

Step-By-Step Instructions for Obtaining ACE Certification

- Log on to www.registerasa.com
- Each person must create a new profile in order to gain access to the system. On the Member Login screen, click “*Create a member profile*”.
- Complete all entries with red asterisks.
 - When selecting an Association, enter “*Northern California ASA*”
 - When selecting a Group, enter “*JO Rec 7 – Santa Clara County – JO Rec 7 – Santa Clara County*”
 - When selecting a League, enter “*MVLA*”
 - Under Membership Type, check role you play on the team “*Head Coach, Assistant Coach, Manager or Assistant Manager (for Chaperone)*”.
 - Click “*Submit*”
- Go to your email account. You will receive an email from ASA stating “*Thank you for creating your online profile on the ASA Portal.*”
 - Activate your profile by clicking the activation link in the email. (Make sure to check spam or junk folders, if you do not receive notice in your standard email.)
 - A Member Verification screen will come up after activation. Click “*Login*”.
- On Member Login screen, enter your “*Username*” and “*Password*”. This time click “*Submit*”.
- Your Homeplate screen will come up, and you can start your Background Check. You have to complete the Background Check prior to starting ACE training.
 - Click “*Purchase*” on ACE Certification w/ Background Check line.
- On the BackgroundCheck : Consent screen, review information and click “*I Agree to Background Check*”.
- The BackgroundCheck : Payment screen will appear. Complete the information and click “*Submit Payment*”. The price quoted is based on the level of ACE training required. This payment covers both the background check and ACE training. (Level 1 ACE training costs \$25.00. Subsequent ACE training is \$20.00. This will be reimbursed by League on completion of certification.)
- Verify information on the BackgroundCheck : Confirmation screen and enter your “*Driver’s License #*”. Print this screen for your records. Click “*Submit*”.
- The Background Check takes anywhere from 5 minutes to an hour. You will need to refresh or Logoff your computer and then Login again.
- Login at www.registerasa.com again. Enter your “*Username*” and “*Password*” and click “*Submit*”.
- Your Homeplate screen will come up. Check “*Status*” on the Background Check line. The status will be “*Pending or Cleared*”. If there is a problem, ASA National Office will send you

Step-By-Step Instructions for Obtaining ACE Certification

an email with instructions on how to resolve it. (Results of Background Checks are held confidentially at the National Office level. Nor Cal ASA office only maintains the “*Consent for Background Check*” forms.)

- Once cleared, click on “*ACE Certification w/Background Check*” under the Requirement column to start your ACE training. A screen will come up with your “email address” filled out asking you for a “Password”.
 - If this is your **first** time doing ACE, you have to create a password that will be associated with your email address for the ACE system. (You can use the same password that you used when you created your profile for ASA registration. If you don’t, you will have to remember two passwords... one for the ASA system and a different password for the ACE system.) After you enter the password, it will ask you to enter it a second time for verification. Once complete, it will start the ACE video.
 - If you have already gone through ACE training before, you need to enter the password you created the first time through. If you do not remember, push the reminder button and the system will send an email stating the password you previously put in. Now, enter that password to gain entry to ACE video.

If you have any problems with getting into ACE, please send an email describing what happen to the Nor Cal ASA Office Manager at “Sandy Scott” <sscott@norcalasa.org>, and cc “Pattie Bryant” <safety@mvlags.org>.

Once you have completed this, you’re on your way. The ACE training requires you to watch a video and then complete a test on the material in the video.

- The video is partitioned into seven (7) blocks.
 - If you want to repeat material, you can go backwards by moving the white vertical line left on the red bar.
 - It may be helpful to take notes.
 - After each block, there is a short multiple choice test.
 - Any questions missed will be re-asked at the end of the video.
- On training completion, the screen will read “*ACE Certification results recorded*”.
 - Click “*Login*”. Enter “Username and Password” and click “*Submit*”.
 - Verify completion and status of ACE training on your Homeplate screen..

PROOF OF ACE CERTIFICATION OPTIONS

Print page 1 of your Homeplate screen, “Personal Steps” and mail it to MVLAGE Safety at P.O. Box 4264, Mountain View, CA 94040

or

Send snapshot of this page via email as your proof of certification. This is the fastest route. Go to your Homeplate screen under “Personal Steps”. It shows the status of ACE certification

Step-By-Step Instructions for Obtaining ACE Certification

and Background Check. Go to File and hit "Save As" to save this page to another file, and then attach it to an email to "Pattie Bryant"<safety@mvlags.org>.

WHAT YOU WILL GET IN THE MAIL ON COMPLETION OF CERTIFICATION

It can take up to two weeks to get your cards; thus, the February 15th target. We would like them in place before we start practices on March 1st. You will get the following by mail

Level 1 Completion

- Letter from ASA
- ACE Book
- 2 Cards (will show a cleared background check and what level of ACE training you completed). Once the teams are formed, you will give one of these cards to the Manager of your team. She will place it in the Team Binder with other staff member cards. The Binder should be present at all practices and games.
- Lanyard - Attach the other card to the Lanyard and wear it at all practices and games.

All Other Levels of Certification

- Same thing as Level 1 except for the book.

SYSTEM ISSUE FOUND

You may run into a problem when you try to create your new member profile. The system may come back and say that "your email account is already in use." ASA downloaded info from last year and the system may be recognizing the email address as your daughter's.

They are still trying to work out the kinks in the new system. We're out of time, so we'll work around it for now. PLEASE SEND email to Nor Cal ASA Office Manager at "Sandy Scott"<sscott@norcalasa.org>, and cc "Pattie Bryant"<safety@mvlags.org>. Please send your username and email address and a brief description of what you are running into. Someone will get back to you.

REMEMBER...the FEBRUARY 15TH TARGET FOR ALL ACE TRAINING COMPLETE!

For other questions about ACE Certification: Pattie Bryant, Safety Board Member (safety@mvlags.org)

Thanks for your patience!