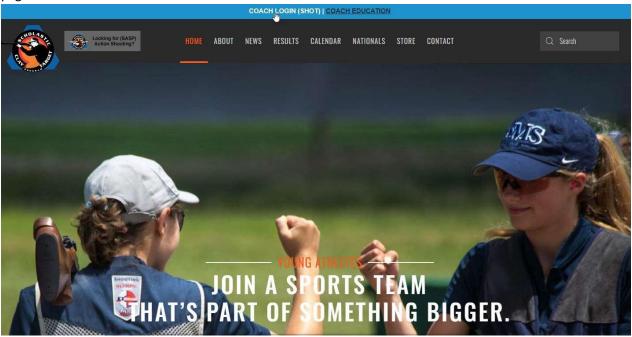
COACHES (parents scroll to #8)

Adding Athletes and Completing Digital Consent / Waiver Forms

1. Go to www.mysasp.com and click the Coach Login link at the top of the page

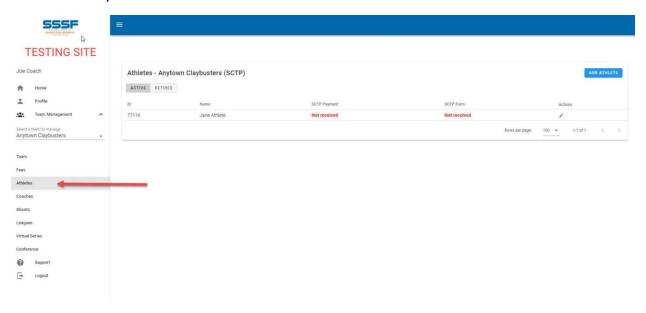


2. Login using your volunteer account credentials. NOTE, you must have team administrator access to interact with athletes or coaches. If you need administrator access, please contact another administrator on your team.

S

	SCHOLASTIC SHOOTING SPORTS FOUNDATION	
	Welcome Back!	
Username joecoach1		
Password		
	SIGN IN	
Forgot Password?	SIGN IN	
Forgot Password? Register a new team	SIGN IN	
	SIGN IN Looking for results? Click below	

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



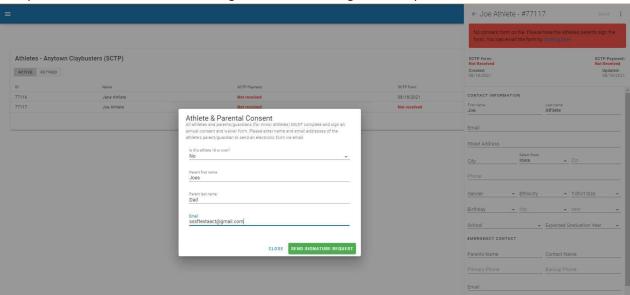
4. To add an athlete, you will need to know the athletes' first name, last name and if the athlete is under, or over the age of 18. You will also need to know the parent's email address for minor athletes or the athlete's address for athletes over 18. Enter the athlete's name then click continue.



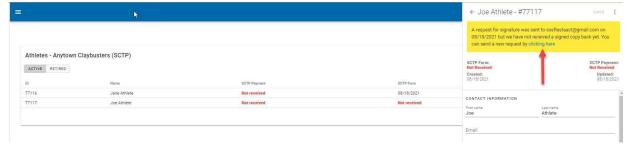
5. To send the DocuSign request to the athlete/parents click the link in the red box



6. Complete the next form then click the green box to send signature request.

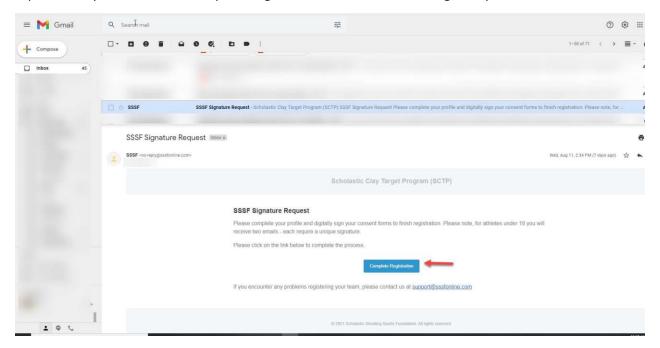


7. You should notice that the red box in the athlete form has now turned yellow indicating the request to complete the athlete profile and signatures has been sent. If for any reason the email is not received, they can be resent anytime using the link in the yellow box. Occasionally the email from 'SSSF' will go to the recipients' spam/junk folder.

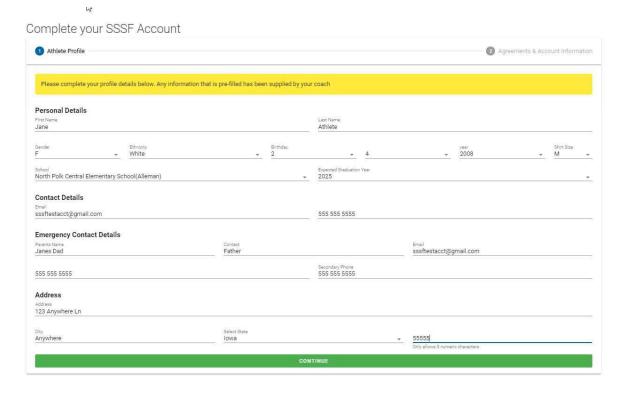


PARENTS start here...

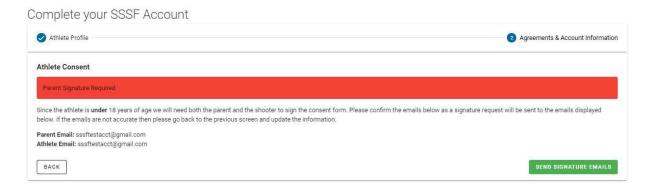
8. Next, the parent or athlete will receive an email from SSSF with a subject of "SSSF Signature Request". They must click the Complete Registration Button in the message body.



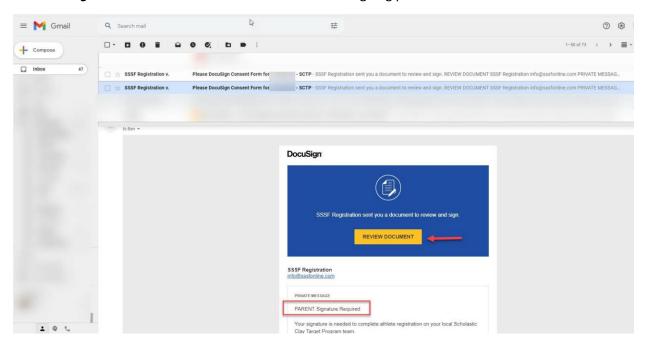
9. Clicking the Complete Registration button will bring the athlete or parent to the athlete profile. ALL fields must be completed then click the green Continue button.



10. After clicking Continue, verify both the parent and athlete email addresses are correct. For minor athletes, two signatures are required. Athletes 18 and older require only the athlete signature. After verification, click the green Send Signature Emails button or the back button to edit the email addresses.



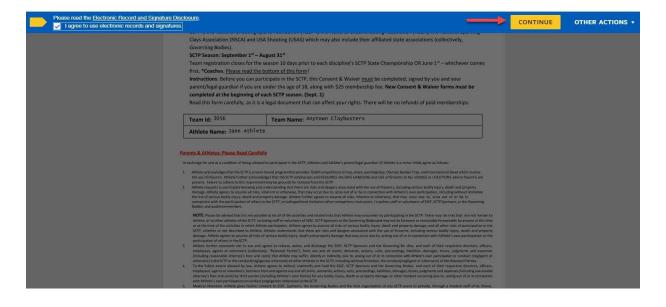
11. The parent/athlete should again go to their email. **IMPORTANT**: For minor athletes there will be TWO emails that look identical; however they are unique. In the message body, one will specify the parent and the other will specify the athlete. BOTH emails must be used to access the document and add both signatures. Click review document to start the signing process.



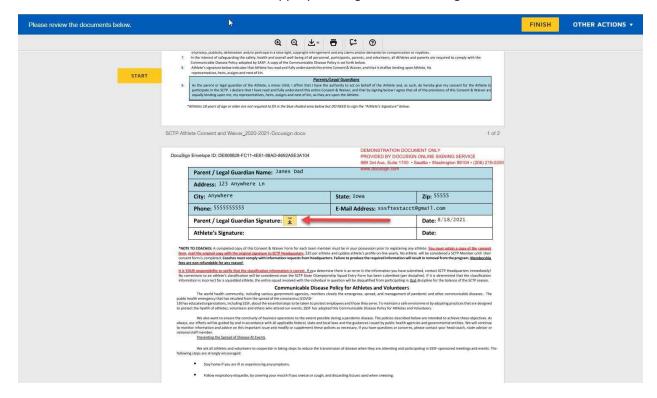
12. Click the box to agree to use electronic records and signatures.



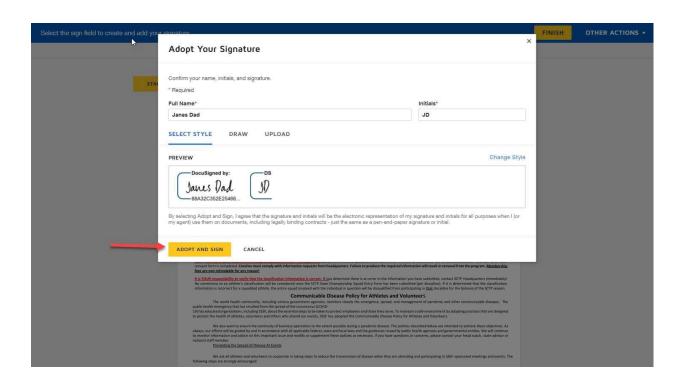
13. Click continue



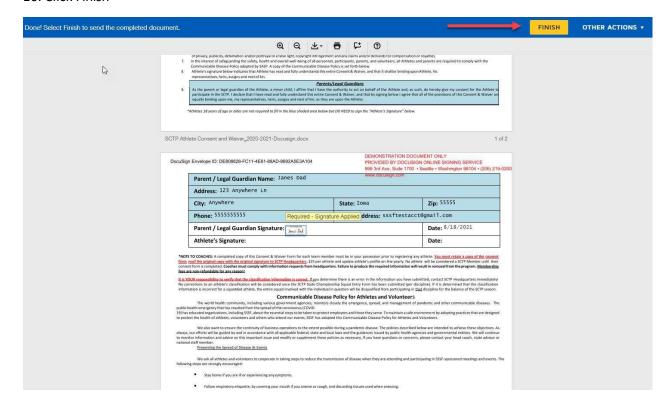
14. Review entire document then click the appropriate signature box to sign.



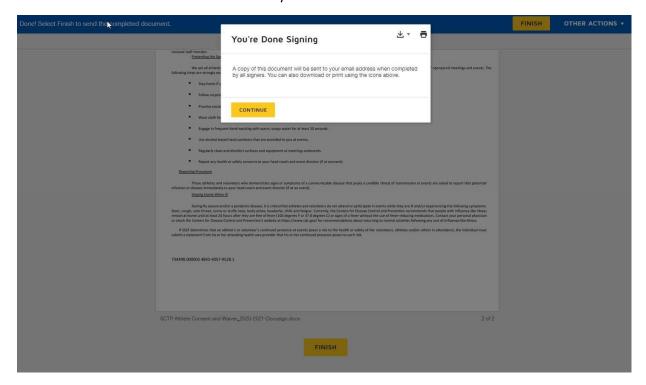
15. Adopt and sign.



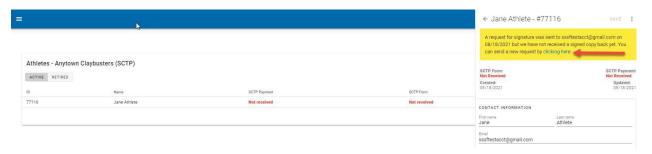
16. Click Finish



17. Click Continue then close the window in your browser.



18. The athlete profile will display the yellow box at the top of the screen until the consent document has been fully signed. Again, if at any time the signature requests need to be resent, a team admin can click the link in the yellow box to resend a link to the parents/athletes.



19. Once the consent document has been fully signed, team admins will see the yellow box has gone away and the form date is updated in both the athlete list and the athlete details.



20. Team administrators will be responsible for completing and/or updating the rest of the athlete profile pertaining to classification, divisions and NGB numbers



If you have any quustions please contact support@sssfonline.com or your national program staff member for futher assistance.					