

Thank you for volunteering to coach.

There are three requirements that must be completed to be a volunteer coach for this season:

1. Assignment for seasonal sport, ie: 2025 Spring sport (Step #2)
2. Criminal Background Check (ss# submitted and/or not expired)
3. Athlete Protection training (submitted and/or not expired)

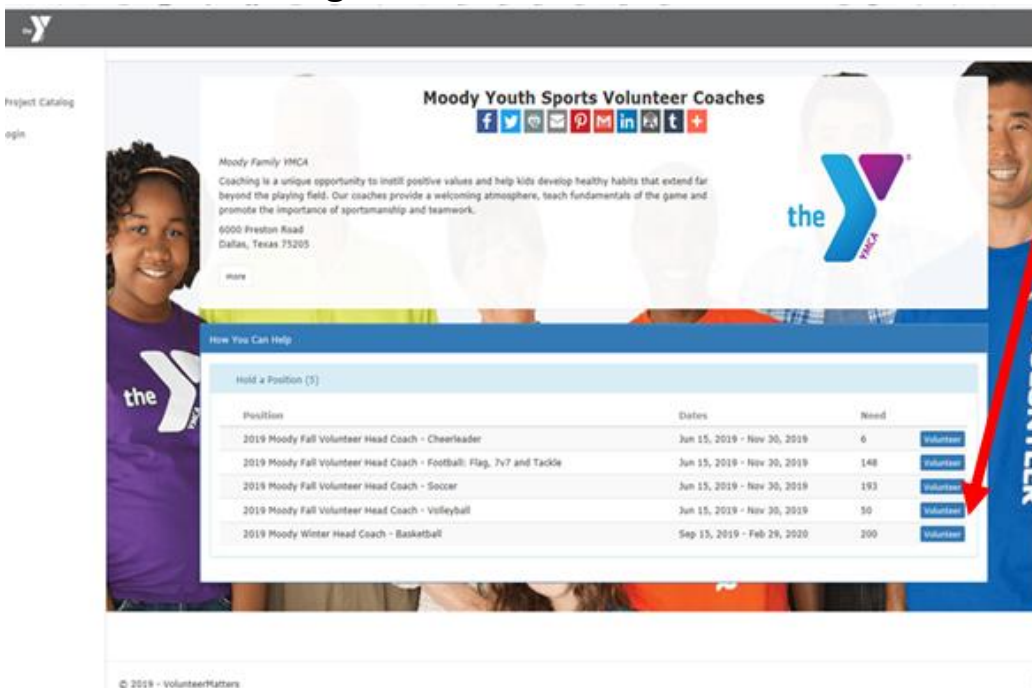
**ALL** volunteer coaches must register for a **Criminal Background Check (CBC)** for seasonal sport, ie: 2025 SPRING. Yes, even RETURNING coaches!

**RETURNING COACH:** Must register to add the seasonal sport, ie: 2025 SPRING sport in their assignment in Dallas YMCA Volunteer Matters. Update ss# and/or retake Athlete Protection

**NEW COACH:** Sign up for a new account in Dallas YMCA Volunteer Matters and Great Academy for a **CBC** registration **and** complete Athlete Protection (**AP**), in Great Academy.

For CBC and AP registration (Use Chrome browser. Pls use your Desktop. If you use your phone, AP training may not open up.

1. Visit: <https://ymcadallas.volunteermatters.org/project-catalog/248>
2. **SCROLL** down and click “Volunteer” for the sport and season you are coaching ie: 2025 SPRING Flag Football



Click on sport and season you are volunteering

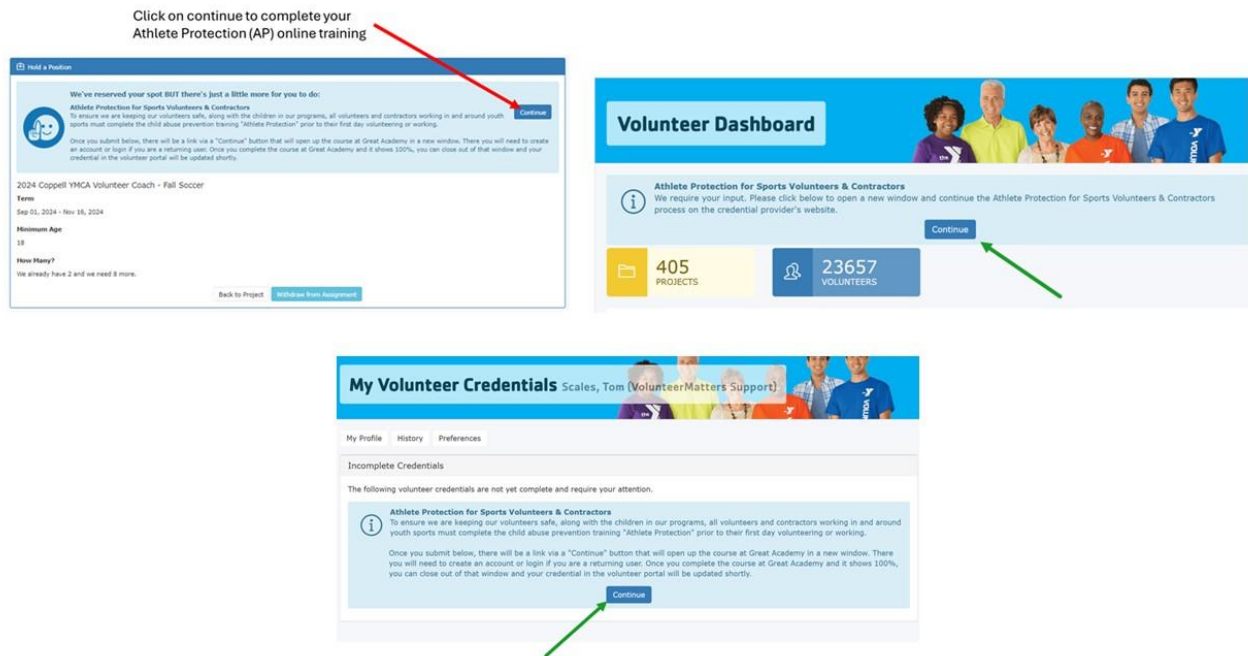
3. Click “Register Now” for **NEW** coaches; **RETURNING** coaches - Login using your user and pw & Hit Apply Now
4. *Write down or save* your user login and password for future reference.
5. Complete the registration and read/sign each credential
6. **CBC** SS#:

- **NEW:** Enter your 9 digit ss# (If it only asked for your last 4 digits, you did not assign yourself to volunteer position, Step 2 above.)
- **RETURNING:** Enter your 9 digit ss# **IF** it asks you.

7. Click "Continue".

## 8. Complete Athlete Protection (AP) – Part 1 and Part 2

- A. If Athlete Protection is required, expired, incomplete or cancelled, look for the continue button in any of the three views pictured below. The link will take you to Great Academy for the online training course, Athlete Protection (AP).



- B. **Returning** volunteers will sign in using the blue button pictured with the arrow on the left. If you cannot login, pls email [mmacgregor@ymcadallas.org](mailto:mmacgregor@ymcadallas.org) for help. **New** volunteer accounts will sign up a new registration using the 'Sign up here' in the light blue area pictured with the arrow on the right. Use the same user, pw and email from Volunteer Matters.

RETURNING accounts, use the same user, pw and email from Volunteer Matters.

NEW accounts need to register a new account using the same username, pw and email as Volunteer Matters

The image shows a login and registration form. It has fields for 'Username' and 'Password', a 'SIGN IN' button, and a link for 'Forgot login details'. Below the form is a light blue area with the text 'Haven't you joined yet? Sign up here!'. A red arrow points from the 'RETURNING accounts...' text to the 'SIGN IN' button. Another red arrow points from the 'NEW accounts...' text to the 'Sign up here!' link.

C. Enter your information the same information from Volunteer Matters.

First name\*

Last name\*

Username\*

Password\*

Repeat password\*

Email address\*

Language

Time zone

EmployeeID

Branch

Department

Type your name exact same way you entered it in Volunteer Matters. Use the same username, pw and email from Volunteer Matters.

Enter the name of the YMCA branch you are volunteering

☒ Accept Terms of Service \*

Required fields are marked with an asterisk (\*).

[SIGN UP](#)

D. Start your Athlete Protection Part 1 and Part 2. **Email your completion certificate to [mmacgregor@ymcadallas.org](mailto:mmacgregor@ymcadallas.org)** . Then go back to your Volunteer Matters browser.

9. You will get this message. Make sure you have no additional requirements to complete:

**Volunteer Assignment**

**Success! You have been successfully assigned to this work. Tell your friends!**

**Required Credentials**

We are processing the following credentials. Credentials must be approved prior to the start of the assignment.

**From:** Nov 15, 2019 - Nov 15, 2019

**Minimum Age:** 18

**Check that you have been assigned to the sport**

**There should be no additional buttons to continue. If there is an additional button to continue, please click and follow the instructions.**

**Verify yourself** that you are a volunteer coach compliant when you satisfy all four below:

Verify yourself that you are a volunteer coach compliant when you satisfy all four below:

1. Check that you are assigned to the current seasonal sport
2. CBC is green
3. AP is green
4. References – Can stay yellow for review or green.

The screenshot shows a 'Current Assignments' section at the top, circled in red. Below it is a 'Credentials' section with several items, each with a status icon (green for approved, yellow for review, red for pending, orange for review). Red arrows point from callout boxes to specific items in the dashboard.

Current Assignments	
	<b>Project:</b> Richardson Youth Sports Volunteer Coaches <b>Position:</b> 2022 Richardson YMCA Volunteer Coach - Winter <b>When:</b> Oct 01, 2022

Credentials	
	<b>Background Check</b> Status: Approved Start: 2022-09-27 Expiration: 2023-07-27
	<b>Child Abuse Prevention Training</b> Status: Approved Start: 2022-09-27 Expiration:
	<b>Volunteer Code of Conduct and Handbook</b> Status: Approved Start: 2022-09-27 Expiration:
	<b>Volunteer Authorizations, Photo Release, Assumption of Risks and Waiver of Liability</b> Status: Approved Start: 2022-09-27 Expiration:
	<b>Athlete Protection</b> Status: Approved Start: 2022-09-27 Expiration: 2023-09-27
	<b>Abuse Risk Management for Volunteers</b> Status: Approved Start: 2022-09-27 Expiration: 2023-09-27
	<b>References Confirmation</b> Status: Review Start: 2022-09-27 Expiration:

**1. Your current assignment must have the current season and sport.**

**2. Criminal Background Check (CBC) is Green for Approved.**  
Yellow for Submitted is pending.  
Yellow for review, check back in 2 days! It must be green. If not notify, Sports Director.  
RED needs update, click on the red to re-enter 9 digit ss# with dashes.

**3. Athlete Protection (AP) is Green for Approved.**  
Red/Gray needs update. Click to complete training.

**4. References – Can stay yellow or green.**

If you have any questions, please contact May MacGregor, Sports Specialist Director, at 214.221.9622 x3773 or at [mmacgregor@ymcadallas.org](mailto:mmacgregor@ymcadallas.org).

Thank you,

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