

## 2-Year Coaching Pass (How To)

### 1) First Question - **How to verify if your coach has a 2-year coaching pass?**

On your club page in the lower right corner you can find a list of all the contacts for your club (coaches, team contacts, club, admin, DOC, etc.)



add contact import 2 year pass

**Contacts (3)**

- ALMAZAN, JASON delete
- COACH, MISTER delete
- MINNECI, FRANK -Club Mgr

Directly above you will see a button “2 year pass”. If you click on that you will see a list of each contact and their pass status.

*Use this area to request passes for coaches that are NOT rostered on a team in your club. If they are rostered to a team then enter info during roster registration. To get a coach 2 year pass the coach must have the following set in their profile*

- Current photo
- Current and complete license info (level, number and date)
- Current and complete Background Check info (source, number and date)

Club Contacts [3]		
ALMAZAN, JASON	Photo: No License: <b>MISSING INFO</b> - unverified BG CHK: <b>MISSING INFO</b>	get 2 Year Pass
COACH, MISTER	Photo: Yes License: Complete - verified BG CHK: <b>Verified</b> , expires: 12/01/2018	✓
MINNECI, FRANK	Photo: Yes License: <b>MISSING INFO</b> - unverified BG CHK: <b>MISSING INFO</b>	get 2 Year Pass

You can see that Mister Coach has a **Green Check Mark** indicating his pass has been printed and shows the pass

expires 12/01/2018. Where as the other two contacts are both missing information so they do not have a coaching pass printed.

## 2) Second Question – How do I setup an existing coach to get a 2-year pass?

If the coach does not have a **Green Check Mark** then they are missing information required to obtain his/her coaching pass.

*Use this area to request passes for coaches that are NOT rostered on a team in your club. If they are rostered to a team then enter info during roster registration. To get a coach 2 year pass the coach must have the following set in their profile*

- Current photo
- Current and complete license info (level, number and date)
- Current and complete Background Check info (source, number and date)

Club Contacts [3]		
ALMAZAN, JASON	Photo: No License: <b>MISSING INFO</b> - unverified BG CHK: <b>MISSING INFO</b>	get 2 Year Pass
COACH, MISTER	Photo: Yes License: Complete - verified BG CHK: <b>Verified</b> , expires: 12/01/2018	✓
MINNECI, FRANK	Photo: Yes License: <b>MISSING INFO</b> - unverified BG CHK: <b>MISSING INFO</b>	get 2 Year Pass

Click the “get 2 Year Pass” button and it will bring you to the coach’s contact record. Each coach must have the following to be eligible to get a coaching pass.

i. Coaching License Information – All three boxes must be filled in. (**Hint:** For the new coaching licenses that no longer have a number please enter DCC as the number.)

### Coach License

<b>level</b>	<input type="text"/>
<b>number</b>	<input type="text"/>
<b>date</b>	<input type="text"/>

ii. Coach Background Check Information – All three boxes must be filled in. (**Hint:** If you do not have the number please enter Cleared as the number.)

<b>Coach Background Check</b>	<b>*date</b> <input type="text"/> the date of the background check (will expire in 2 years from this date)
	<b>*source</b> <input type="text"/> the source of the background check (e.g. BackgroundCheck.com)
	<b>*number</b> <input type="text"/> the background check number

iii. Photo – No hats, No Sunglasses, Head-shot only. Must be Jpeg format.

Once these three things are added then scroll down to the bottom of the page and click the Submit button. If all parts are completed as listed above this will then automatically be sent the League to verify and print the coaching pass. Once printed the **Green Check Mark** will appear for the coach.

3) Last Question – **How do I setup a new coach to get a 2-year pass?**

On your club page in the lower right corner you can find a list of all the contacts for your club (coaches, team contacts, club, admin, DOC, etc.)

add contact import 2 year pass

**Contacts (3)**

 <a href="#">ALMAZAN, JASON</a> delete
 <a href="#">COACH, MISTER</a> delete
 <a href="#">MINNECI, FRANK</a> -Club Mgr

If the coach is not currently listed click the Add Contact Button. This will prompt you to search for the coach to verify if they are already in our database.

**Add Contact**  
**Last Name**   
**First Name**

If they are and not attached to another club you can select and automatically add them to your club. If they do not exist you will be prompted by the system to create the contact.

If the contact is not found then click the button below to add a new contact.

Please complete the following and then click the Add button.

**\*First Name**

**\*Last Name**

**Gender**  ▾

**\*Address**   ▾

**\*City, State ZIP** ,  ▾

**Password** you will be assigned a temporary password

**Home Phone**   ▾

**Work Phone**   ▾

**Cell Phone**   ▾

**\*Email**   ▾

This will bring you to an additional page requesting the three requirements listed above to get a coaching pass. Coaching License, Background Check Information and a Photo. Once completed click Submit and the coach will automatically be sent to the League to verify and print the coaching pass.