



## SafeSport Linking Instructions

### SafeSport Linking Procedure

The following steps outline how to link the SafeSport account to the Register USA account.

- 1) Using the Register USA username and password created when consenting to the background check, login to Register USA (registerusasoftball.com).
- 2) Click on the SafeSport Tab.
- 3) Under 2023 SafeSport Compliancy, click on “click here” link to manually sync account.

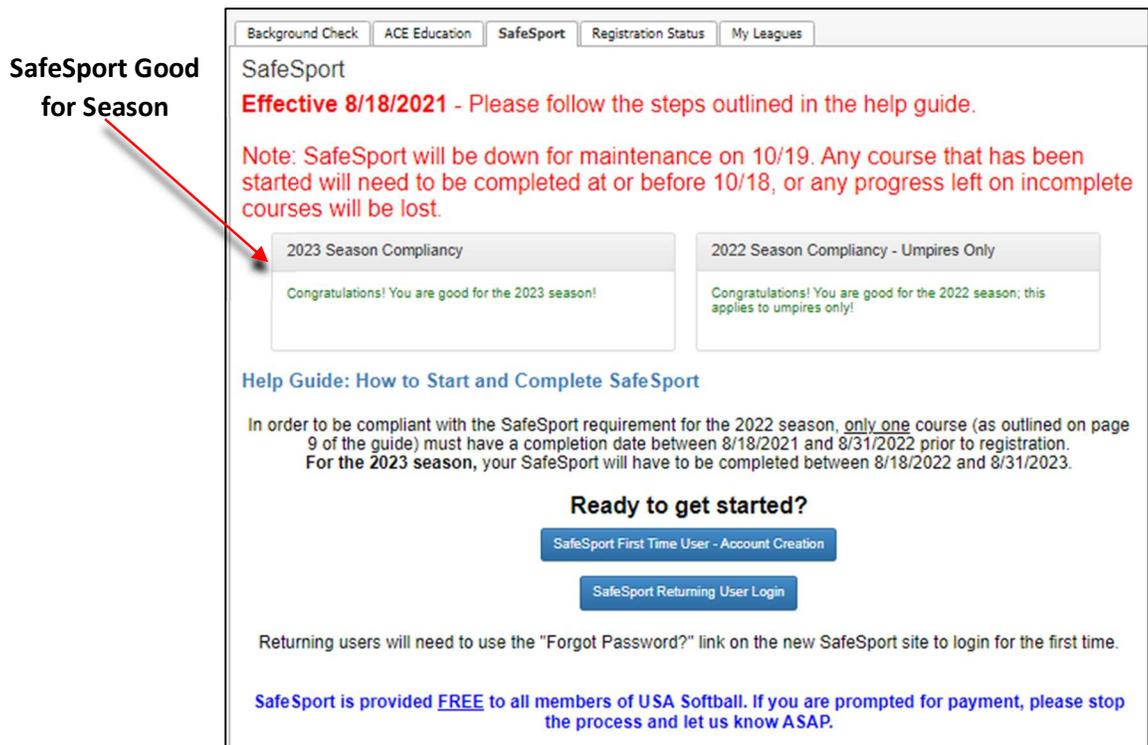
The screenshot shows the Register USA user interface. At the top, there are sections for 'Individually Registered Teams' and 'Individually Registered Leagues', each with 'View My [Teams/Leagues]' and 'Add [Team/League]' buttons. To the right, there is a user profile section with contact information for the user and an 'Umpire Contact' section. Below these is a navigation bar with tabs for 'Background Check', 'ACE Education', 'SafeSport', 'Registration Status', and 'My Leagues'. The 'SafeSport' tab is selected, displaying a message: 'SafeSport has moved to a new platform! - Please be sure to review the below help guide before proceeding.' Below this message are two boxes for '2022 Season Compliancy' and '2022 Season Compliancy for Umpires Only'. Each box contains instructions and a red arrow pointing to a 'click here' link. A red arrow from the text 'SafeSport Tab' points to the 'SafeSport' tab in the navigation bar. Another red arrow from the text 'Sync Link' points to the 'click here' link in the '2022 Season Compliancy' box. At the bottom of the page, there is a 'Ready to get started?' section with a 'SafeSport First Time User Account Creation' button.

Figure 1. SafeSport Tab Prior to Syncing

### NOTE

Step 4 may not work for all users. Should step 4 not work, see SafeSport Contact and Emailing instructions.

- 4) Enter SafeSport username and password. Accounts will sync.
- 5) On the SafeSport Tab, under 2023 Season Compliancy, confirm accounts have synced.



**Figure 2. SafeSport Tab After Syncing**

### SafeSport Contact and Emailing Instructions

Should SafeSport and Register USA accounts not sync after following the SafeSport Linking procedure, use the following steps to contact SafeSport.

- 1) Take a screenshot of the screen showing your accounts will not sync.



**Figure 3. SafeSport Error Message**

- 2) Compose an email to SafeSport ([safesport1@usasoftball.com](mailto:safesport1@usasoftball.com)). Include the following information:
  - a. In body of email, write:
    - i. I am unable to manually sync my SafeSport account to my Register USA account. Please manually update my account.
    - ii. Name, Register USA Member ID number, League Name
  - b. Attachment of screenshot of error message.
  - c. Attachment of SafeSport Completion Certificate.
  - d. CC League Administrator on the email.