GRAPEVINE BASEBALL AND SOFTBALL COACH REQUIREMENTS

To complete the standard background check:

- Please navigate to www.sportdev.org
- Click "Sign In" at the top.
- When you get to the sign in area, click "create account."
- Go through the account creation process.
- Under "Organization" in the account creation page, please begin typing "**Grapevine Baseball and Softball**" – it will pop up. Please select it from the dropdown. This is important that you select your organization.
- Click the "My Profile" button on the top menu and make sure you are signed in.
- Next, find "Background Checks" in the top menu. Click it.
- Find your way to the bottom and click "Get Started."
- Click "Standard Background Check."
- Add it to your cart.
- Click the green "View cart" to check out.
- Under "Shipping Details" please click "Choose another address" and put in an address. Even though this is an electronic download, a delivery address is still required.
- Put in the promo code GRAPEVINE_21 and click "Apply".
- Check out. You'll land on a confirmation page.
- You'll receive an email from JDP thereafter and will go through those emails to complete your background check.

To complete Coaching Certification A:

- Log back into your profile on www.sportdev.org
- Hover over the "Certification" tab.
- Click "Coach Certification."
- Find your way to the bottom of the page and click "Get Started."
- This will bring you to the Course Catalog. Find the top product which is "A" Certification Package. Click it.

- Click "Add to Cart."
- Click the green "View Cart" button.
- Under "Shipping Details" click "Choose another address" and put in your mailing address again. It should already be in there from the background check purchase.
- Ensure this is chosen and the shipping method will be electronic download.
- No promo code is needed as the coursework is free of charge.
- Click "Submit Order."
- To access your courses after purchase, click "My Profile" at the top of the page. Under the "Course Progress" section your courses will be listed there. Click the "Go to Course" link next to the course title to access the course.
- To access the Code of Conduct for A, find the "View Certifications" button on your profile page. Click it and it will bring up the certification window.
- Under the A window, click "View Details" and the Code of Conduct will be listed there.