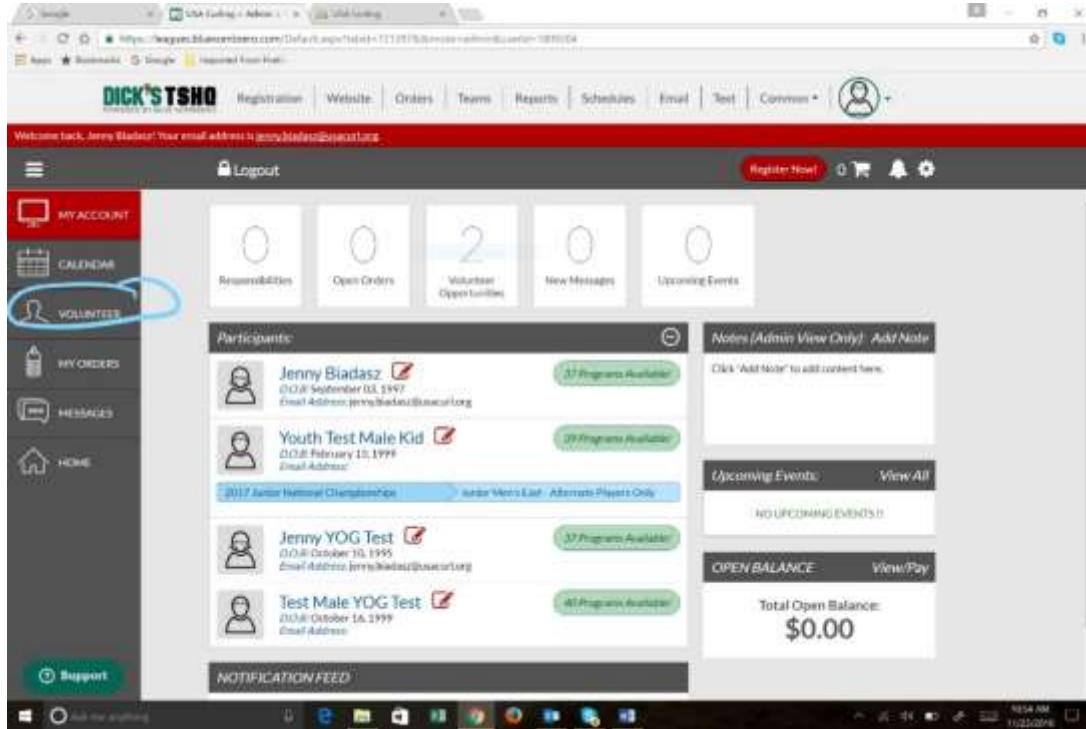


## COACH REGISTRATION HELP GUIDE

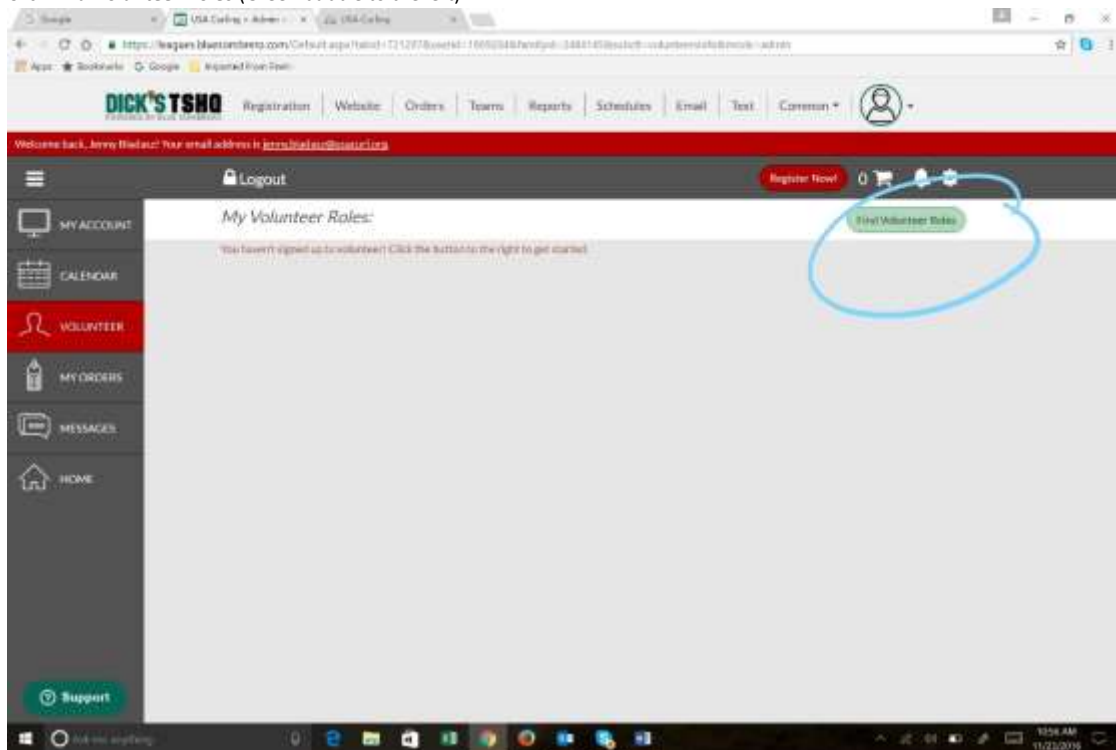
All coaches are required to complete [SafeSport](#) (refresher courses for those who have not completed since 2014), along with completing a [NCSI background screen](#) (yearly). If you have a current background screen on file with another organization, please contact [Shane Stein, Development Associate](#) for submission. Along with completing the coaching requirements, all coaches are required to register for each event that they will be coaching at. If you are not registered for an event, you will be denied access to the coach's bench.

### Step by step registration:

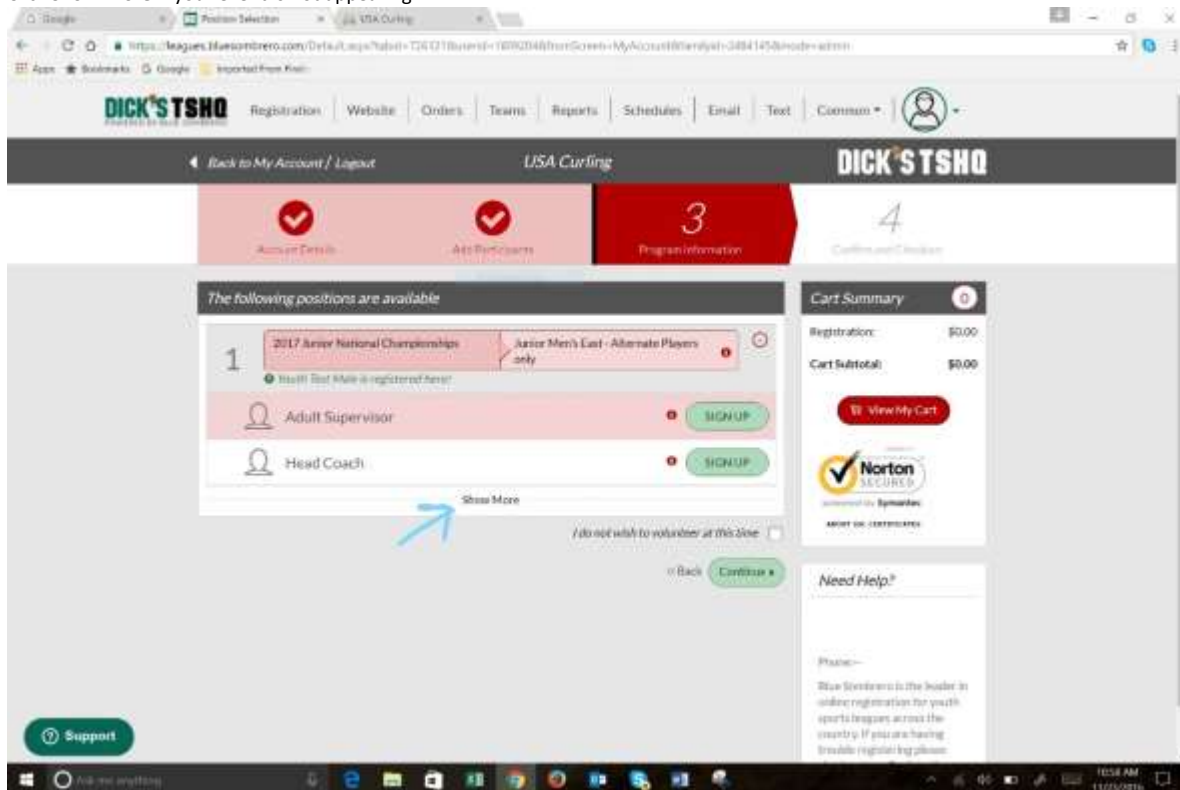
1. **Log-in** or **Create Account** in the Blue Sombrero registration system. [CLICK HERE](#)
2. Click **VOLUNTEER** on the left banner



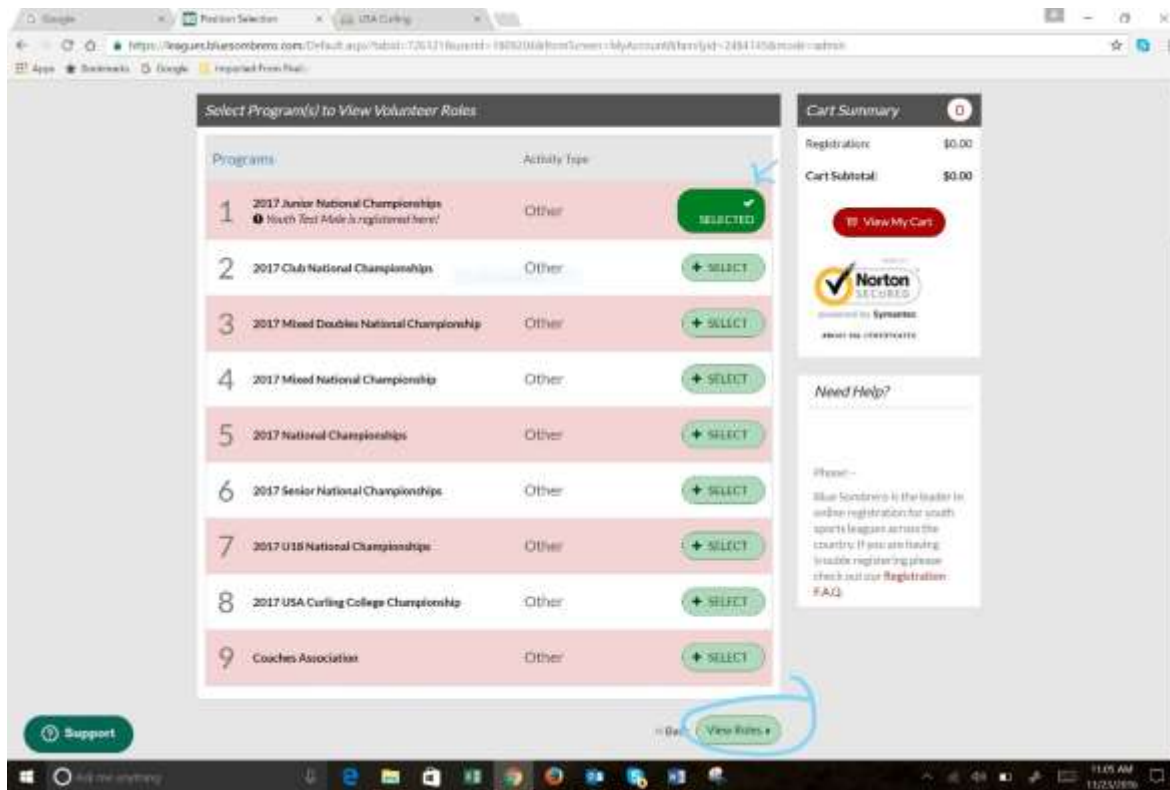
3. Click **Find Volunteer Roles** (Green bubble to the left).



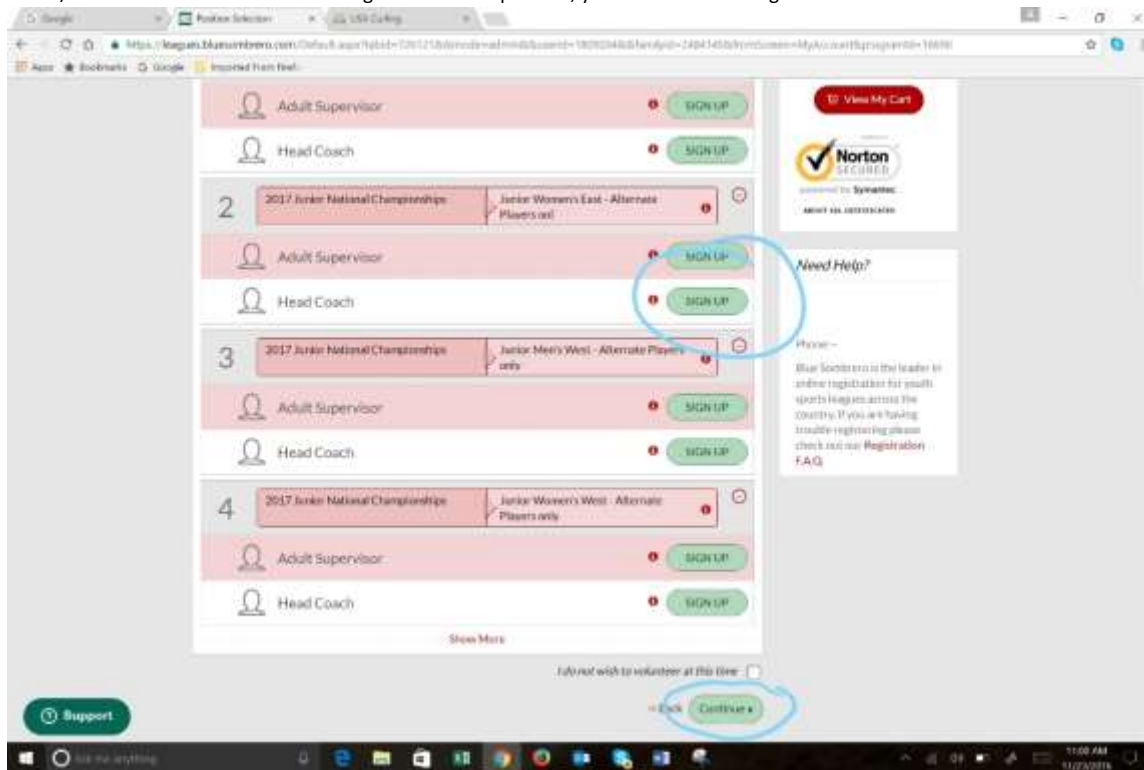
4. Click **Show More** if your event is not appearing.



5. Select your desired event, then Click **View Roles** at the bottom of the screen.



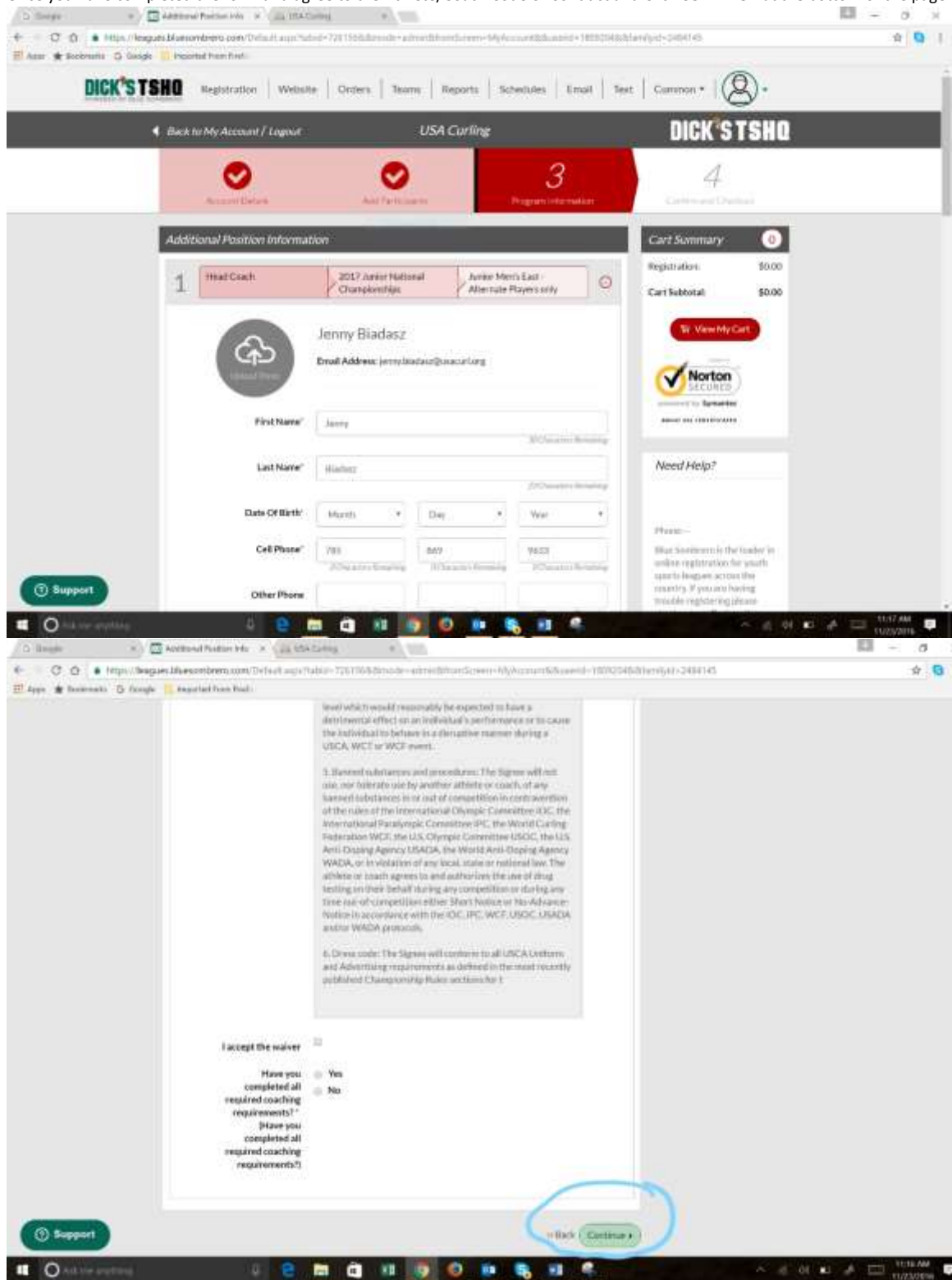
- Click **SIGN UP** Head Coach (for all coaching roles including Assistant Coach) for the desired event. Once you have selected your event and role, Click **CONTINUE** at the bottom. The Adult Supervisor role is if you are only registering as an Adult Supervisor for any athlete under 18. Click\*If you are a Coach/Assistant Coach that will be serving as an Adult Supervisor, you do not need to register for this in addition to Head Coach.



7. Select the user who will be coaching and then Click **CONTINUE**

The screenshot shows the DICK'S TSHQ USA Curling registration interface. At the top, there is a navigation bar with links for Registration, Website, Orders, Teams, Reports, Schedules, Email, Text, and Common. Below this is a progress indicator with four steps: 1. Account Details, 2. Add Participants, 3. Program Information (highlighted in red), and 4. Confirmation/Checkout. The main content area is titled "Who would you like to select for the following positions?" and lists "1 Head Coach" for the "2017 Junior National Championships" and "Junior Men's East Alternate Players only". Below the list, there are two options: "Add Existing User" with a red profile icon for "Arny Stefani" (indicated by a blue arrow) and "Invite New Account User" with a grey plus icon. A "Continue" button is circled in blue. On the right, a "Cart Summary" shows a registration fee of \$0.00 and a cart subtotal of \$0.00, with a "View My Cart" button. A Norton Secured logo is also visible. At the bottom left, there is a "Support" button. The Windows taskbar at the bottom shows the time as 11:11 AM on 11/23/2016.

8. Once you have completed the form and agree to the Athlete/Coach Code of Conduct and Click **CONTINUE** at the bottom of the page.



Congratulations! You are all set to Coach! If you have any additional questions or need further assistance, please contact:

[Jenny Biadasz, USCA Events Services Manager](#)