

Online Risk Management TSA

Purpose: This guides you through the steps of online Risk Management procedure required by the North Texas State Soccer Association (NT). This is an ANNUAL one-time process which does NOT need to be completed each season.

General Steps: (Must complete ALL steps)

1. Create a Risk Management request (transfers you to a 3rd party vendor – Sports Pilot)
2. Email TSA Registrar your team affiliation and position.
3. Include a headshot of yourself (if not previously provided), when emailing the Registrar, for your coachID card to be printed.

Risk Management must be completed by the date posted in the online Calendar.

I. Create a Background Check.

- A. Note – ALL volunteers, 18yrs of age or older, must go through a background check annually.
- B. **RETURNING USERS** – Do **NOT** create a new account!!!
 1. Any returning user will be swiftly processed through the online system and should receive clearance almost immediately.
 2. [Login](#) to the online Risk Management System.
 3. If you have forgotten your username or password there are recovery options available.

NORTH TEXAS SOCCER
"IGNITING PASSION FOR THE GAME"

Risk Management Disclosure Form
2009 / 2010

Fields marked in red are required.

Welcome

Welcome to the North Texas Soccer - Volunteer Online Registration.

Please enter your information below accurately. An automated background check will be run and may require manual review. If your background check is forwarded for review, you will be contacted by North Texas Soccer.

If you have ever received a username and password from registering with a **North Texas Soccer** affiliated organization, or any other **SportsPilot** affiliated organization, please enter them below and click the **Login** button. This includes your North Texas Indoor Soccer ID. Otherwise click **New User** to continue. A username and password will be emailed to you for future use.

Thank you for your cooperation.

Username:

Password:

[Forgot your username or password?](#)

Login New User

SportsPilot Inc. © 2008. All rights reserved.

C. NEW USERS

1. [Login](#) to the online Risk Management System.
2. Select NEW USER

https://ntssa.sportstech.net/ISIS.NET/Register/Reg.aspx?ID=1&ASOID=105624

Risk Management Disclosure Form

2008 / 2009

Fields marked in red are required.

Welcome

Welcome to the North Texas Soccer - Volunteer Online Registration.

Please enter your information below accurately. An automated background check will be run and may require manual review. If your background check is forwarded for review, you will be contacted by North Texas Soccer.

If you have ever received a username and password from registering with a **North Texas Soccer** affiliated organization, or any other **SportsPilot** affiliated organization, please enter them below and click the **Login** button. This includes your North Texas Indoor Soccer ID. Otherwise click **New User** to continue. A username and password will be emailed to you for future use.

Thank you for your cooperation.

Username:

Password:

[Forgot your username or password?](#)

SportsPilot Inc. © 2008. All rights reserved.

D. Complete the Risk Management Disclosure Form and press the *Next* button.

E. Continue walking through the questionnaire. It is multiple pages long.

1. You MUST select **Texoma Soccer** as your local association or the TSA Registrar will not have access to you RMF status for completion of your Coach's Pass.

NOTE: If you are new and successfully navigate past the 1st page of the questionnaire, you will receive an email from Sports Pilot with a username and password.

From: sp.support@sportspilot.com [mailto:noreply@sportspilot.com]
Sent: Monday, July 14, 2008 12:47 PM
To: shanebest@ieee.org
Subject: NTX Soccer VMS - Account Created

Thank you for creating an account with with NTX Soccer VMS and SportsPilot. You may use your new username, password, and the following links to register online or access your account.

Username: [bogususer](#)
Password: [password](#)

To register online, or complete an unfinished registration:

<https://ntssa.sportstech.net/ISIS.NET/Register/Reg.aspx?ID=1&ASOID=105624>

If you have already registered, you may access your account here:

<https://www.sportspilot.com/login/GETEXTERNALUSER.asp>

F. Submit Application.

G. Results – Your results will be displayed on the screen AND sent to you by email.

1. Please reference the TSA Procedures regarding what to do if your status is anything other than Approved.

II. Notify the Registrar

- A. Provide your affiliation - You must send the TSA Registrar an email with your team name, your volunteer level, and a headshot (if not previously provided).
 - a. Example: U10B Sherman Bullets – Assistant Coach
- B. The Registrar has no clue which teams you are affiliated with unless you provide the information. Without this information a coachID cannot be generated even if approved by NT.

III. Acquire Your Coach's Pass -

1. Risk Management must be completed by the date required in the online Calendar. Your coachID card will be distributed at the TSA General Meeting.