

HOW TO CONNECT AN ADULT WITH AN ALREADY APPROVED BACKGROUND CHECK

- This process can be used if a coach has an approved check in a manager account, or vice versa. It can also be used if an adult has an approved check in a profile in another club account.
- It is also useful to update a photo in an adult account with an approved check.

LINKING AN APPROVED BACKGROUND CHECK TO AN ADULT PROFILE:

1. Make sure that you have entered AND SAVED the adult's date of birth in his profile.
2. In the Risk Management data area of the profile (slightly yellow shaded) you will see a button that says "check reports". Press that button.
3. The system will search for a background check on file with the exact spelling of the adults name and the exact date of birth.
4. If found, it will link the check up.. a message will appear directly below the name saying:
Successfully linked valid report data
5. If the report doesn't link, check to make sure the birthdate is saved in the profile and is correct and the name is spelled correctly. I could be that the person gave you the name of Bill, but the disclosure was filed under the name of William.
6. If this fails too, call Sarah at the State Office 317-975-2009

UPDATING A PHOTO IN THE ADULT PROFILE:

1. If the adult profile has an approved background check attached, the photo, the date of birth and the name spelling cannot be changed.
2. In the Risk area described above, press the "DETACH" button to removed the background check from the profile
3. The "Delete" button should then be available under the photo area to delete the current photo and an 'Upload" button should then be available to upload a new pic.
4. After the photo is uploaded, BE SURE to reattach the background check by using the process described above

If the background check doesn't link, it could be that there are no checks on file that are current.

