



Council Rock United Soccer CRUSA/FC Bucks

BackgroundManager.com Onboarding



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



BackgroundManager.com

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



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Why are we using it?

- 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
- Backgroundmanager.com will email reminders to each individual in the system when it is time to renew clearances



Additional Documentation

- 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



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Required Users

CRUSA/FC BUCKS:

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

Anyone associated with your team and the club



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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

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

Volunteer Screening Education Organizations Youth Coaches & Volunteers/Employ

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

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COMODO SECURE PCI DSS COMPLIANT Organization Log In Certification Admin BGM Admin

Notes

- Start your background check
- 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 

CRUSA

tion 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:** **CRUSA**



Account Type

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

Account Type

Select One: ☐ Employee ☐ Volunteer

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

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’



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
 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
 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.

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 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

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 :

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

- 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.

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:**

[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:**

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

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

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. 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

https://www.compass.state.pa.us/cwis/Public/Home

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

 **pennsylvania**
CHILD WELFARE INFORMATION SOLUTION

FAQ | Contact Us

Need Help? Contact the CWIS Support Center at 1-877-343-0494

If the child you would like to report on is in immediate danger, please call 911 immediately.


WELCOME TO THE
Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

[ORGANIZATION LOGIN](#) [CREATE ORGANIZATION ACCOUNT](#)



Notes

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



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



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Step by Step

Completion and Contact Information

Completion and Contact Information

Contact

Jill DeLucia

supervisor@crusa.net

Cynthia Laggan

admin@crusa.net

Thank you