

Coaches,

We are at that time of season again.....REGISTRATION TIME!! We have attempted to put together a checklist of basic MUSTS for Head Coaches in hopes that the remainder of the season will run smoothly for all of us...

\*\*\* It is our recommendation that your screen resolution be set to 1280 X 720 as a minimum \*\*\*

First things first, if you are a returning team you can skip down to step 3

### 1) NEW TEAMS:

- Go to [www.sssfonline.com](http://www.sssfonline.com) click here:

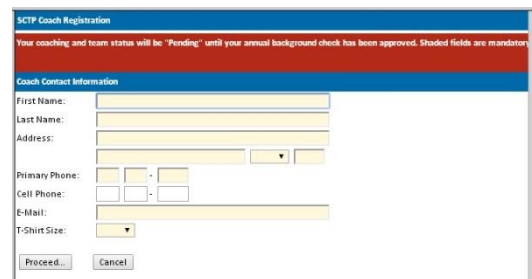


- This will bring up this screen. Complete the Team name and State. Select either SCTP or SASP team. Click NEXT.

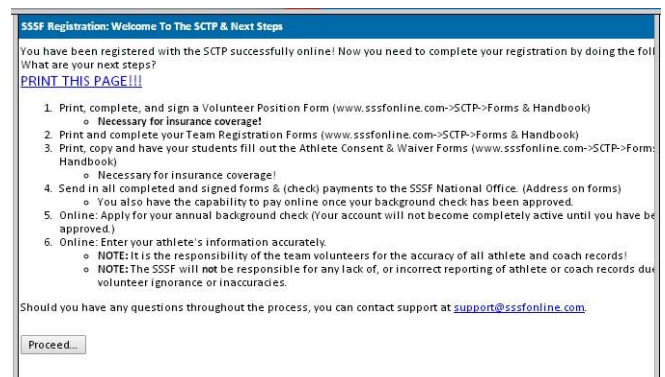


- Read through the Agreement and Guidelines and click NEXT.

- Now you will register your Head Coach (only one Head Coach per team) – this is the person who will be the main contact for the team. You will need first and last name, address, phone, email, and shirt size. This should be the same information as on the **Volunteer Position Registration Form** you send in to SCTP and SASP.

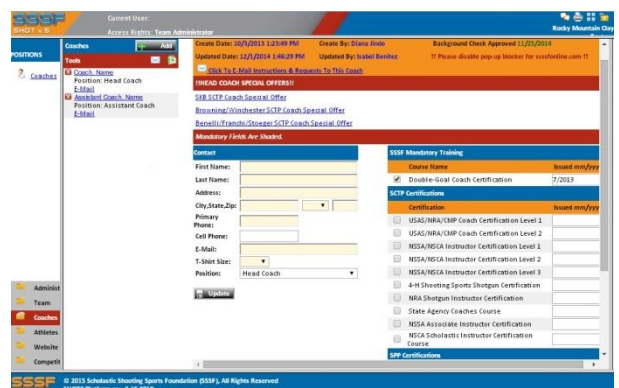


- Next you will create a user name and Password. Once that has been completed you will get a list of instructions to proceed with your registration.



- When you proceed, select your TEAM and now you will have access to your account.
- Your head coach will be listed. You can register assistant coaches and adult volunteers by clicking the gray ADD button.
  - Enter their information –
  - Complete the Background Check by selecting [Click for background check](#) in the upper right:

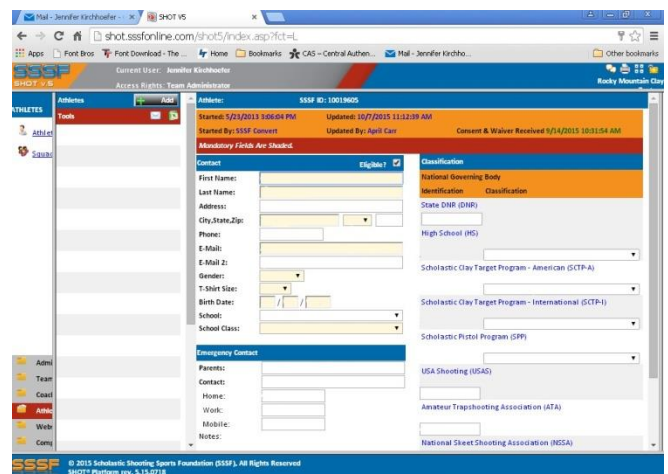
[Click For Background Check](#) Password: scho/ostic  
!! Please disable pop-up blocker for sssfonline.com !!



- Instructions on how to do this follow
- It takes 24 – 48 hours for us to get results back. Please be patient and call us if you still can't gain access as a Head Coach after 72 hours! A Head Coach will NOT have access to the team until the background check has been completed and checked off!
- Enter TEAM information such as but not limited to
  - Home Gun Club
  - Local Newspaper – we help get stories about the program and your team to your local newspaper for you
- Have additional Coaches, Adult Volunteers, and Athletes (parents) fill out the forms specific to them!
  - Coaches – Adult Volunteer Form
  - Athletes – Athlete Consent Waiver, Medical Consent & Sportsmanship Contract
    - Make copies of Athlete Consent Waiver for YOUR records
    - Mail Athlete Consent Waiver ONLY to the National Office: keep Medical Consent & Sportsmanship Contract for your records. Please do not send certified – there are often times the staff members are out of the office and no one is available to sign for these documents!
- Enter ATHLETES and additional COACHES (this can be done at a later date)
  - Name, Address, Phone, EMAIL – if we need to contact the athlete for any reason we MUST have an email. We are looking for the parents email not necessarily the athletes. Many scholarship and JODC camp applicants were overlooked because we had no way to contact them!!
  - Grade they were in as of Sept 1<sup>st</sup> of the current shooting season
  - Shirt size – this is what we use to order shirts for Nationals and other events, not having this information available can get quite costly!!!
  - Classification (Varsity, JV, etc.) – if you're unsure please refer the program handbook! It doesn't go by ability it goes by grade level and years in the SCTP.
  - Enter NGB (ATA, NNSA/NSCA, USAS, etc.) numbers for all athletes who are registered with one, some, or all of these NGB's (National Governing Bodies).

2) Adding a Coach (or Athlete) On the lower Left Hand Side select the appropriate tab

- At the top you'll see a +Add tab, click that and this will bring you to the screen where you can enter in all of the information. The information coincides with the forms that they filled out.
  - For Coaches – just above their name you'll see a link that says "Click to send Background instructions to Coach" When you click that, it is intended that an automated email will pop up and you can just hit send. All directions and such will then be sent to the Coach on how to complete the next steps of their process.



- It takes 24 – 48 hours for us to get results back. Please be patient and call us if you still can't gain access as a Head Coach after 72 hours!

3) Updating Athletes and Coaches follow similar steps...this is done when the team is a returning team and most Coaches and Athletes are already input into SHOT!

4) To Pay; Click on the ADMINISTRATION tab on the left, then FEES tab on the upper left

5) All Coaches and Athletes will appear

- Select those that you are intending to pay for.
  - Junior Shooter Magazine is an option for your athletes – this is a magazine about all shooting sports and is written for kids by kids!
  - NGB Fees, it is STRONGLY encouraged to register or renew your athletes NGB fees through the SCTP site as we (the SCTP) get a percentage of that revenue back to us and we in turn can now provide more funding for Scholarships and other opportunities for our athletes!! The cost is the same whether it is done with the NGB or through the SCTP.
    - When paid for in SHOT, there is NO additional paperwork for the NGB the rest is taken care of between the National Office of the NGB and SCTP. A card will automatically get sent to the athlete at their home. It is VERY important to make sure ALL fields are filled out properly to help expedite the NGB membership processing!
- Once you have all boxes checked off, proceed to the top Right and you will see a PAY NOW button, this will bring you to the page where you can enter all of the credit card information. Once the payment is processed you will see a Date Stamp next to the names of who was paid and an empty box next to those who have not been paid for!
  - IF you need to pay by check: Send a list of which athletes/coaches you are paying for along with payment. The checked boxes will not stay checked until Payment has been received and designated for those particular athletes and coaches.
- Payments should be made as close to the start of actual practices as possible. Payment is what confirms your registration and therefore activates your insurance with the SCTP/ SASP.

