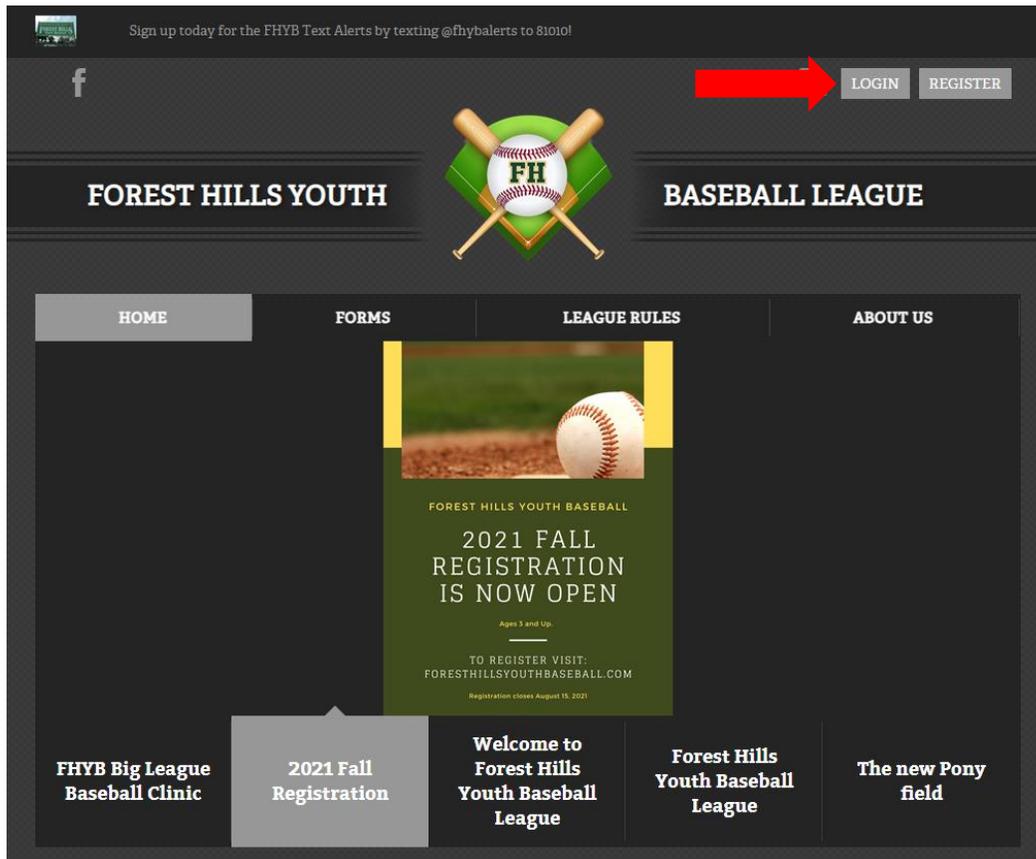


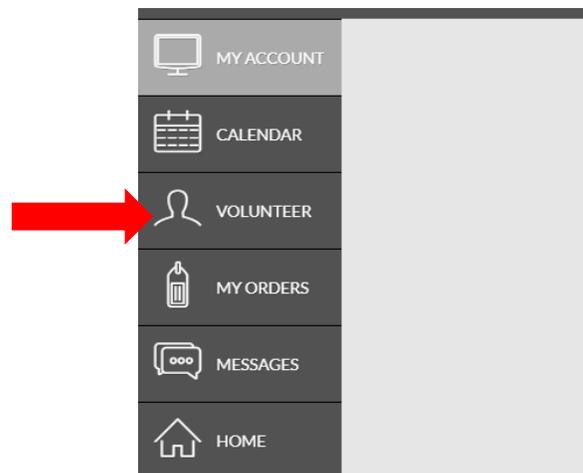
## Completion of Coaching Requirements

Step 1: Go to [www.foresthillseyouthbaseball.com](http://www.foresthillseyouthbaseball.com).

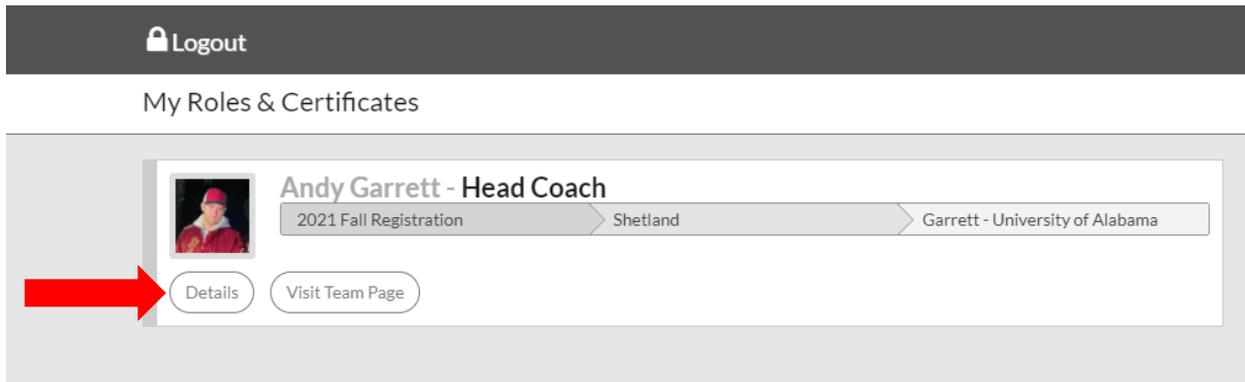
Step 2: Log in or Register for an account.



Step 3: On the left side of the account landing page, you will see the below menu. Click Volunteer.



Step 4: If you already signed up to be a head coach, assistant coach, or team mom, click Details below your photo. If you have not, click Find Volunteer Roles and register for the appropriate role.



Step 5: Scroll down to view the requirements. Complete the Manager's Information, Code of Ethics, Volunteer Application, and Code of Conduct and Responsibility forms by clicking the View/Accept buttons.

Managers Information \*

View / Accept

Code of Ethics \*

View / Accept

+ Copy of Driver's License \*

Only .doc, .xls, .jpeg, .txt, .docx, .xlsx, .png, .pdf, .jpg, .gif files allowed. Max file size 10MB

+ Copy of Nays Coaching Card ↗

Only .doc, .xls, .jpeg, .txt, .docx, .xlsx, .png, .pdf, .jpg, .gif files allowed. Max file size 10MB

+ Copy of Concussion Training Certificate ↗

Only .doc, .xls, .jpeg, .txt, .docx, .xlsx, .png, .pdf, .jpg, .gif files allowed. Max file size 10MB

Volunteer Application \*

View / Accept

Code of Conduct and Responsibility Form \*

View / Accept

+ FDLE Background Check Results ↗

Only .doc, .xls, .jpeg, .txt, .docx, .xlsx, .png, .pdf, .jpg, .gif files allowed. Max file size 10MB

+ Copy of CPR/First Aid Card ↗

Only .doc, .xls, .jpeg, .txt, .docx, .xlsx, .png, .pdf, .jpg, .gif files allowed. Max file size 10MB

Step 6: Next, upload a photo of your driver's license by clicking the (+) icon to the left. The coaching compliance requirements (NAYS coaching card, concussion training, background check, CPR/First aid) can be completed by clicking the icon to the right. This will open a new tab within your browser. Follow the prompts and complete each training. Once you finish a course, a new tab or file will open with a certificate of completion. Save each file as a PDF, snip and paste into a Word doc, or take a screenshot. Whatever format you choose, be sure that the saved file has your name on it.

Step 7: Once you have completed all trainings and saved your files, use the (+) sign to the left of each requirement to upload the files to the website.