Directions for Initiating a Background Screen

Following are step-by-step directions that will guide members through the process of initiating and completing a USA Swimming background Screen.

1) Go online to http://www.usaswimming.org/bgpilot and use the special link created for the pilot program. This link will take you to the TC logiQ web site to initiate a screening request and pay via credit card for a USA Swimming Background Screen.
2) The first screen is the **"Step 1: Secure Payment"** screen where you will enter information and execute payment.
3) After payment is complete, you will be directed to the **"Step 2: Create Account & Provide Information"** screen. You will be asked to provide the following information:

Legal First Name	Social Security Number
Preferred First Name	Birth Date
Middle Name	Local Swim Committee (LSC)*
Last Name	USA Swimming ID Number **
Suffix	U.S. Citizen (Yes/No)
Maiden Name	Gender
Street Address	Height
City, State, Zip	Eye Color
Home Phone	Race
Cell Phone	Counties/States/Foreign Countries
E-mail Address	lived in since age 18

* Use the drop down box to select the LSC in which you are registered. If you are not sure of your LSC, check "US"
** The formula for determining your USA-S ID# is as follows: mmddyy + first three letters of your legal first name + middle initial + first four letters of your last name. If you do not have a middle initial or last name four letters or longer, the missing characters are a star (*). John Chu would be mmddyyjoh*chu*.

4) You will also be asked to disclose any previous arrests or convictions in a text box.
5) Next, you will create a username and password in order to create your TC logiQ account. The final step on the Step 2 screen is to read and agree to the TC logiQ "Terms of Usage."
6) On the next screen, the **"Step 3: Verify Your Information"** page, please review your information and make changes or confirm and continue.
7) Once you confirm your information, you will be directed to **"Step 4: Initiate Background Screening Search."** Click the button to actually initiate your background screen and be sure to note the information provided below the button.
8) The final screen is the **"Step 5: Print Confirmation"** screen. Please print this confirmation page. There will be times when a coach initiates his/her background screen and does not receive email confirmation of membership approval prior to the screening deadline for his/her LSC. In the event that your screening process has not been completed prior to your next swim meet, you will need this receipt as proof that you have initiated the screening process. Please note that this receipt is valid for coach access to swim meets for only 30 days from the date of issue.

9) Once you complete the process, you will be able to go online to the TC logiQ website at anytime to check the status of your screen and/or to review your search history. Simply go to www.tclogiq.com and enter your username and password. Also, should you ever misplace your confirmation page from Step 5, you will be able to reprint a confirmation receipt on your account page.

10) Until TC logiQ reviews the screening report generated by this process, the applicant's "Screening Status" on TC logiQ's website will reflect "Pending". <u>A decision regarding membership eligibility will be emailed to you within 3-5 business days</u>. In a few situations, it may take up to 14 days to complete the process.

11) If you pass screening, the result will be updated to "Approved" on your account page on the TC logiQ website and be communicated electronically to the USA Swimming SWIMS database. The expiration date for your screening is reflected in the same manner as your coaches' safety certifications.

12) If the background screen returns incorrect criminal information, you have the opportunity to dispute that information. No action will be taken regarding membership eligibility until that information has been reviewed and verified. Please see Question #5 in the separate FAQ document to learn how to challenge disputed information.

13) If the background screen returns a finding of a potential membership disqualifier, there is a process for appeal to an established USA Swimming National Board of Review panel. Please see Question #6 in the FAQ document to learn how to appeal a negative membership decision.

Should you encounter any problems initiating a screen or navigating the TC logiQ website, please contact their Technical Support Desk by telephone at 877-825-6447 or by email at technicalsupport@tclogiq.com.

Please direct any questions that you might have about the new screening requirement to your LSC Registrar or Sport Development Consultant. You may also call the USA Swimming National Headquarters at 719-866-4578.

In order to maintain your 2007 USA Swimming coach membership in good standing, you are <u>required</u> to complete the new USA Swimming Background Screening process <u>on or before</u> the deadline assigned to your LSC. Please check the schedule published in the separate document titled "LSC Rollout Schedule" in order to find your LSC deadline.