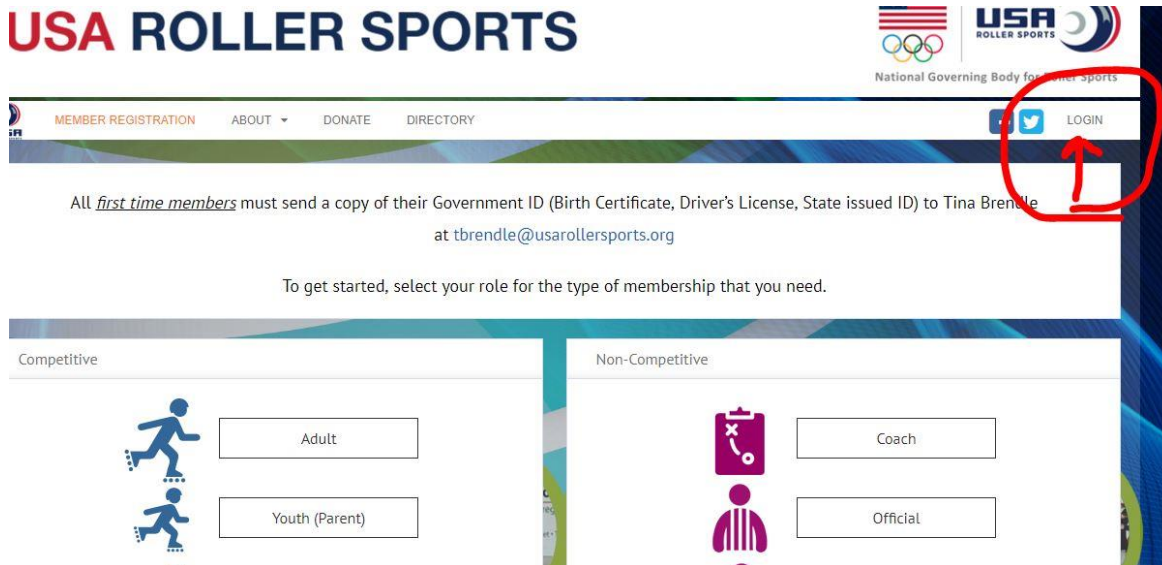
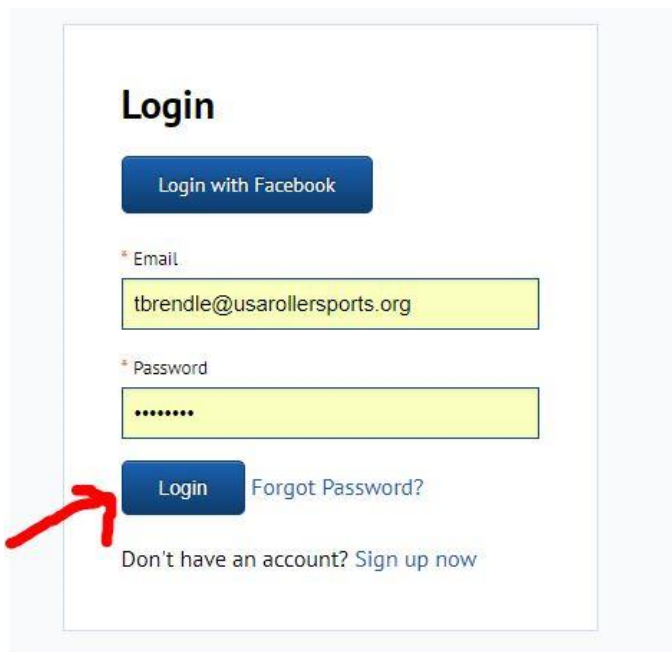


Instructions to Print Member ID Cards and to check SafeSport and Criminal Background check status.

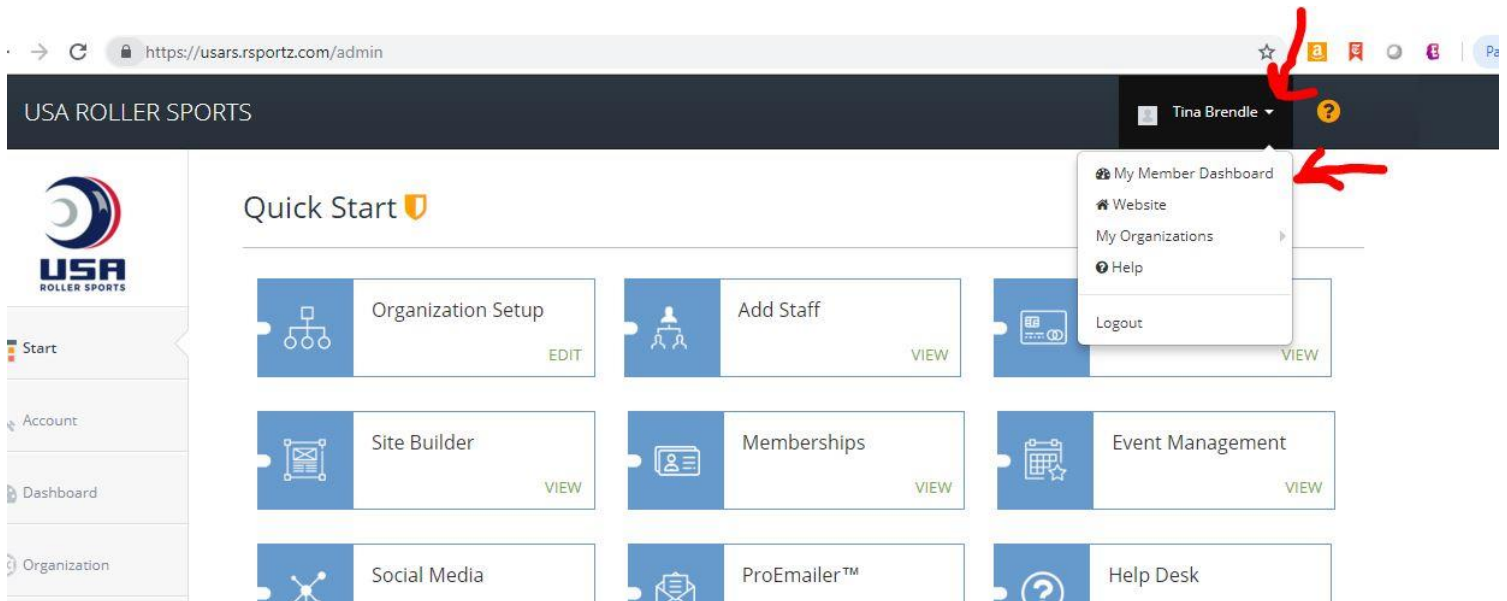
Step 1. Go to <https://usars.rsportz.com> and click Log In



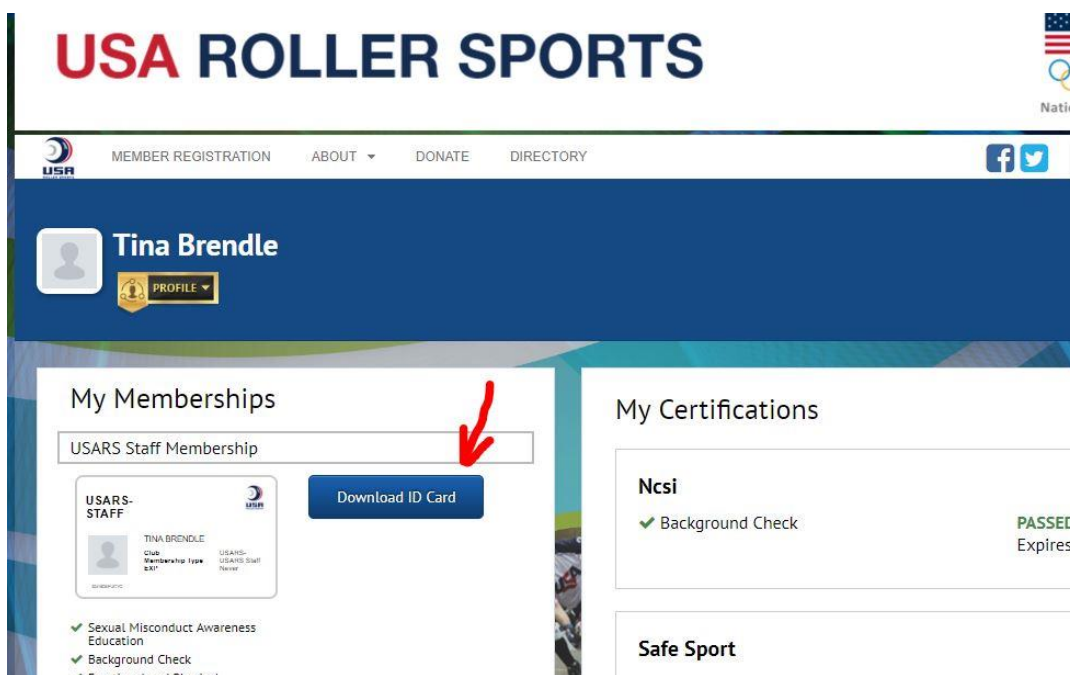
Step 2. Log In using the email and password you used when you created the account. If you've forgotten your password, use the forgotten password link.



Step 3: Click on the drop-down arrow next to your name on the upper right-hand side of the screen, then click My Member Dashboard



Step 4: From your Membership Dashboard page, click Download ID Card



Step 5: Your Membership ID Card will open in a new window. At this time you can print your card or take a photo of it with your cell phone.



**To check or update your SafeSport and Criminal Background status:
(For Coaches, Officials and Club Officers ONLY)**

Step 1: Follow Steps 1 through 3 above.

Step 2: From your Member Dashboard page you will see the expiration date of your SafeSport or Criminal Background check shown under the Certification header on the right side of your screen.

The screenshot displays a user interface with two main sections: 'My Memberships' and 'My Certifications'.
My Memberships: Shows 'USARS Staff Membership' with a 'Download ID Card' button. A sample ID card is shown with a red 'UNCERTIFIED' stamp. Below it, a list of requirements is shown: Sexual Misconduct Awareness Education (incomplete), Background Check (checked), Emotional and Physical Misconduct (checked), and Mandatory Reporting (checked).
My Certifications: Shows two certification cards. The 'Ncsi' card has a 'Background Check' (checked) and 'PASSED' status with an expiration date of 'Never', which has been handwritten as '2 yrs'. The 'Safe Sport' card has 'Sexual Misconduct Awareness Education' (incomplete) with a 'NOT STARTED' status and a 'Get Started' button. It also has 'Emotional and Physical Misconduct' (checked) and 'Mandatory Reporting' (checked), both with 'PASSED' status and an expiration date of '7/9/2020'. A red circle highlights the 'PASSED' status and '7/9/2020' expiration date for both Safe Sport items, and a red arrow points to the 'Get Started' button.

In the above example, you'll see that two of the three required SafeSport trainings have been completed. Click the "Get Started" button for any required trainings that have not already been completed. **Please note:** ALL trainings are good for a period of two years. (Please disregard the NCSI expiration date of "never". It's incorrect and we're working on getting it corrected).

You will also notice in the below screen shot that my membership card says "Uncertified". All Coaches, Officials, Club Officers and USARS Staff are required to keep up to date on SafeSport and Criminal Background screening. Again, both SafeSport and Criminal Background checks need to be completed every two years.

My Memberships

USARS Staff Membership



Download ID Card



- Sexual Misconduct Awareness Education
- ✓ Background Check
- ✓ Emotional and Physical Misconduct
- ✓ Mandatory Reporting

The “Uncertified” will drop off once you complete all the requirements.

USARS Staff Membership

Download ID Card

- ✓ Sexual Misconduct Awareness Education
- ✓ Background Check
- ✓ Emotional and Physical Misconduct
- ✓ Mandatory Reporting

My Organizations

Ncsi

- ✓ Background Check **PASSED**
Expires: ~~Never~~ **2 yrs.**

Safe Sport

- ✓ Sexual Misconduct Awareness Education **PASSED**
Expires: 7/9/2020
- ✓ Emotional and Physical Misconduct **PASSED**
Expires: 7/9/2020
- ✓ Mandatory Reporting **PASSED**
Expires: 7/9/2020