

CYM NEW ONLINE REGISTRATION

NEW COACH REGISTRAION

IMPORTANT – PLEASE READ CAREFULLY – The new CYM Online Registration has been set up as a family household registration. All parents/guardians and children need to be listed under one household to avoid duplications in the system. The first parent that enters the system is the Primary Profile and can add all children and other parents/guardians (Secondary Profiles – see below). Please read and follow all below instructions carefully.

You must be registered in the new online system before registering as a coach. If have not registered, please go to the Registration Help page at <http://www.cdowcym.org/athletics/view/category/registration-help> and follow instructions under New Family Registration.

Once you have set up your registration, please go to the Log in page at <https://cymsignup.cdowcym.org/Athletics/Login.aspx>

IF YOU PLAN ON COACHING

Go to the Login page (see above) If you are planning on coaching and click the Volunteer to Coach link on the upper right of the page.

In addition, you will need to:

- Volunteer Covenant - click the Profile tab, then Coach Profile, select the Coach Training & Clearance tab and then click the link for the Volunteer Covenant . It is important to read, check the “I agree to all of the above” block and sign electronically – note signing electronically means typing in your name exactly as listed in your online registration. Then click the “submit volunteer covenant” button
- Confidentiality and Security Agreement - click the Profile tab, then Coach Profile, select the Coach Training & Clearance tab and then click the link for the Confidentiality Agreement. It is important to read, check the “I agree to all of the above” block and sign electronically – note signing electronically means typing in your name exactly as listed in your online registration. Then click the “submit confidentiality and security agreement” button
- Parish/School – it is important to identify in the system where you are volunteering to coach by clicking the Profile tab, Coach Profile and the

select the Parishes/Schools where I will coach tab.

BACKGROUNDS - CYM will then follow up with FSGC office for your background expiration date. If you have not submitted a background report, contact your AA President about obtaining an entry code and then go to <https://www.cognitofrms.com/BaseEntInc/BackgroundScreeningEmployment> to complete the form. Backgrounds must be completed every five (5) years.

COACHES TRAINING – CYM will be checking on your coaches training expiration date. The CYM Online Coaches Training can be found at <http://www.cymtraining.org>. The CYM Online Coaches Training must be completed every two (2) years.

ONLINE DIRECTORY – The CYM Online Directory provides coaches an opportunity to obtain contact information of other coaches and athletic leaders within your parish/school and other parishes/schools. In the case of coaches, the individual must be on a CYM roster. In order to access the Online Directory and be placed on a team roster, you must be up to date with all above requirements.

BUILDING ROSTERS – For a head coach to build a team roster, the coach must be placed on the team roster by the Athletic Association President or the Primary Basketball Contact. The Registration Help page located at <http://www.cdowcym.org/athletics/view/category/registration-help> will provide instructions under Coach Roster Building.

If you run into any problems, please email CYM at catholicyouth@cdow.org

Thank you
CYM Staff