

User Manual for Ordering Background Checks through the Chapter Management System



In Partnership with



2050 Vista Parkway
West Palm Beach, FL 33411

18946 N. Dale Mabry, Suite 101
Lutz, FL 33548

Step 1 – Setting up an account

- Once you have viewed your price options and are ready to proceed, you should select the **Online Signup Link**
- The Signup page will then be displayed. You should fill in all the fields for your organization to set up an account with Priority Research

The screenshot shows a web form for account registration. At the top, there is a header with the logo for 'National Alliance for Youth Sports' and the text 'Volunteer Background Check System - Account Registration'. Below the header, there is a link to 'Read Our Privacy Policy' and a 'Powered by Priority Research' logo. The main form area is titled 'Please complete the form below to sign up:' and contains the following fields:

- Enter Client Code (if applicable): NAVSPUP22
- *Organization Name: [Text Input]
- *Street Address: [Text Input]
- *City: [Text Input]
- *State: AK [Dropdown Menu]
- *Zip: [Text Input]
- *Contact Name: [Text Input]
- *Contact Email: [Text Input]
- **Optional: [Text Input]
- *Fax: [Text Input]
- How long has the organization been established?: [Text Input]
- *Type of Organization: [Text Input] (e.g. Church, School, Flower Shop)
- *Purpose for Background Checks: Choose one... [Dropdown Menu]
- Tax ID Number: [Text Input]
- *Billing Contact: [Text Input]
- *Billing Contact Email: [Text Input]

Below the form fields, there is a note: 'Select the ordering options you would like displayed on the web-based ordering interface. For pricing, please refer to your services proposal.' At the bottom of the form, there is a 'Next' button and the text 'Click "Next" to enter Users & Billing Information.'

- Within 3 business days Priority Research will then email you a unique username and password for your chapter and provide you with package recommendations for your state through their Online Consultant Program

Step 2 – Registering your account

- Once you have received your username and password from Priority Research, you can then log back in to the Chapter Management section using your original NAYS username and password.
- Once logged back in, you will select **View/Update Members**
- Double click on a **coach** to be searched
- The member information page for that coach will appear

[Close](#) | [Printer Friendly Version](#) | [Edit](#)

Member Information

NO: MBR- Expires: Sunday November 15, 2009
Name:
Address: SEE NOTES
Phone1:
Phone2:
Fax:
Email:
Status: Active
Entered: Monday November 17, 2008

Member History

Clinic Date	Type	Sport	Clinician
11/15/2008	NYSCA	Football	JOHN SMITH

Background Check Information

This section can only be used for clinicians who have already signed up to run background checks through Priority Research. If you are interested in learning more about screening your volunteers please visit the [Background Check Page](#) in Chapter Management.

Clinicians who have already signed up to run their screenings with Priority Research need to please [click here](#) to store your Priority Research organization id and password. After you have provided your id and password you can then use the buttons below to complete your searches.

[Register for Background Checks](#) [Request a Background Check](#) [View Background Check Results](#)

This [Sample Authorization Form](#) will allow your coaches to fill in any personal information before being screened.

Background Check History [\(Click to Update\)](#)

Added on: By Clinician: Action
No background check information on file.

- Follow the **click here** link under the background check information section of the member information page
- Fill in your organization id and password that was provided by Priority Research

Background Checks

Please enter the organization id and password that you received in an email from Priority Research. You will need this to perform background checks for your chapter.

Organization ID:

Organization Password:

- Select **Submit**
 - This only needs to be done once

- From the member information page you can download and print the background check Authorization Form. This form will be filled out by each coach prior to running the search to collect the necessary information for that search.

CONFIDENTIAL

Background Check Authorization

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address (Since: _____
(Month) (Street) (City) (Zip/State)

Previous Address From: _____
(Month) (Street) (City) (Zip/State)

Previous Address From: _____
(Month) (Street) (City) (Zip/State)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge.

I hereby authorize _____ and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports; current and previous residences; employment history; education background; character references; drug testing; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records; birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to _____ or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources _____ and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ Date: _____

Notice to California, Minnesota and Oklahoma Residents:
 Please check the box below if you wish to receive a copy of a consumer report that is requested.
 I wish to receive a copy of any Background Check Report on me that is requested.

- You should select **Register for a Background Check** button from the member information page to complete the Priority Research registration
 - This only needs to be done for the very first search but can be done several times if desired. It will store you as the main user from then on.
 - Close the window when complete.

Step 3 – Requesting A Background Check

- Select **Request A Background Check** from the member information page and fill in the remaining blank information for that coach

Confirm Applicant Information	
Date	<input type="text" value="05/13/2009"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Social Security	<input type="text"/>
DOB	<input type="text"/>
Sex	<input checked="" type="radio"/> Female <input type="radio"/> Male
Phone	<input type="text"/>
Drivers License	<input type="text"/>
DL State	<input type="text"/>
Prev. Last Name	<input type="text"/>
Year Prev. Name	<input type="text"/>
State	<input type="text" value="FL"/>
<i>If you will be requesting a MVR Driving History, both a DL # and a DL State must be entered above.</i>	
<input type="button" value="Proceed"/>	<i>(To cancel, just close the browser window.)</i>
<i>Your candidate id = MBR-159595 Our user id = 1657 Your user id = CLM-1449-19692 Organization id = 1104</i>	

- Once all the information is filled in select **Proceed**.
- Select the type of search to run on that coach.
- Review and **Submit** the information.
- Within 48 hours of submittal, Priority Research will email you that the results for that coach are ready

Step 4 – Viewing Background Check Results

- After you receive the email stating results are available, you will then need to log back in to the Chapter Management section
- Select **View/Update Members**
- Double click the **coach** whose results are available
- Select **View Background Check Results** from the member information page

CONFIDENTIAL		NAYS - Demo Account
Requested: 04/27/09		
Background Verification Report		Completed: 04/27/09 Requested By: PLUGN16431
Subject:		DOB: 03/03/1970
SSN: XXX-XX-6789		Position: Volunteer
Alert:		
Social Trace		
complete		
Nat'l Criminal Database Search		
done		
Nat'l Sex Offender Registry		
done		
End Of Report		

- You can review, print and save the results if needed

Step 5 – Adding Background Check Information

- Once a search has been completed and the results are viewed, you can then store dates of completion
- Select **View/Update Members**
- Double click the **coach** who results are available
- Under Background Check History section select the **Click to Update** link

Background Check History

[Back to List](#)

Member Information

MBR-

John Smith
2050 Vista Parkway
West Palm Beach, FL, 33411
Ph1: (561) 684-1141
volunteerscreening@nays.org

Background Check History (Add)

Added On:

Added By: John Smith CLN-1234-56789

Notes

- Fill in the **Notes** section for your personal reference.
- Select **Submit** to save the notes
- Select the **Back to List** link

Step 6 – Review Background Check Information

- On the View/Update Members page you will see that the coach now has a date in the Background Check column
- Double click the **coach** who information has now been stored
- Under the Background Check History section select the **View** link to review background check notes

Background Check History

[Back to History](#)

Member Information

MBR-

John Smith
2050 Vista Parkway
West Palm Beach, FL 33411
Ph1: (561) 684-1141
volunteerscreening@nays.org

Background Check History

Added On:	6/15/2009
Added By:	John Smith CLN-1234-56789
Notes	on file

- After reviewing the notes select the **Back to History** link
- Then select the **Back to List** link to repeat

Step 7 – Additional Background Checks

- To perform another search once the account has been set-up, simply select the coach from the **View/Update Members** page
 - Then repeat Step 3
 - Then repeat Step 4
 - Then repeat Step 5
 - Then repeat Step 6