



Council Rock United Soccer CRUSA/FC Bucks

BackgroundManager.com Onboarding





What is BackgroundManager.com

Why are we using BackgroundManager.com

Who needs to use BackgroundManager.com

How to use BackgroundManager.com

Login Information

Step by Step

Contact Information





Online filing system for the management of an organization's clearances





What is BackgroundManager.com

Why are we using BackgroundManager.com

Who needs to use BackgroundManager.com

How to use BackgroundManager.com

Login Information

Step by Step

Contact Information





- Risk mitigation for all club volunteers
- Background manager ensures accurate filing of clearances for all volunteers associated with the club
- Documents managed at this time
 - PA State Police
 - Child Abuse
- Backgoundmanager.com will email reminders to each individual in the system when it is time to renew clearances





- Additional clearances will be managed by the Director, Risk Management in coordination with the VP, Travel Soccer
 - Concussion Certifications
 - Positive Coaching Certificates
- The Director, Risk Management will
 - Ensure proper filing and documentation of the above clearances
 - Prompt either the VP, Travel Soccer or the individual it is time to renew





What is BackgroundManager.com

Why are we using BackgroundManager.com

Who needs to use BackgroundManager.com

How to use BackgroundManager.com

Login Information

Step by Step

Contact Information





CRUSA/FC BUCKS:

- Board Members
- Coaches
- Trainers
- Team Parents
- Team Managers
 - Managers, financial support, organizers, etc.

Anyone 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

Login Information

Step by Step

Contact Information





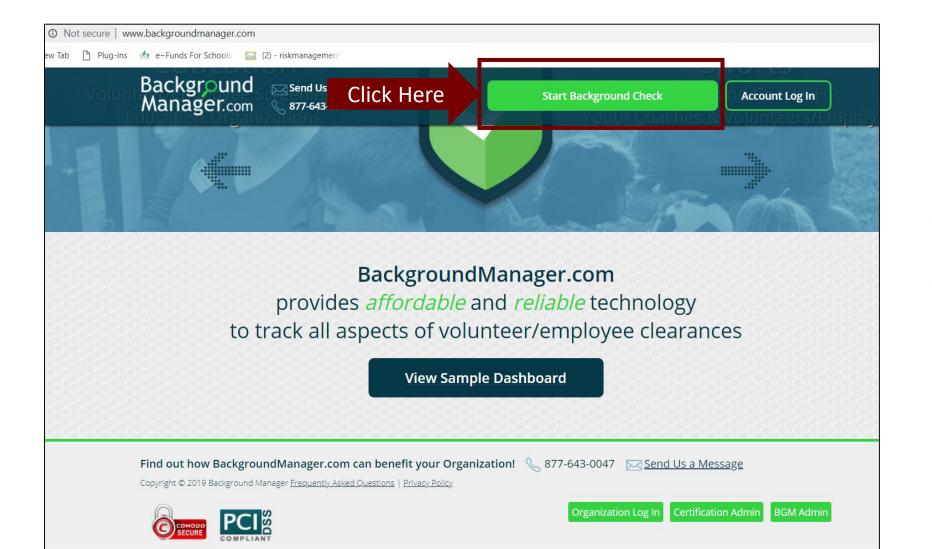
Go to: www.backgroundmanager.com

Each person must: Establish an account whether they have existing

clearances or not

Home Screen

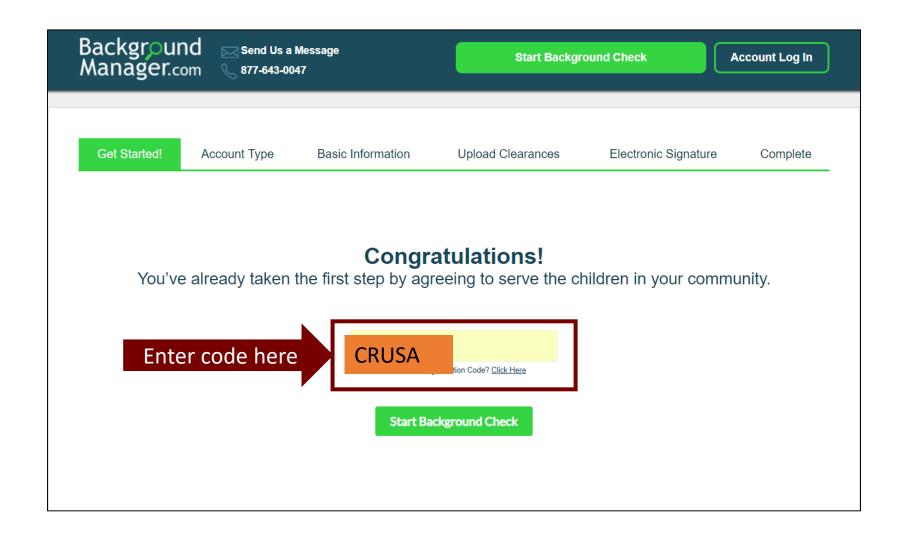




- Start your background check
- Click on "Start Background Check"

Get Started

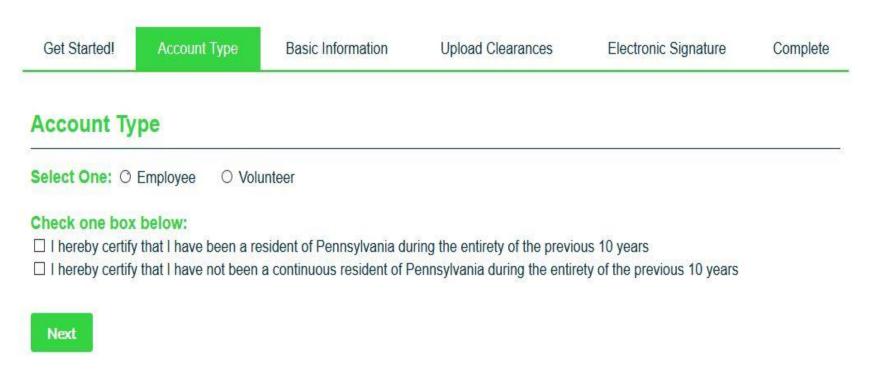




- Code is case sensitive; copy exactly as it is displayed
- If you copy and paste make sure you do not have any additional spaces after the code
- Code: CRUSA







- 1. Select Employee or Volunteer – if you are a paid coach, you are considered "employee"
- 2. AND Select if you have been a resident of PA for the last 10 years or not
- 3. Click 'Next'

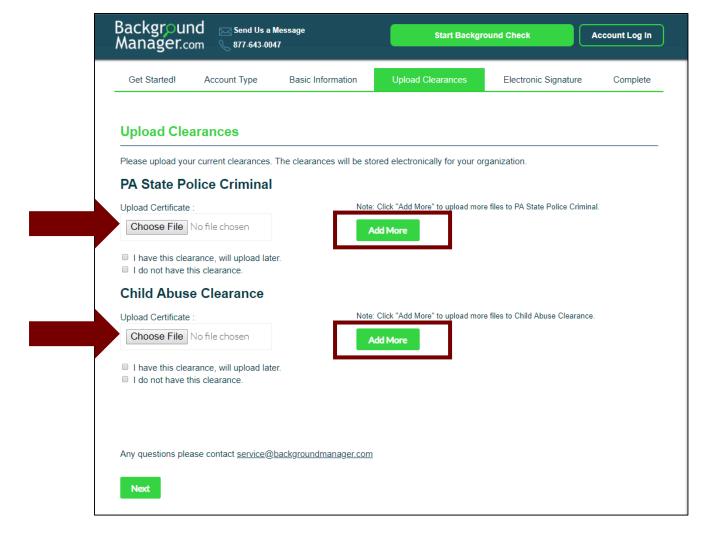




Get Started! Account Type	Basic Inform	nation Uploa	d Clearances	Electronic Signature	Complete	
Contact Information					•	
First Name (required)	Middle Name (r	equired - or enter "none")	Last Name (required)	Suffix Select	It is important to note how you enter
Do you have any previous names?	○ Yes ● No					your name as it will
Address Line 1 (required)		Addres	s Line 2			need to be entered
City (required)		State (re	auirod)			the same exact way
City (requires)			sylvania		~	on the final screen
Zip Code (required)	Country (require	d)				for the signature.
	Select			Y		
Date of Birth MM/DD/YY (required)	Sex (required)	Race				
	Select V	Select V				
Email Address (required)	Re-Type	Email Address (require	ed)			

- 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'

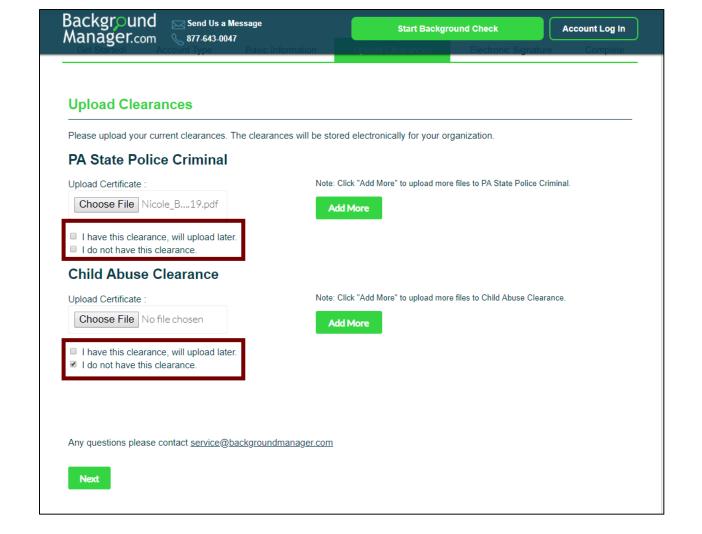
Upload Clearances





- If you have a 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)





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

Electronic Signature



Background ⊠send us a Message Manager.com € 877-643-0047	Start Background Check	Account Log In	
Get Started! Account Type Basic Information	Upload Clearances Electronic Signatu	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; adopt	re and foster parents) One use that would constitute grounds for denying particip	pation in a program, activity or s	SERVICE UNDER THE OTHER FORESTEELE SERVICES LAW, OF WAS TRAINED AS PERPETRION IN A TOURISED OF
I swear/affirm that I am seeking a volunteer position and AM NOT required to obt the position I am applying for is unpaid; and I have been a resident of Pennsylvania during the entirety of the previous		btained through the Department	sponsible for employment decisions or administrator of a program, activity or service shall tt of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as ,, activity or service.
I understand that if I have not been a resident of Pennsylvania during the entirety residency, I must provide a copy of the certification to my employer and am not re	I understand that if I willfully fail to disclose information revolunteer position.	equired above, I commit a misde	emeanor of the third degree and shall be subject to discipline up to and including denial of a
I swear/affirm that, if providing certifications that have been obtained within the p convicted of an offense similar in nature to a crime listed below under the laws of	I understand that certifications obtained for the volunteer	ring purposes can only be used	for that purpose and cannot be used for employment purposes.
Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a form I swear/affirm that I have not been named as a perpetrator of a founded report of	I understand that the person responsible for employment	t 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 about	ove is true and correct. I unders	stand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.
	First Name:	Last	t Name:
	Accept Terms & Conditions, etc. Reac	d Terms & Conditions	
	Next		

- 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)



irst Name:	Last Name:		
Nicole	Brandt		
Show Error	Show Error		
Accent Torms & Conditi	one etc D. IT. CO. IV		
Accept Terms & Conditi	ons, etc. Read Terms & Conditions		
Next	7,00		
Next		red above, I commit a misdemeanor of the third degree and shall be subject to discipl	ine up to and including denial
	volunteer position.		
	I understand that certifications obtained for the volunteering p	ourposes can only be used for that purpose and cannot be used for employment purp	oses.
	I understand that the person responsible for employment dec	isions or the administrator of a program, activity or service is required to maintain a c	opy of my certifications.
	I hereby swear/affirm that the information as set forth above is	s true and correct. I understand that false swearing is a misdemeanor pursuant to Se	ction 4903 of the Crimes Code
	First Name:	Last Name:	
	Nicole	Brandt	
	Show Error	Show Error	
	Name must match account user entered in Step 2	s & Conditions	
		_	

- 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)



First Name:	Last Name:	
NICOLE	BRANDT	
Show Error	Show Error	
Accent Terms & Conditions at	Pond Torms & Conditions	
Accept Terms & Conditions, et	Read Terms & Conditions	
Accept Terms & Conditions, et	Read Terms & Conditions	This example shows
Accept Terms & Conditions, et Next	Read Terms & Conditions	This example shows all UPPER CASE for

- 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

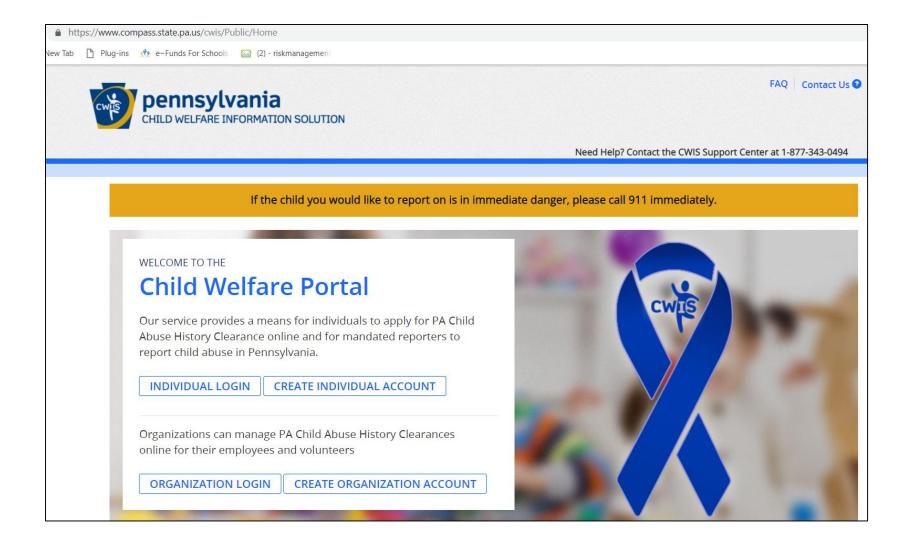
Click the button below and use the following code to complete your child abuse clearance. From the Pennsylvania Child Welfare Portal click "create individual account" to get started. You will use this code below toward the end of the application process. Your organization will be notified of your progress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

Complete Child Welfare Check

- 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. Paid Coaches will be prompted to pay for their clearances in the system to complete.
- 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





- 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





What is BackgroundManager.com

Why are we using BackgroundManager.com

Who needs to use BackgroundManager.com

How to use BackgroundManager.com

Login Information

Step by Step

Completion and Contact Information

Completion and Contact Information

Contact

Jill DeLucia

supervisor@crusa.net

Cynthia Laggan admin@crusa.net

Thank you