

How-to Guide for Volunteer Training

- 1. Head to <u>www.bgca.net</u>
- 2. Follow the below screenshots to help you Create a New Account



- 3. Wait for account approval, I get an email when you create a new account and will approve it within 24 hours.
- 4. Once your account is approved, login to bgca.net account and follow the below steps.
- Here's how to get to Spillett Leadership University once you've logged into your BGCA.net account.
 - a. Click 'Our Movement'



b. Click 'My BGCA'



c. Click "Spillett Leadership University (bottom row in middle)



6. Click Magnifying Glass to Search Spillett Leadership University Trainings.



- 7. In the Search Bar, type each of the below training titles to find the desired training:
 - a. Type and Click Abuse Risk Management (replaces Meet Sam) This meets BGCA requirement for approved grooming prevention training. (30 minutes)

Q	abuse <u>ri</u>
	TRAINING
(E	Abuse Risk Management (replaces Meet Sam) - This meets BGCA requireme
	Getting Relationships Right Webinar
	Abuse Prevention Refresher
	Child Safety Sexual Abuse Prevention
	Managing Your Risk of Exposure to Bloodborne Pathogens
	Youth Development Professional - Foundation Level OPEN CURRICULUM
	Tier 1 TOT Training of Trainers Program v1.28.20 OPEN CURRICULUM
	Making a Change MARK COMPLETE V

b. Type and Click - Keeping Your Boys & Girls Club Safe (This meets BGCA requirement for approved child abuse prevention training.) (30 minutes)

	TRAINING	
G	Keeping Your Boys & Girls Club Safe (This meets BGCA requirement fo	or appr
	Athlete Protection, Part 1	
	Athlete Protection, Part 2	
	MY TRAINING	SHOW ALL
	Youth Development Professional - Foundation Level	OPEN CURRICULUM
	Tier 1 TOT Training of Trainers Program v1.28.20	OPEN CURRICULUM
	Making a Change	MARK COMPLETE
	Mentoring: An Investment in Positive Youth Outcome	MARK COMPLETE
	Responsible Mentoring	MARK COMPLETE

c. Type and Click - Duty to Report: Mandated Reporter (This meets BGCA requirement for approved mandated reporting training.) (30 minutes)



8. Select Launch and Complete the Training

SCHOOL OF TOUTH DEVELOPMENT

ONLINE CLASS

Duty to Report: Mandated Reporter (This meets BGCA requirement for approved mandated reporting training.)

Last Updated 01/30/2023 Duration 30 minutes 📩 📩 📩 🏌 1178

Details

Academy Learning Credit: Adults have a moral responsibility-- and in many cases a legal responsibility-- to report suspected child abuse or neglect. In this course you will learn:

- Why reporting suspected abuse and neglect is critical
- What your legal responsibilities are to report suspected abuse and neglect
- What types of conduct must be reported
- How to report suspected abuse and neglect
- How to respond if a child discloses abuse or neglect to you.

Show More







Training was recorded to <u>your transcript</u>, as complete because an equivalent training was completed.



9. Make sure to download your certificate after each training is completed or go to your transcript to take a screenshot of your COMPLETED trainings.

MY TRAINING	SHOW ALL	SPILLETT LEADERSHIP
Youth Development Professional - Foundation Level	OPEN CURRICULUM	BOYS & GIRLS CLUBS
Tier 1 TOT Training of Trainers Program v1.28.20		
Making a Change	Take a Tour of the New SLU	
Mentoring: An Investment in Positive Youth Outcome	Click the of to launch an interactive tour of the new features	
Responsible Mentoring	video tour of these features.	
		LAUNCH TOUR
& SESSIONS	RESOURCES	REPORTS
a. Make sure the Filter is	on Completed to e	ensure all of your completed training
show up		

Filter by Training S Fort by	Filter by Training Type	Search by Keyword
Completed Completion Date	All Types 🔻	Search C
Search Results (7)		

- 10. Send e-mail to sierra@bgcvista.com sharing the certificates or screenshot of your transcript to show completion all three trainings
- 11. Once you have completed the trainings, you will then be eligible to schedule your orientation and start volunteering.