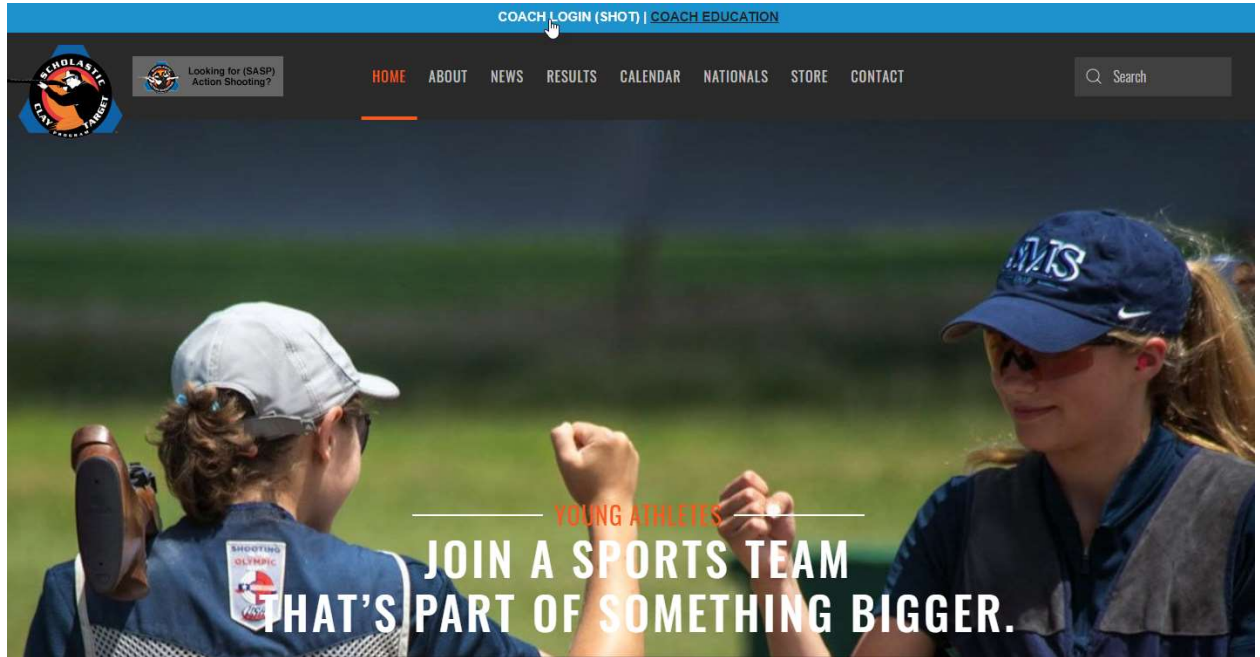



## Adding Volunteers and Completing Digital Consent / Waiver Forms

1. Go to [www.mysctp.com](http://www.mysctp.com) or [www.mysasp.com](http://www.mysasp.com) and click the Coach Login link at the top of the page



2. Login using your volunteer account credentials. NOTE, you must have team administrator access to interact with athletes or coaches. If you need administrator access, please contact another administrator on your team.





Welcome Back!

Username  
joecoach1

Password  
\*\*\*\*\*

**SIGN IN**

Forgot Password?  
[Register a new team](#)

Looking for results? Click below

[RESULT PORTAL](#)

3. Select the coaches tab from your Team Management menu. From there click on the existing coach you want to send a form for OR click the Add Position button to add a new coach.

**TESTING SITE**

Joe Coach

Home  
Profile  
Team Management  
Select a team to manage  
Anytown Claybusters

Team  
Fees  
Athletes  
**Coaches**  
Shoots  
Leagues  
Virtual Series  
Conference  
Support  
Logout

**Positions -Anytown Claybusters(SCTP)**

ID	Name	Role	Background Date	SCTP Payment	SCTP Form	Actions
16335	Joe Coach	Head Coach	Not Completed	Not received	07/27/2021	
16336	Jane Coach	Assistant Coach	Not Completed	Not received	07/27/2021	

Rows per page: 100 1-2 of 2

**ADD POSITION**

4. To add and invite a coach, you will need to know the coach's first name, last name, position type (head coach, assistant coach or adult volunteer) and the coach's email address. If you don't know the email address you can just add the coach but ***we recommend inviting the coach so the profile can be completed immediately.***

**TESTING SITE**

**Add new Coach -Anytown Claybusters**

**COACH INFORMATION**

First name: Bobby Last name: Coach

Position Type: Assistant Coach

Email: sssfteamact@gmail.com

Street Address:

City: Select State: Zip:

Phone: Cell Phone:

Gender: Ethnicity: Shirt Size:

Birthday: day: year:

JUST ADD COACH **ADD & INVITE COACH**

5. From here, you can grant the new coach administrative access or resend the invitation to complete profile. Once a valid DOB is provided you can also send a request to complete the annual volunteer form

The screenshot shows the SSSF Coach Management interface. On the left, a table lists coaches for the 'Anytown Claybusters(SCTP)' team. On the right, the profile for Bobby Coach (#16340) is displayed, including contact information and a 'GRANT ADMIN ACCESS' button.

ID	Name	Role	Background Date	SCTP Form	SCTP Payment
16335	Joe Coach	Team Admin	Not Completed	Not Received	Not Received
16336	Jane Coach	Assistant Coach	Not Completed	Not Received	Not Received
16340	Bobby Coach	Assistant Coach	Not Completed	Not Received	Not Received

**Positions -Anytown Claybusters(SCTP)**

**Bobby Coach - #16340** SAVE

No consent form on file. Please enter their DOB and then you can email them a form. You can also send them account creation instructions by clicking the "Invite" button below and they can update their own profile.

SCTP Form: **Not Received** SCTP Payment: **Not Received**

Background Check Date:

Created: 08/18/2021 Updated: 08/18/2021

**INVITE** **GRANT ADMIN ACCESS**

**CONTACT INFORMATION**

First name: Bobby Last name: Coach

Position Type: Assistant Coach

Email: sssfteamacct@gmail.com

Street Address:

City: Select State: Zip:

Phone: Cell Phone:

Gender: Ethnicity: Shirt Size:

Birthday: day: year:

6. Assuming you have invited the coach using a valid email address, the new coach should now check their email for a message from SSSF and a subject line of SSSF Team Invitation. The new coach must click the blue Complete Registration button to complete their profile. Occasionally the email from 'SSSF' will go to the recipients' spam/junk folder.

The screenshot shows an email inbox with a message from SSSF titled 'SSSF Team Invitation'. The email content includes a 'Complete Registration' button, which is highlighted with a red arrow.

**SSSF Team Invitation** Inbox X

SSSF -no-reply@sssfonline.com  
to me

10:56 AM (1 hour ago)

Scholastic Clay Target Program (SCTP)

**SSSF Coach Account Setup**

You are receiving this to set up your coaches account in the SHOT System.

Please click on the link below to complete the process.

**Complete Registration**

If you encounter any problems registering your team, please contact us at [support@sssfonline.com](mailto:support@sssfonline.com)

© 2021 Scholastic Shooting Sports Foundation. All rights reserved.

7. The new coach will be taken to a screen to complete their profile. Once all details are complete, click the green Create Account button.

Complete Your Online SSSF Account

1 Coach Profile

2 Agreements & Account Information

**Personal Details**

First Name  
Bobby

Last Name  
Coach

Gender  
M

Birthdate  
2 16

year  
1978

Shirt Size  
XL

**Contact Details**

Email  
sssfestacct@gmail.com

555 555 5555

555 555 5555

**Address**

Address  
123 Anywhere Dr

City  
Anywhere

Select State  
Idaho

55555

Only allows 5 numeric characters

**Preferences**

☒ Email Communications  
Receive important team news, event announcements and special offers

CREATE ACCOUNT

8. Next, the new coach will setup their personal account by creating a username, pin, password and by acknowledging and signing. Once finished they should click the green Complete Registration button.

Complete Your Online SSSF Account

✓ Coach Profile

2 Agreements & Account Information

**Account Details**

Username  
bobbycoach123

4-Digit PIN Number  
1234

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

**Read the Agreement Below and Sign in the Appropriate Box:**

☒ Yes, I acknowledge that I am a Volunteer of the Scholastic Shooting Sports Foundation (SSSF), through which gun clubs, shooting facilities and other organizations committed to the development of young adults can provide these individuals with opportunities to participate in an organized, adult supervised YOUTH DEVELOPMENT PROGRAM utilizing the shooting sports.  
  
☒ Yes, I acknowledge that I will review and complete the SSSF Volunteer Position Registration form, read and understand these Guidelines and agree to act within the Guidelines and in the best interests of the SSSF. Furthermore, I understand that my participation in the SSSF as a volunteer does not create any employment, independent contractor, partnership, agency, or any other relationship between myself and the SSSF. The SSSF Volunteer Position Registration form will be sent to you from another team administrator or can be viewed and signed from your account once registration is complete.

Signature  
Bobby Coach

COMPLETE REGISTRATION

9. Clicking the Complete Registration button will bring the new coach to their account and access to the team details if they were setup as a team admin.

**SSSF**  
SCHOLASTIC SHOOTING SPORTS FOUNDATION

TESTING SITE

Bobby Coach

- Home
- Profile
- Team Management
- Select a team to manage: Anytown Claybusters
- Team
- Athletes
- Coaches
- Support
- Logout

### Team Management

Name: Anytown Claybusters  
State: Iowa

Organization: SCTP  
Local Media Name & Email: n/a - n/a

### Range

Banner Shooting Range  
Indianola, IA  
Contact:  
Phone:  
Email:

### Statistics

Coaches		Athletes	
Background Checks Done	0	Forms Received	1
Forms Received	2	Payment Received	0
Payments Received	0	Males	0
		Females	1

New coaches can self-complete their annual volunteer consent form at this point by going to the registration tab in their profile page and clicking the green Send Registration Email to receive the DocuSign form. Another team admin may also initiate this process as outlined below if necessary.

**SSSF**  
SCHOLASTIC SHOOTING SPORTS FOUNDATION

Jane Coach

- Home
- Profile
- Team Management
- Select a team to manage: Crimson Clays Demo10
- Team
- Athletes
- Coaches
- Support
- Logout

### Jane Coach

Manage your shooting profile and account details below.

PROFILE REGISTRATION CERTIFICATIONS ACCOUNT

**Currently Not Registered for SCTP!**  
To complete registration, please click the link below. You will receive an email with instructions on how to sign this years registration form.

**SEND SCTP REGISTRATION EMAIL**

### Fee Payments

To pay for fees, select options below and click "Pay"

- ☐ **SCTP Fee: \$35.00**  
Check to select SCTP Fee
- ☐ **SASP Fee: \$35.00**  
Check to select SASP Fee
- ☐ **ATA Fee: \$12.00**  
Check to select ATA Fee
- ☐ **NSSA Fee: \$40.00**  
Check to select NSSA Fee
- ☐ **NSCA Fee: \$40.00**  
Check to select NSCA Fee

10. Once the new coach has completed their account, other team admins will see the account has been populated and the annual volunteer consent form can be sent via DocuSign by clicking the link in the red box if the coach has not already self-administered the form.

**SSSF**  
SCHOLASTIC SHOOTING SPORTS FOUNDATION

**TESTING SITE**

Joe Coach

- Home
- Profile
- Team Management
- Select a team to manage: Anytown Claybusters
- Team
- Fees
- Athletes
- Coaches
- Shoots
- Leagues
- Virtual Series
- Conference
- Support
- Logout

**Positions - Anytown Claybusters(SCTP)**

ID	Name	Role	Background Date	SCTP I
16335	Joe Coach	Team Admin	Head Coach	Not Completed
16336	Jane Coach	Assistant Coach	Assistant Coach	Not Completed
16340	Bobby Coach	Assistant Coach	Assistant Coach	Not Completed

**Bobby Coach - #16340** SAVE

No consent form on file. You can email the form by [clicking here](#)

SCTP Form: **Not Received**  
Background Check Date: Created: 08/18/2021  
SCTP Payment: **Not Received**  
Updated: 08/18/2021

[GRANT ADMIN ACCESS](#)

**CONTACT INFORMATION**

First name: Bobby  
Last name: Coach  
Position Type: Assistant Coach  
Email: sssftestacct@gmail.com  
Street Address: 123 Anywhere Dr  
City: Anywhere  
Select State: 55555  
5555555555  
5555555555  
Gender: Male  
Ethnicity: XL  
Birthdate: 2  
16  
1978

11. Click the link in the red box and verify the email address is correct. If so, click the green button to Send Signature Request, otherwise edit the email address.

**SSSF**  
SCHOLASTIC SHOOTING SPORTS FOUNDATION

**Positions - Anytown Claybusters(SCTP)**

ID	Name	Role	Background Date	SCTP I
16335	Joe Coach	Team Admin	Head Coach	Not Completed
16336	Jane Coach	Assistant Coach	Assistant Coach	Not Completed
16340	Bobby Coach	Assistant Coach	Assistant Coach	Not Completed

**Bobby Coach - #16340** SAVE

No consent form on file. You can email the form by [clicking here](#)

SCTP Form: **Not Received**  
Background Check Date: Created: 08/18/2021  
SCTP Payment: **Not Received**  
Updated: 08/18/2021

[GRANT ADMIN ACCESS](#)

**CONTACT INFORMATION**

First name: Bobby  
Last name: Coach  
Position Type: Assistant Coach  
Email: sssftestacct@gmail.com  
Street Address: 123 Anywhere Dr  
City: Anywhere  
Select State: 55555  
5555555555  
5555555555  
Gender: Male  
Ethnicity: XL  
Birthdate: 2  
16  
1978

**Volunteer Consent**  
All volunteers MUST complete and sign an annual consent and waiver form. Please verify the volunteer's email below

Volunteer email: sssftestacct@gmail.com

[CLOSE](#) [SEND SIGNATURE REQUEST](#)

☰

### Positions -Anytown Claybusters(SCTP)

ID	Name		Role	Background Date	SCTP I
16335	Joe Coach	Team Admin	Head Coach	Not Completed	Not re
16336	Jane Coach		Assistant Coach	Not Completed	Not re
16340	Bobby Coach		Assistant Coach	Not Completed	Not re

A request for signature was sent to sssfestacct@gmail.com on 08/18/2021 but we have not received a signed copy back yet. You can resend the form by [clicking here](#)

**SCTP Form:**  
**Not Received**

**SCTP Payment:**  
**Not Received**

**Background Check Date:**

**Created:**  
08/18/2021

**Updated:**  
08/18/2021

[GRANT ADMIN ACCESS](#)

---

#### CONTACT INFORMATION

First name  
**Bobby**

Last name  
**Coach**

Position Type  
**Assistant Coach**

Email  
**sssfestacct@gmail.com**

Street Address  
**123 Anywhere Dr**

City  
**Anywhere**

Select State

55555

555555555

555555555

Gender  
**Male**

Ethnicity

Shirt Size  
**XL**

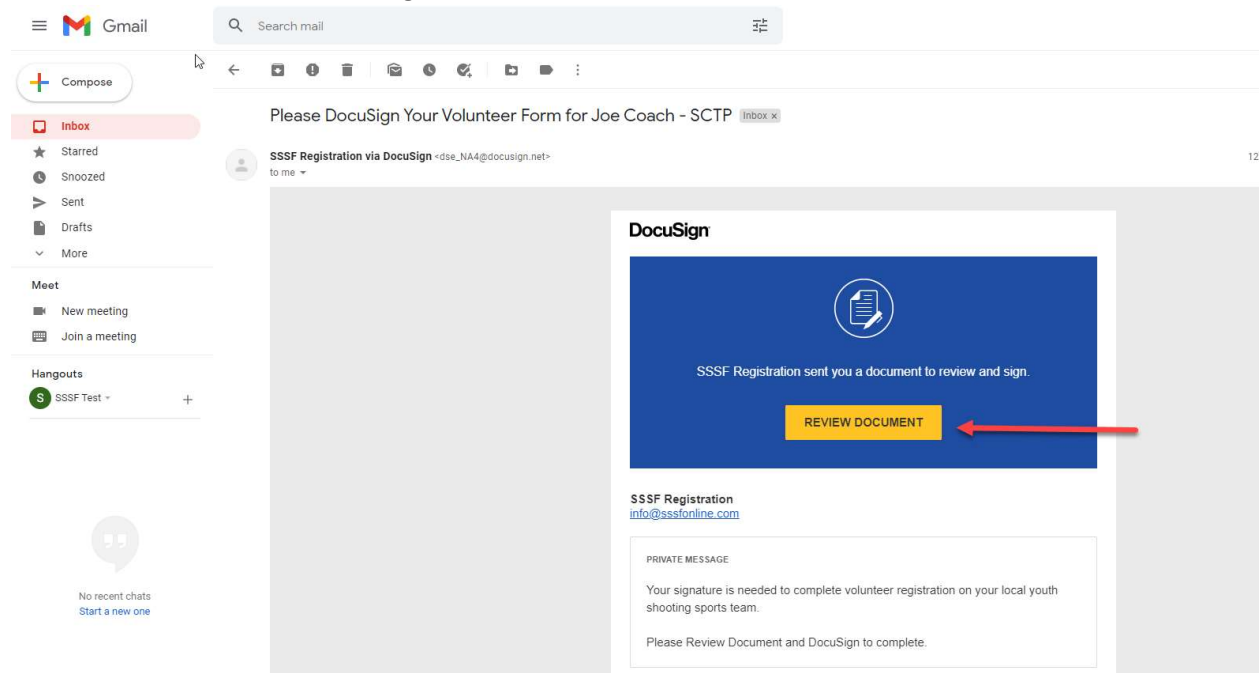
Birthday  
**2**

16

1978

A screenshot of the Gmail web interface. At the top, there's a search bar with the text "Search mail". Below it, the "Compose" button is visible. The left sidebar shows the "Inbox" with a count of "1", along with "Starred", "Snoozed", "Sent", "Drafts", and "More" options. The main area displays the "Primary" tab with a single email titled "SSSF Registration v." and a snippet of the email body: "Please DocuSign Your Volunteer Form for Joe Coach - SCTP - SSSF Registration sent you a document to review and sign. REVIEW".

## 14. Click Review Document to begin



## 15. Agree to electronic records and signatures

**Please read the Electronic Record and Signature Disclosure**

☐ I agree to use electronic records and signatures.

**CONTINUE** **OTHER ACTIONS**

**Volunteer First Name:** Joe **Volunteer Last Name:** Coach  
**Volunteer Date of Birth:** 04/03/1961

**General Guidelines**

The Scholastic Clay Target Program (SCTP) is a program of the Scholastic Shooting Sports Foundation (SSSF) through which gun clubs, shooting facilities and other organizations committed to the development of young adults can provide these individuals with opportunities to participate in organized, adult supervised trap, skeet and sporting clay activities including the international games of Olympic Trap and I.S.F. Skeet. The SSSF in cooperation with the National Shooting Sports Foundation (NSSF), the Amateur Trapshooting Association (ATA), the National Skeet Shooting Association (NNSA), the National Sporting Clays Association (NSCA) and USA Shooting (USAS), has exposed thousands of individuals in grades 12 and under to the positive experience of the shooting sports.

The SCTP is more than just another shooting program. The SCTP is designed to instill in young people a set of personal values and character traits that teaches fair play, compassionate understanding, individual responsibility, sportsmanship, self-discipline, and personal commitment - qualities necessary to become successful and contributing members of society.

Competition is a part of the SCTP, but it is not the program's underlying principle. The "win-at-all-costs" philosophy has no place in the SCTP. Striving to win while playing by the rules does. It is the duty of everyone involved in the SCTP (advisors, coaches, parents and participants) to be role models for SCTP team members to emulate by upholding high moral and ethical standards of personal conduct.

SCTP activities are designed to incorporate two indispensable elements - SAFETY AND FUN. SAFETY is incorporated into ALL facets of SCTP activities. Team practices and competitive shoots include the element of FUN for all participants. SCTP participants learn the safe and responsible handling and use of firearms. They discover the joy of contributing to a shared team goal and the commitment that goes along with it. During this self-discovery process team members develop proficiency in a sport that can be shared and enjoyed with family and friends for a lifetime.

**All Volunteers (Coaches, Adult Volunteers, and State Advisors)**

Our Volunteers are the linchpin of the SCTP and play a pivotal role in the personal development of their athletes by promoting the principles of the SCTP. Volunteers perform a variety of functions to support SCTP activities for which the SSSF is indeed very grateful. The following guidelines identify what is expected from all SCTP Volunteers.

**Volunteers MUST:**

1. Be at least 18 years of age. Adult Volunteers must be at least 18 years of age and must be approved by the local coach.



## 16. Click Continue

Please read the Electronic Record and Signature Disclosure.

☒ I agree to use electronic records and signatures.

**CONTINUE** **OTHER ACTIONS ▾**

Volunteer First Name: Joe Volunteer Last Name: Coach

Volunteer Date of Birth: 04/03/1961

**General Guidelines**

The Scholastic Clay Target Program (SCTP®) is a program of the Scholastic Shooting Sports Foundation (SSSF) through which gun clubs, shooting facilities and other organizations committed to the development of young adults can provide these individuals with opportunities to participate in organized, adult supervised trap, skeet and sporting clay activities including the international games of Olympic Trap and I.S.S.F. Skeet. The SSSF in cooperation with the National Shooting Sports Foundation (NSSF), the Amateur Trapshooting Association (ATA), the National Skeet Shooting Association (NSSA), the National Sporting Clays Association (NSCA) and USA Shooting (USAS), has exposed thousands of individuals in grades 12 and under to the positive experience of the shooting sports.

The SCTP is more than just another shooting program. The SCTP is designed to instill in young people a set of personal values and character traits that teaches fair play, compassionate understanding, individual responsibility, sportsmanship, self-discipline, and personal commitment - qualities necessary to become successful and contributing members of society.

Competition is a part of the SCTP, but it is not the program's underlying principle. The "win-at-all-costs" philosophy has no place in the SCTP. Striving to win while playing by the rules does. It is the duty of everyone involved in the SCTP (advisors, coaches, parents and participants) to be role models for SCTP team members to emulate by upholding high moral and ethical standards of personal conduct.

SCTP activities are designed to incorporate two indispensable elements - SAFETY AND FUN. SAFETY is incorporated into ALL facets of SCTP activities. Team practices and competitive shoots include the element of FUN for all participants. SCTP participants learn the safe and responsible handling and use of firearms. They discover the joy of contributing to a shared team goal and the commitment that goes along with it. During this self-discovery process team members develop proficiency in a sport that can be shared and enjoyed with family and friends for a lifetime.

**All Volunteers (Coaches, Adult Volunteers, and State Advisors)**

Our Volunteers are the linchpin of the SCTP and play a pivotal role in the personal development of their athletes by promoting the principles of the SCTP. Volunteers perform a variety of functions to support SCTP activities for which the SSSF is indeed very grateful. The following guidelines identify what is expected from all SCTP Volunteers.

Volunteers MUST:

1. Be 21 years of age or older. A Junior Assistant Coach can be age 16-20 and must be approved by the Head Coach.
2. Work cooperatively with youth, families, SCTP National Staff, range operators, event organizers, and others in a mature, courteous and respectful manner. (The SSSF does not get involved with the day to day operations of your team/volunteers)
3. Be a positive role model by exhibiting good sportsmanship, promoting fair play, showing compassion, and demonstrating a personal commitment to the SCTP's mission of youth development.
4. Know their state firearms laws and what the legal requirements are for participation.
5. Agree to a secure yearly background check to protect and promote the integrity of the SCTP.
6. Know the rules for handling and using firearms safely and can demonstrate them. It goes without saying that this is absolutely

## 17. Read the entire document then click the Sign button

Please review the documents below.

**FINISH** **OTHER ACTIONS ▾**

SSSF Form: #SCTP\_POS Page 3 of 3

**START**

SCTP Adult Volunteer\_2021-2022-Docusign.docx 3 of 4

Docusign Envelope ID: D1194C26-0972-40C0-AD13-2CB127A39C39

If SSSF determines that an athlete's or volunteer's continued presence at events poses a risk to the health or safety of the volunteers, athletes and/or others in attendance, the individual must submit a statement from his or her attending health care provider that his or her continued presence poses no such risk.

No volunteer will be considered until their registration is completed. Your email address specified here will be our primary form of contact.

8/18/2021

**Signatures** **Date Signed**

**Signature of Volunteer**

## 18. Review name and signature then click Adopt and Sign

Select the sign field to create and add your signature


**Adopt Your Signature**


Confirm your name, initials, and signature.  
\* Required

Full Name\*  Initials\*

**SELECT STYLE** DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:  
  
2C7Z7ZDF8D7549F...

DS  


By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

## 19. Click Finish

Done! Select Finish to send the completed document.

**FINISH** OTHER ACTIONS ▾


SSSF Form: #SCTP\_POS Page 3 of 3

SCTP Adult Volunteer\_2021-2022-Docusign.docx 3 of 4

DocuSign Envelope ID: D1194C26-0972-40C0-AD13-2CB127A39C39

If SSSF determines that an athlete's or volunteer's continued presence at events poses a risk to the health or safety of the volunteers, athletes and/or others in attendance, the individual must submit a statement from his or her attending health care provider that his or her continued presence poses no such risk.

**Required - Signature Applied**

 8/18/2021

Signature of Volunteer Date Signed

## 20. Click Continue and close the browser

Done! Select Finish to send the completed document.

**You're Done Signing**

A copy of this document will be sent to your email address when completed by all signers. You can also download or print using the icons above.

**CONTINUE**

SSSF Form: #SCTP\_F05

SCTP Adult Volunteer, 2021

DocuSign Envelope ID: D1111111

If SSSF determines that an athlete's or volunteer's continued presence at events poses a risk to the health or safety of the volunteers, athletes and/or others in attendance, the individual must submit a statement from his or her attending health care provider that his or her continued presence poses no such risk.

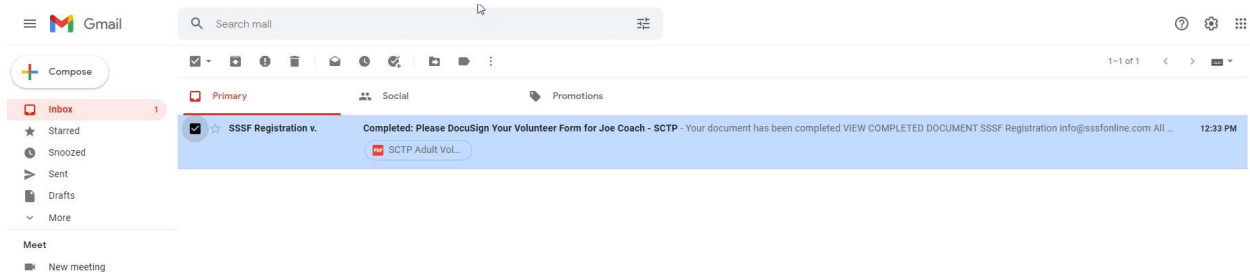
No volunteer will be considered until their registration is completed. Your email address specified here will be our primary form of contact.

8/18/2021

Signature of Volunteer

Date Signed

## 21. Coaches will receive a copy of their signed form as an email



## 22. Once signing is complete, other team admins will see the date reflected in the team account

← Bobby Coach - #16340

SAVE

SCTP Form: 08/18/2021

SCTP Payment: Not Received

Background Check Date:

Created: 08/18/2021

Updated: 08/18/2021

**GRANT ADMIN ACCESS**

**CONTACT INFORMATION**

First name: Bobby

Last name: Coach

Position Type: Assistant Coach

Email: sssftestacct@gmail.com

Street Address: 123 Anywhere Dr

City: Anywhere

Select State: 55555

5555555555

5555555555

Gender: Male

Ethnicity: XL

Shirt Size: XL

Birthday: 2

16

1978

**Positions -Anytown Claybusters(SCTP)**

ID	Name	Role	Background Date	SCTP
16335	Joe Coach	Head Coach	Not Completed	Not r
16336	Jane Coach	Assistant Coach	Not Completed	Not r
16340	Bobby Coach	Assistant Coach	Not Completed	Not r

23. Admin priveleges to the team account can also be granted or revoked at this point by other team admins.

If you have any qeustions please contact [support@sssfonline.com](mailto:support@sssfonline.com) or your national program staff member for futher assistance.