Review REQUIRED	
Background Screening REQUIRED	COMPLETE SCREENING

- Start with Sideline Sports – use the \$5 voucher code “**chsc2019**”
 - o Follow the screens on the certification course to complete
 - o Sideline Sports Doc will email your PDF certificate when completed. (SAVE THIS FOR UPLOAD LATER).

From: Sideline Sports Doc <support@sidelinesportsdoc.com>
Date: July 24, 2019 at 8:21:27 PM EDT
To: Jeffrey Kehan <jkehanb21@gmail.com>
Subject: SSD - Your Course Completion Certificate

Hello Jeffrey Kehan,

Congratulations! You have successfully completed the "The Coach's Guide to Youth Soccer Injury Recognition" online course with Sideline Sports Doc and US Club Soccer. Please find your PDF certificate attached to this message to keep for your records as you may need to produce this certificate number at a later date to prove you have completed the course. Your certificate number is included on the PDF certificate and also found below.

Certificate Number: 2019072416765786
Course Completion Date: Jul. 24, 2019

This course is a Player Health and Safety initiative within US Club Soccer's Players First platform.

Yours sincerely,
Sideline Sports Doc and US Club Soccer

Step 4 – SafeSports Certification

- Go back to the My Account page and complete requirements, then choose “SafeSport Certification.”
 - o Follow the screens on the certification course to complete.

***NOTE** – Make sure you complete all three modules. The system will issue a PDF file after each section is completed (SAVE THIS FOR UPLOAD LATER).

The screenshot displays three certification modules in a list format. Each module includes an icon, a title, a completion status, a description, and a 'Certificate' button.

- Emotional and Physical Misconduct**: Started on 08/28/2018. Description: Learn how to recognize, respond to and prevent various forms of misconduct including bullying, hazing and harassment and physical and emotional abuse.
- Sexual Misconduct Awareness Education**: Completed on 08/28/2018. Description: Understand the core concepts behind creating a safe and positive sport environment and learn how to identify and prevent sexual misconduct and abuse.
- Mandatory Reporting**: Completed on 07/11/2018. Description: Understand the legal requirements for reporting a concern about abuse and how the reporting process works.

When completed **properly** you will see one last PDF file that says “SafeSport Trained” (SAVE THIS FOR UPLOAD LATER)



Step 5 - Background Screening

- After completing all previous steps, go back to the My Account page in SportsEngine and “complete requirements” section, then choose “Complete Screening”
 - Click through the background check wizard
 - Upload your SafeSports Certificate
 - Upload your Sideline Sports Doc. Certificate
 - Enter the \$18 voucher number when prompted.