



Athlete Safety Portal Instructions

Requirements to complete USBC’s Education and Training Policy and Criminal Background Screen Policy to be a Registered Volunteer or Adult Participant can be accessed through USBC’s Community Login.

To Access the Requirements

1. Create a USBC Community login on BOWL.com – Skip to step 2 if already have a login
 - a. Click on LOGIN (top right)
 - b. Select Sign up for a USBC Community Account
 - c. Login to Community by clicking on LOGIN (top right)
2. Click on MY USBC (top right)
3. Click on ATHLETE SAFETY

This portal is personalized for the individual who is logged in.

Once logged in you will see logos for USBC, U.S. Center for SafeSport and NCSI.



First Time Users

For those who are new to the program, the portal will show:

<p>No membership found</p> <p>JOIN NOW</p>	<p>SafeSport Training has not been completed</p> <p>Current Season Membership Required</p> <p>SafeSport Training</p>	<p>Background Screening has not been completed</p> <p>Current Season Membership Required</p>
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NOTE: JOIN NOW under USBC will only show for those who are not current members.



For those who are in a Registered Volunteer Role and need a background screen, once SafeSport Training is complete, the portal will show:

2020 – 2021 Membership	SafeSport Trained on 12/1/2020 Next training due on or before 12/1/2021	Background Screening has not been completed
		Background Screen

Current Registered Volunteers or Adult Participants

For those who have taken the requirements before, the portal will show what requirements have been met and when the requirement will expire:

2020 – 2021 Membership	SafeSport Trained on 7/26/2020 Next training due on or before 7/26/2021	Background Screening good through 7/31/2022
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USBC sends emails to all individuals 60 and 30 days prior to ones SafeSport Training or Background Screen needing to be renewed. The email will include a link to the portal. When one logs into their portal to renew, prior to expiring the following button will show under the requirement which needs to be renewed:



31 – 60 days



1-30 days

After the requirement has been expired, the button will change to this:



SafeSport Training

After clicking on the SafeSport Training button, for first time users and when terms and conditions have been updated, you will be asked to accept terms and conditions for the training. Once accepted, and for those who have previously accepted, a video will play showing you what to do to properly complete the training and where to access your SafeSport certificates.

Shortly before the video is done playing, a button will appear below the video. This button will take you to SafeSporttrained.org and the required training video will play.

Once the training is complete and properly closed out, your record will be immediately updated, and a certificate will be available to you to print by clicking on Print SafeSport Certificates on the right hand side of the screen.



Background Screening

After clicking on the Background Screen button, you will be redirected to the NCSI site. You will need to enter your USBC ID# here too. This is also very important in order to link your background screen to your USBC profile to show you have completed your background screen.

NCSI will be charging you for your background screen through the process. The entire fee goes to NCSI.

When completing the background screening through the community login on BOWL.com, it will not require any pins, codes, or an applicant ID. If it does, then it means you took too long to complete it and the system timed you out which happens when one uses a device other than a desktop or laptop computer. To correct this, close out of the program and begin the process over.

If you are on a computer and you are receiving the message screenshot below, you only need to answer the top part; your name, social security number, and date of birth.

APPLICANT LOOKUP

Please choose one of the two methods below to search for your information in our system.

Last Name

Social Security Number - -

Date of Birth YYYY MM - Mon DD

-- Or Enter --

Enter Applicant ID - - -

*** Note the Applicant ID uses numeric values ***

Date of Birth YYYY MM - Mon DD