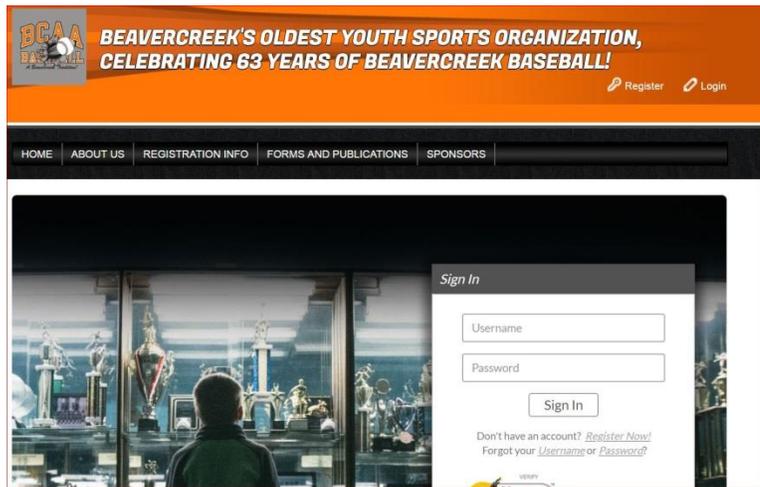


# INSTRUCTIONS TO SIGN UP TO VOLUNTEER/UPDATE INFO/UPLOAD CONCUSSION CERTIFICATE



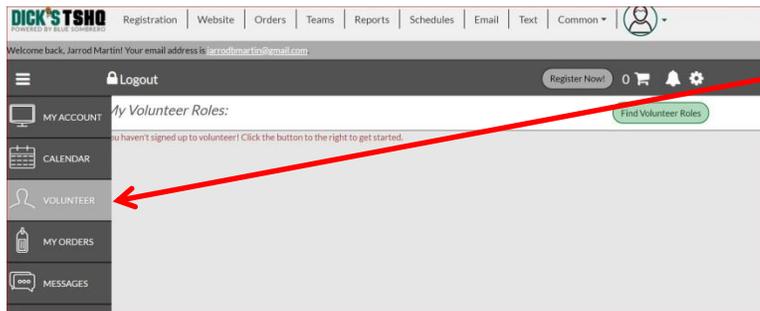
Go to [www.beavercreekbaseball.org](http://www.beavercreekbaseball.org)

Click on the login button.



Login using the SAME account that was used to register your child.

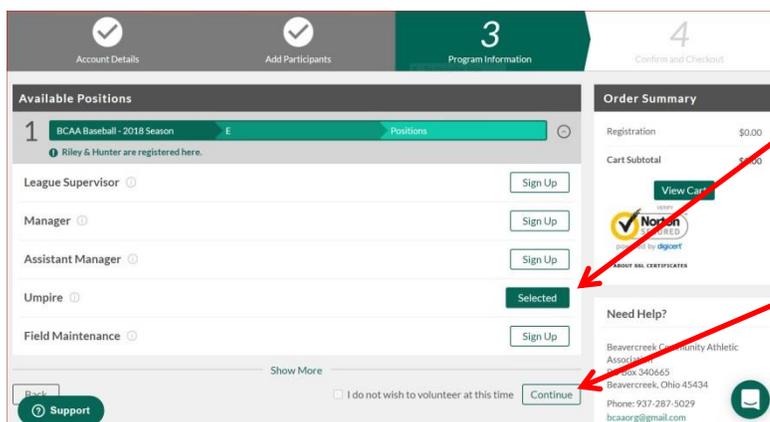
Let me know if you do not know what account that was and I can find the username and password for you.



Once in your Blue Sombrero Account, Click on Volunteer.

IF YOU ARE JUST UPDATING: or **UPLOADING a Concussion Certificate**. Your position will come up on the next screen after clicking Volunteer (a picture of that screen is the last picture in this document). To UPDATE, click on the Details button. It will take you to

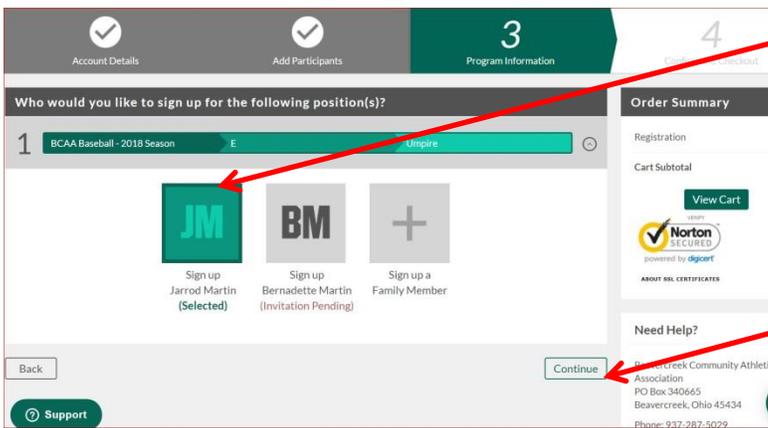
the information screen shown in the third picture down from here.



Click the Sign up Button for the role you want/have.

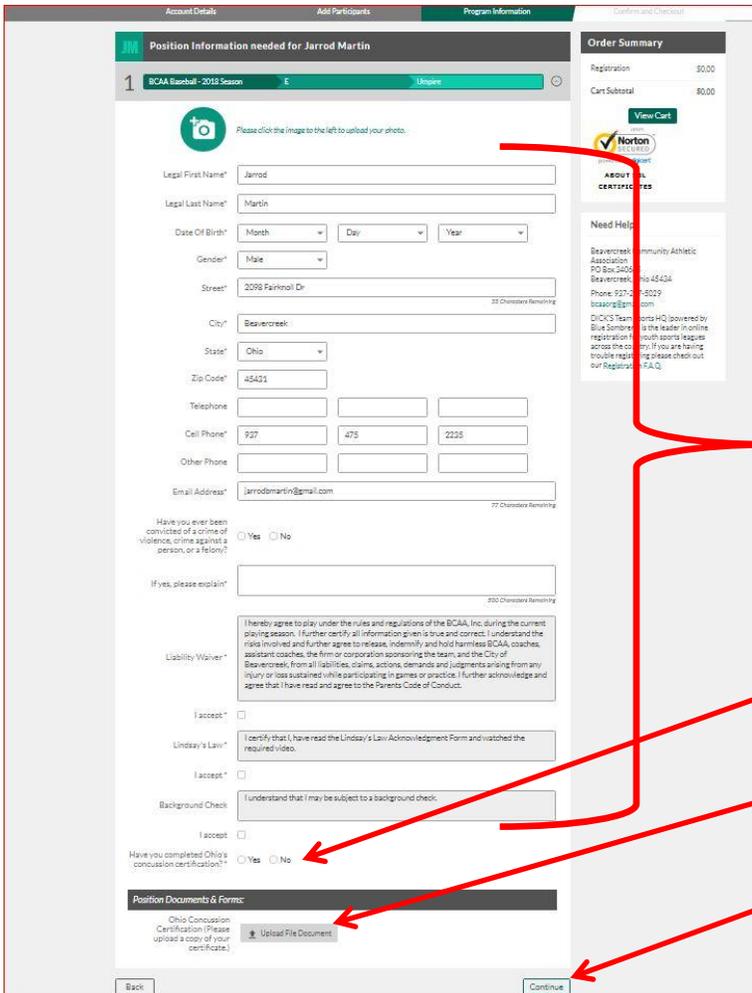
I have selected Umpire.

Then click Continue.



Select who is being signed up. It defaults to the Primary name on the account. In this case, my wife and I are both on the account; it has defaulted to me, but if I wanted to sign her up, I would unclick my name and click hers.

Click Continue.

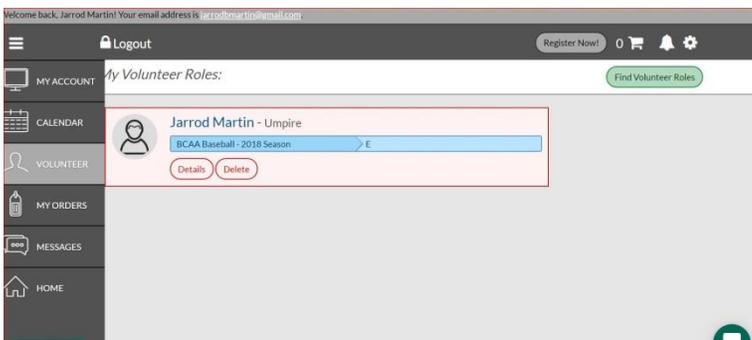


Most of your information will carry over from the main account; complete what does not and agree to the release of liability and Parents Code of Conduct, Lindsay's Law Certification, and background check.

Please also update the yes/no question when you upload the certificate.

**If you have a copy of your Concussion Certificate; this is where you can upload it.**

Click Update; it may say Continue if you've not volunteered before.



This is the final screen. It brings you back to the Volunteer screen on your Blue Sombrero account.

If you've already signed up to volunteer and need to upload your concussion certificate; Go to this screen, click Details and it will take you to the screen shown above where you can then click on the upload button to upload your document and update.