

Important note:

- Always use full legal name, the same email address, and correct birthdate. This data is used for background checks and to link accounts for between Fircrest, Washington Youth Soccer, and US Soccer.

Step 1 - Register as a coach

Register as a coach on the Fircrest Soccer Club website: <https://www.fircrestsc.org>

- Note: It is not necessary when first registering to upload any certificates.
- If possible, use the same account that was used to register your child as a player. If your spouse registered your child, have them log in for you. You can be added as an additional person on that account.
- Login to <https://www.fircrestsc.org> or create an account if necessary.
- Click on “Volunteer Opportunities”. If you have already registered, you will see something like:



If your role (e.g. Head Coach) and division (e.g. Under 07 - Girls) are correct, go to step 2.

Otherwise, click on “Find Volunteer Roles” in the upper right.

- Click on “View Divisions”, select the correct age group you are coaching, then click “View Selected Opportunities” in the lower right.
- Select the role, then “Sign up a registered user” or “Sign up a new user”. If you are unsure, click on “Sign up a registered user” and see if your name appears. Click “Continue” and then fill out all of the requested information.

Note: If you have easy access to your SafeSport certificate, you can upload it now. Otherwise, just wait and add it later. It’s most important that you just get registered as a coach for now.

Click “Continue” and you are done registering as a coach. See steps below for additional requirements.

Step 2 – Take “Introduction to Safe and Healthy Playing Environments”

Note: “Concussion Certificate” and “Certificate for Sudden Cardiac Arrest” have been combined into one training module at learning.ussoccer.com. It is not necessary to upload a certificate. You just need to take the online course.

From your Volunteer account, you can check either the Concussion Certificate or Certificate for Sudden Cardiac Arrest box, and then click “Renew & Update”. When you have completed the training, you can “Cancel” the pop-up box. It is not necessary to “Upload” or “Submit” anything.

Or use this link to access the course: [Introduction to Safe and Healthy Playing Environments](#)

Make sure you use your full legal name and correct birthdate when setting up your account so that your Fircrest Soccer Club account will link correctly to your US Soccer account.

The course takes about 30 minutes. When you have finished, you can continue to Step 3. It may take a day or two for your Fircrest Soccer Club account to get updated with this information and show “Verified”

Step 3 – Take SafeSport training and upload certificate

From your Volunteer account, if “SafeSport Certificate” shows “Verified”, no action is required.

If you have not taken the training, you can use this link ([SafeSport](#)), or check the box next to “SafeSport Certificate” and click “Renew & Update”. Begin the training, download your certificate when you have completed the training, and then “Submit”

If it is “Not Verified” and you believe you have taken the training, you can check your status and download your certificate at <https://learning.ussoccer.com/>. Logon, click on your name in the upper right and select “Profile”, then look at your “Safety Certifications”. If the expiration date is in the future, download your certificate, save it to your computer, and then upload it into the Fircrest Soccer Club volunteer page.

The screenshot shows a user interface with a top navigation bar containing 'PLANNING', 'HELP', and 'RECOGNIZE TO RECOVER'. In the top right corner, there is a user profile icon labeled 'JOHN S.'. Below the navigation bar, the main content area is divided into two sections. The first section is titled 'U.S. SOCCER COACHING LICENSES' and contains a '4v4 License (online)' with an issue date of 'Jun 23, 2021' and the issuer 'U.S. Soccer'. The second section is titled 'SAFETY CERTIFICATIONS' and contains a 'SafeSport Trained' certification with an issue date of 'Jun 13, 2021', an expiration date of 'Jun 13, 2022', and the issuer 'U.S. Center for SafeSport'. To the right of these sections is a dark blue sidebar menu with the user's name 'JOHN SULLIVAN' and email 'm0096051@gmail.com'. The menu items are 'PROFILE', 'CALENDAR', 'CHANGE PASSWORD', and 'LOGOUT'. A yellow 'DOWNLOAD' button with a download icon is located at the bottom right of the main content area.

PLANNING HELP RECOGNIZE TO RECOVER

JOHN S.

U.S. SOCCER COACHING LICENSES

4v4 License (online)
Issue date: Jun 23, 2021
U.S. Soccer

SAFETY CERTIFICATIONS

SafeSport Trained
Issue date: Jun 13, 2021
Expiration date: Jun 13, 2022
U.S. Center for SafeSport

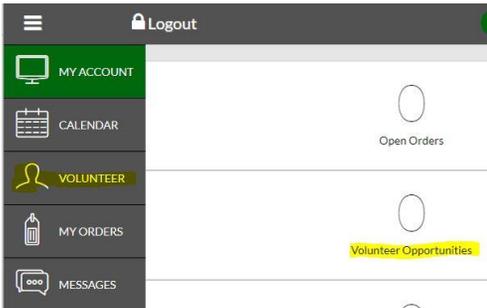
JOHN SULLIVAN
m0096051@gmail.com

PROFILE
CALENDAR
CHANGE PASSWORD
LOGOUT

DOWNLOAD

Step 4– Submit request for a Background Check (Risk Status)

- You must have completed Step 3 (SafeSport training) to be able to submit your request for a background check.



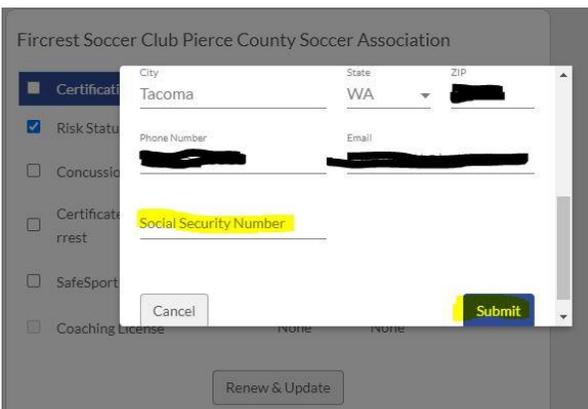
When you are logged in to your Fircrest Soccer Club account, click on the “Volunteer” button in the left menu, or “Volunteer Opportunities” on your Dashboard.

Your screen will look something like this:



If your Risk Status is “Approved”, skip to Step 5.

If Risk Status is “Expired” or anything but “Approved”, check the box next to Risk Status and click “Renew & Update”

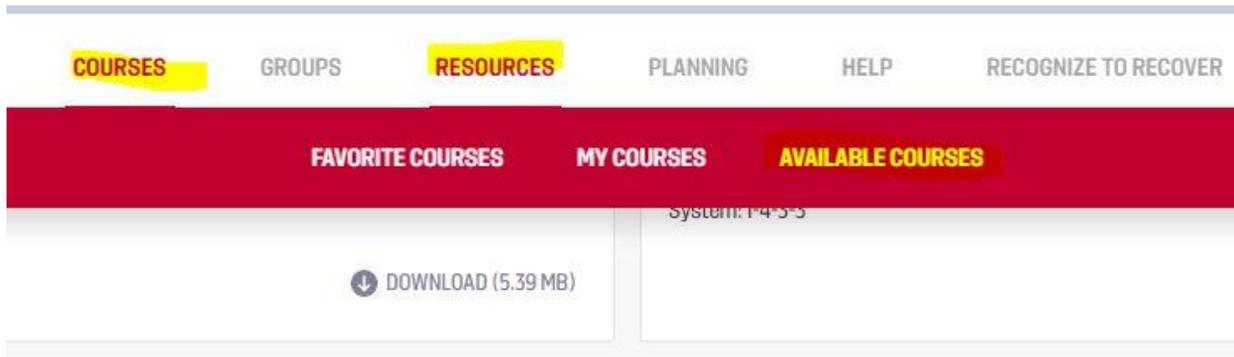


Enter your SSN in the box that pops up, and then click Submit. Note that your SSN is used for the background system, but is not stored in the Fircrest Soccer Club registration system.

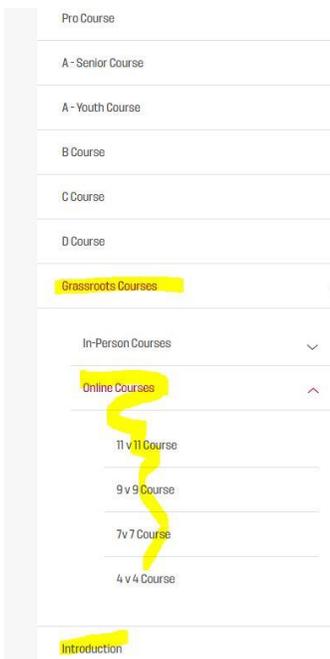
You are done submitting your request for a Background Check. Continue with steps 5 for Optional Training.

Step 5 – Optional/Recommended – take appropriate coaching license training

There is a lot of online training and resources at learning.ussoccer.com



In “Available Courses”, I recommend taking the online training for the age group you are coaching. You do need to take the “Introduction” course at the bottom of the Grassroots course list



- Micro, U7, U8: “4 v 4 Course”
- U9 / U10: “7 v 7 Course”
- U11 / U12: “9 v 9 Course”
- U13 + “11 v 11 Course”

Each course costs \$25, but if you take any one of them, you get access to the online training sessions:

