



## Instructions for Required Certification

If you have any questions throughout the process, please send an email to Diane Hafoka at [dhafoka@norcalusasoftball.org](mailto:dhafoka@norcalusasoftball.org).  
We are here to help!

### **Completing SafeSport:**

Click on the link below to start the process of completing the above items.

RegisterUSASoftball Website:

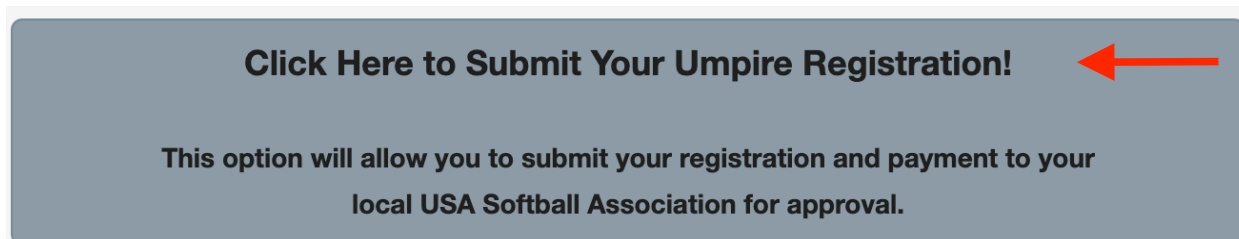
<https://www.registerusasoftball.com/Account/Login.aspx?ReturnUrl=%2fdefault.aspx>

Log into the website using your past login information or if you are new, create an account by filling in the information under the heading: *Think you may already have an account or want to create one?* Follow the prompts to create an account.

Once you are logged in, scroll under the Registration Menu to the Umpire section, Click on Go To My Umpire Page.



On your umpire page, select - Click Here to Submit Your Umpire Registration



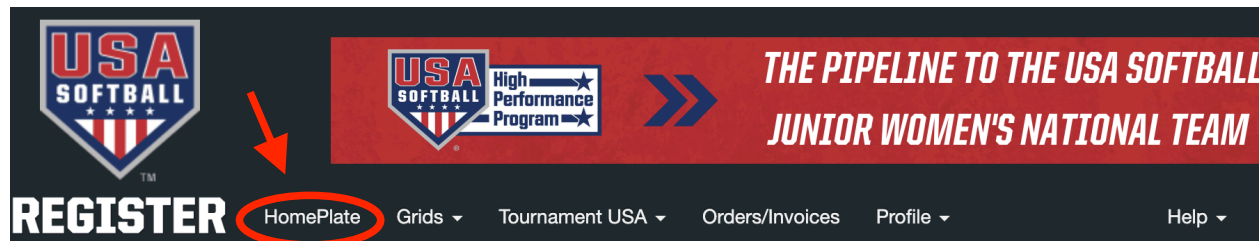
This is a step you may skip if already completed by a league, as some leagues will register their umpires.

Next, Click Here to Purchase and/or Start Your Background Check!  
This may take some time to complete as USA Softball went with a new company and background checks may take up to two weeks.

**Click Here to Purchase and/or Start Your Background Check!**

This option will allow you to pay & start your background check with a credit card.  
(If your background check has been marked as Paid, click to start your background check.)

Once you have submitted your background check you will go back to your HomePlate.



Scroll down to the bottom of your HomePlate page.  
Next you will click on the **SafeSport** tab.

Background Check

ACE Education

**SafeSport**

Registration Status

## SafeSport

**Effective 8/18/2021 - Please follow the steps outlined in the help guide.**

2023 Season Compliancy

It appears that you still need to complete your SafeSport training. Please use the buttons below to access the training.

**If you have completed the training, [click here to manually sync your account.](#)**

2023 Season Compliancy - Umpires Only

It appears that you still need to complete your SafeSport training. Please use the buttons below to access the training or if you have completed the training, please verify your certificate has a completion date on or after 8/18/2022 and send it to [safesport1@usasoftball.com](mailto:safesport1@usasoftball.com) or [click here to manually sync your account.](#)

### Help Guide: How to Start and Complete SafeSport

In order to be compliant with the SafeSport requirement for the 2023 season, only one course (as outlined on page 9 of the guide) must have a completion date between 8/18/2022 and 8/31/2023.

### Ready to get started?

SafeSport First Time User - Account Creation

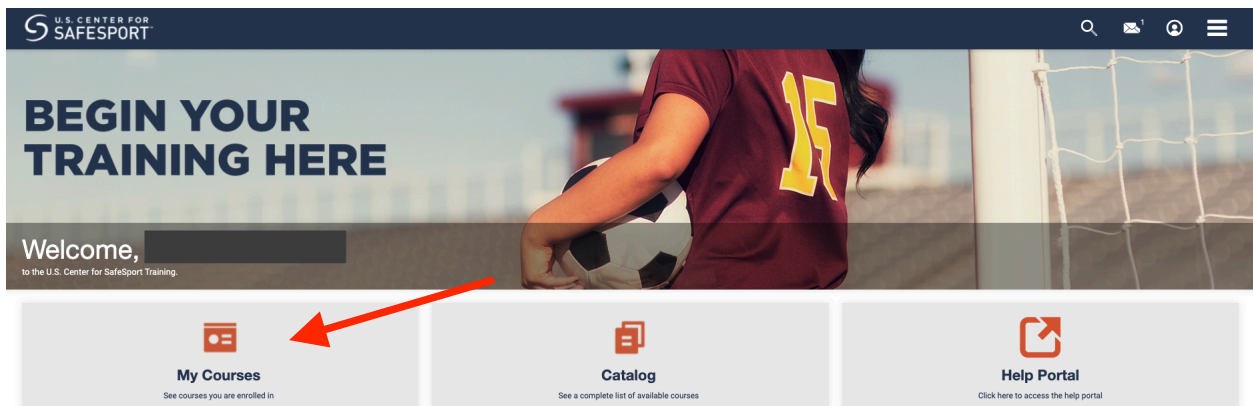
SafeSport Returning User Login

Returning users will need to use the "Forgot Password?" link on the new SafeSport site to login for the first time.

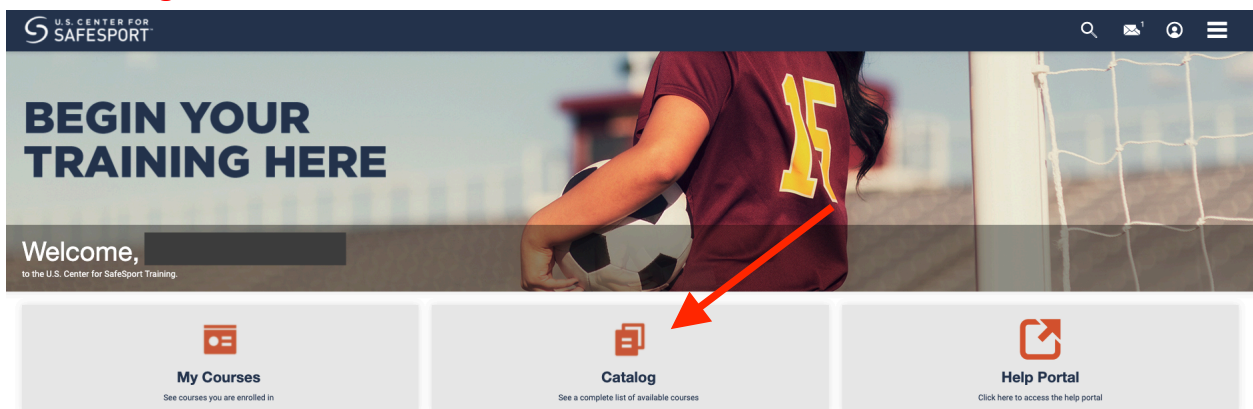
**SafeSport is provided FREE to all members of USA Softball. If you are prompted for payment, please stop the process and let us know ASAP.**

First time users will need to create an account. Returning umpires will need to remember their login credentials for their account.

When logged in the SafeSport website, click on **My Courses**. You will then be prompted which course to complete.



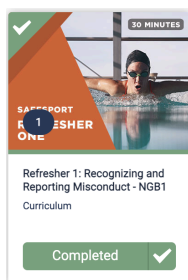
*If you are not prompted, you may need to enroll or reenroll in a course through the **Catalog***



*The order of courses to complete is as follows:*  
**SafeSport Trained NGB1**



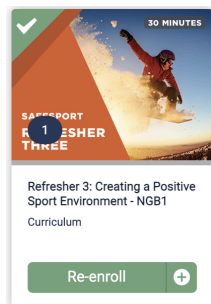
**Refresher 1**



## Refresher 2



## Refresher 3

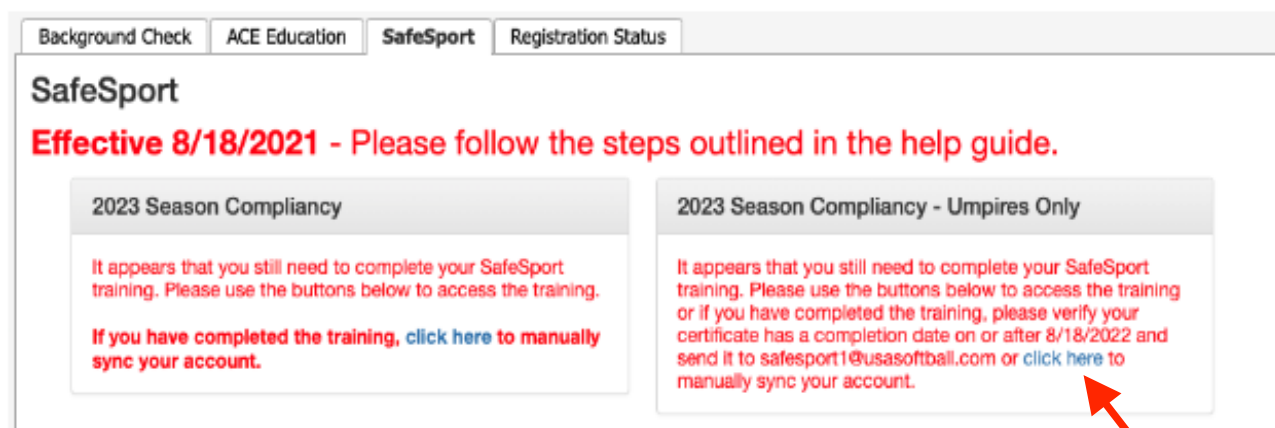


***\*Once you have completed the last, Refresher 3, then you start at the beginning again with SafeSport Trained NGB1. Only one course is required per year.\****

After completing the coursework for SafeSport, return to the USA Softball Register website:

<https://www.registerusasoftball.com/Account/Login.aspx?ReturnUrl=%2fdefault.aspx>

The SafeSport website and the USA Softball website don't always communicate effectively that you've completed your course work. You may need to sync your account after you complete your training.



If you can not sync your account manually, you will need to complete the following steps:

1. Log back into your SafeSport account.
2. Click on your most recent course work completed in SafeSport.
3. Click under the percentage complete circle to download a copy of completion of course work PDF.



Course Content



Refresher 1: Recognizing and Reporting Misconduct Time to Allot: 30 minutes Required for most U.S. Olympic and Paralympic Movement Adult Participants one year after taking the SafeSport™ Trained Core, this course recaps important concepts related to recognizing and preventing misconduct in sport, as well as mandatory reporting requirements.

Completed  
1/1 Courses



Certificate



[Refresher 1: Recognizing and Reporting...](#)

4. Email your certificate to [safesport1@usasoftball.com](mailto:safesport1@usasoftball.com) or [dhafoka@norcalusasoftball.org](mailto:dhafoka@norcalusasoftball.org), to assist in syncing your SafeSport account to your USA Softball account.
  - a. You will receive an email notification when the sync is completed so you can move onto the next step of the process.

When your background check has cleared and your SafeSport is synced, you are now able to get approved by NorCal to move onto your umpire exam.

The umpire exam is located on your Go To My Umpire Page.

[Click Here to Start Your Umpire Exam!](#)

Before this option is available, your registrations will need to be approved by your Local USA Softball Association.



Your registration is still pending approval. Once your registration has been approved, you will be granted access.

Once completed, you will be able to download and print your umpire card.