

# North Texas Soccer Online Volunteer Management System

Automated Risk Management Portal

Designed for North Texas Soccer by SportsPilot

## Volunteer Risk Management Portal

### Login

Start here: <https://ntssa.sportstech.net/ISIS.NET/Register/VMS.html>

All information you enter and receive will be transferred over a secure (SSL) connection.

### Welcome Screen

This is where you will start the registration process to volunteer with North Texas Soccer (NTSSA) or any of its member associations. NTSSA requires that a risk management disclosure form, such as that in the VMS system, be filled out once per year. After filling out the form once, you will receive a username and password to be used in subsequent registrations with NTSSA, and let you avoid filling out a new form each year or in every capacity you volunteer to participate.

If you have a username and password combination from NTSSA, enter it below and click the Login button, otherwise click the New User button.

### Personal Information

On the next screen, please fill out your personal and contact information. Fields marked in red are required. It is important that your email address is valid, since this will be NTSSA's primary source of contact with you. If there are any issues with your disclosure form, or if your background check requires manual review, NTSSA may contact you at the phone numbers you provided, but your email address is where you will get instant notifications on the status of your approval.

### Authorization and Liability

Please carefully read the agreement from NTSSA. If you agree to it in its entirety, check "I accept the above agreement" and click the Next button. The Next button will not be enabled if you do not click the check box. If you have any issues with the agreement, please contact NTSSA directly.

### Background Information

To the best of your ability, please answer the questions on the next screen regarding your background history. Again, fields in red are required. If you do not have either a valid Drivers License and/or Social Security Number, please check the appropriate box(es) on the right hand side of the page. You will only be allowed to continue registration without this information if you check the appropriate box(es).

To expedite the review process, if you answer yes to any of the last four questions, please explain the circumstances in the notes box at the bottom of the screen.

### **Volunteer Information**

On the final screen, please check ALL of the volunteer roles (Head coach, referee, board member, etc.) and select ALL of the NTSSA member associations for which you wish to volunteer. To select multiple affiliates, hold down the Ctrl key (Command key on a Mac) while you click on the member association names in the list box. In the notes section, please specify which volunteer role you would like to perform at which member association, if you select multiple options from each. If you select "Referee" from the volunteer types, the notes section will automatically be populated that you wish to volunteer across ALL NTSSA member associations as a referee.

### **Approval Status**

On the final screen you will see the status of your background check. This information will also be emailed to you, NTSSA, and all of your selected affiliates. If your background check requires manual review, you will be contacted by NTSSA; otherwise your selected affiliates will see you have been approved. At this point they may assign you to your requested roles at their discretion when and as needed. Clicking the Finish button will redirect you to the NTSSA home page.

### **Support**

If you experience a problem submitting your volunteer information please email [sp.support@sportspilot.com](mailto:sp.support@sportspilot.com) your name, phone number and a brief description of the problem you encountered. SportsPilot will reply to you either by email or at the phone number you provided.