

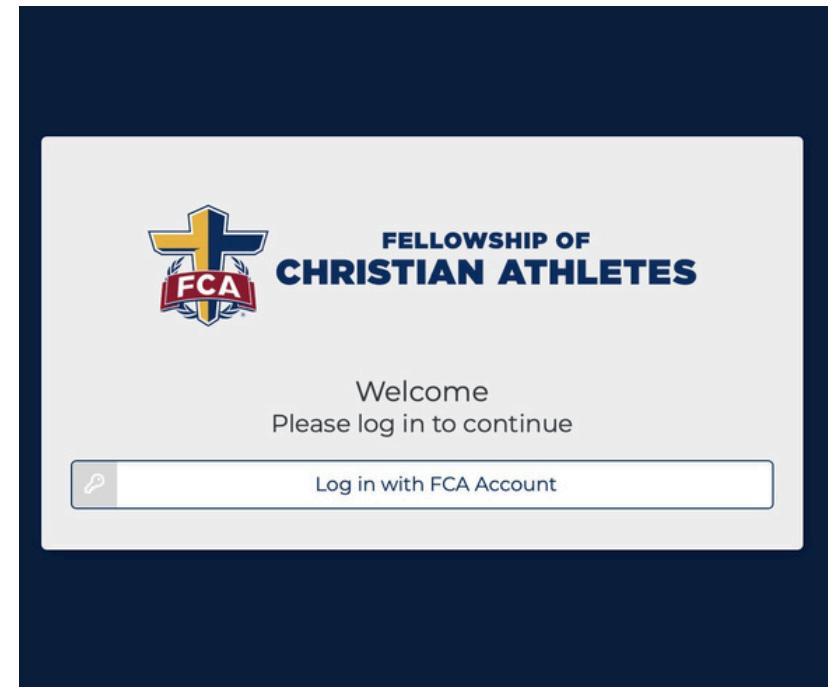
# VIP VOLUNTEER GUIDE

## Volunteer Impact Portal (VIP)

### STEP-BY-STEP GUIDE TO CREATE YOUR ACCOUNT IN THE NEW VIP

#### Step 1

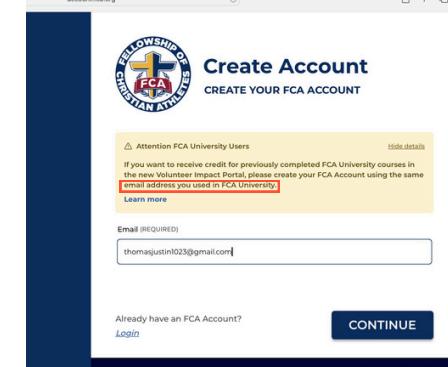
Go to VIP.FCA.ORG or click on the link your FCA staff provided you.



## Step 2

Create your account. If you have previously completed courses in FCAUniversity, use the email associated with those trainings.

- Ensure that the email you provide is one that you check regularly as correspondence will be going to the email provided.
- If you used an email address that no longer exists, or you no longer have access to, use your current email address and contact your local FCA Staff or FCA Support at 1-800-289-0909.



Attention FCA University Users  
If you want to receive credit for previously completed FCA University courses in the new Volunteer Impact Portal, please create your FCA Account using the same email address you used in FCA University.  
[Learn more](#)

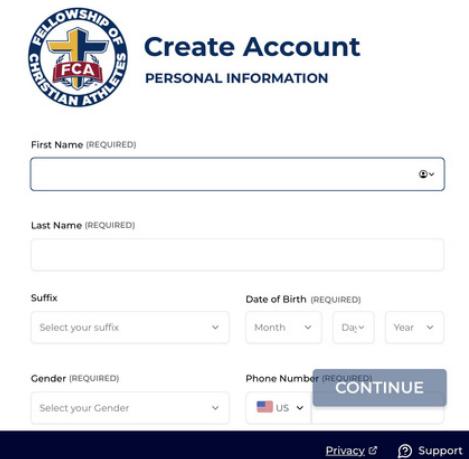
Email (REQUIRED)  
thomasjustin1023@gmail.com

Already have an FCA Account?  
[Login](#)

**CONTINUE**

## Step 3

Enter your personal information, such as name, date of birth, phone number, etc, then click “Continue”



First Name (REQUIRED)

Last Name (REQUIRED)

Suffix

Date of Birth (REQUIRED)

Gender (REQUIRED)

Phone Number (REQUIRED)

**CONTINUE**

Select your Gender

Month Day Year

Select your Suffix

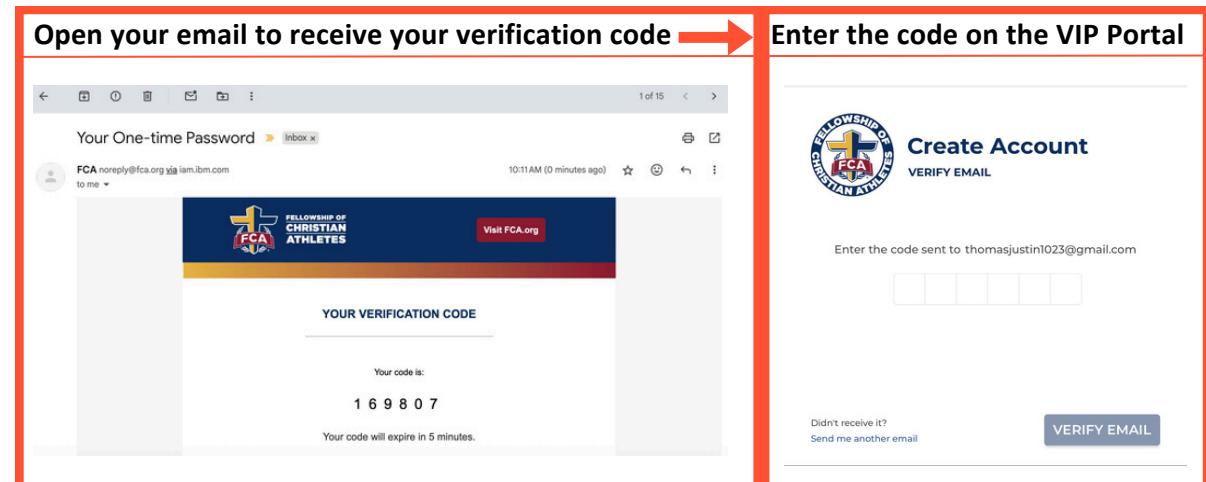
US

Privacy Support

## Step 4

Open your email inbox to locate your one-time password from [noreply@fca.org](mailto:noreply@fca.org) and use the code provided to verify your email in the VIP.

Click “Continue”



Open your email to receive your verification code → Enter the code on the VIP Portal

Your One-time Password

FCA noreply@fca.org via iam.ibm.com to me 10:11 AM (0 minutes ago)

Visit FCA.org

YOUR VERIFICATION CODE

Your code is:  
1 6 9 8 0 7

Your code will expire in 5 minutes.

Enter the code sent to thomasjustin1023@gmail.com

VERIFY EMAIL

Didn't receive it?  
Send me another email

## Step 5

Create your password



**Create Account**

CREATE YOUR PASSWORD

Password (REQUIRED)

• Minimum of 8 characters

Re-enter Your New Password (REQUIRED)

• Matches

**CONTINUE**



**Create Account**

SUCCESS



Your account is ready to go

**GO TO LOG IN**

6. Good job! You have successfully created your account in FCA's Volunteer Impact Portal (VIP)

**Return to the Volunteer Impact Portal to apply for a Camp Role.**

**Volunteer  
Impact Portal**



**vip.fca.org**

# VIP VOLUNTEER GUIDE

## Volunteer Impact Portal (VIP)

### THINGS YOU WILL NEED IN ORDER TO COMPLETE THE APPLICATION PROCESS

**The application process will take 45 - 60 minutes to complete in full. Please be sure to gather the following and block off time to complete the application.**

- Full Name and email addresses of four references
- Your insurance company name, phone number, policy number
- Name of any medication you are taking
- Name and phone number of emergency contact(s)

# VIP VOLUNTEER GUIDE

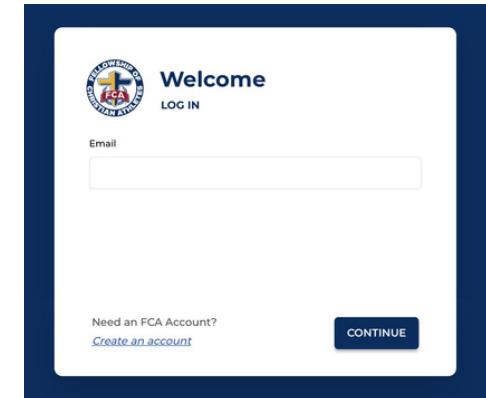
## Volunteer Impact Portal (VIP)

### STEP-BY-STEP GUIDE TO APPLY FOR A ROLE IN THE NEW VIP WITH A PROVIDED LINK

(if you did not receive a link, proceed to the next slide)

#### Step 1

Click on the link your FCA Staff provided you.



#### Step 2

Click the “Apply Now” button to begin your application.

Please continue to Step 3  
on page 8

PINE ISLAND High School - MN - Athlete - Multi-Sport - High School

Portal / Program / View

Huddle Details

7518, 223 1st Avenue Southeast, Pine Island, Minnesota, United States, 55963  
Mon, Sep 1, 2025 12:08 PM - Mon, Aug 31, 2026 6:59 AM

FCA Pine Island Campus Huddle - Minnesota

NCES ID: 272895001258

Event Director Email: ColeMorgan@fca.org

Event Director Email: ColeMorgan@fca.org

Event Region: Northland

Sport: Multi-Sport

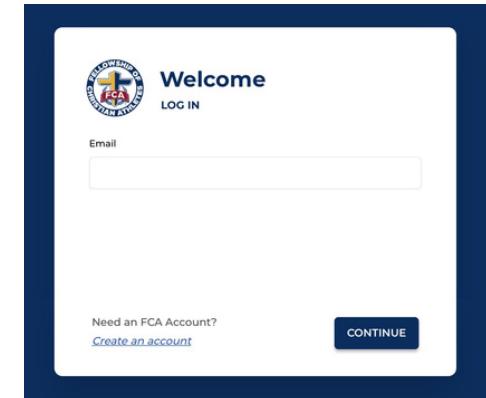
# VIP VOLUNTEER GUIDE

## Volunteer Impact Portal (VIP)

### STEP-BY-STEP GUIDE TO APPLY FOR A ROLE IN THE NEW VIP BY SEARCHING FOR YOUR CAMP

#### Step 1

Log in to your dashboard



#### Step 2

Click "Camps"

Then click on the down arrow in the "Name" box.

Enter the name or location of the camp you're searching for, then click "Search"

The screenshot shows the FCA VIP interface. On the left, a mobile dashboard has 'Camps' highlighted with a red circle. An arrow points from this circle to a dropdown menu on the desktop version. Another arrow points from the 'Search' button to the search input field. The desktop view shows a list of upcoming camps with details like location, date, and application status.

| Upcoming Camp   | Location                           | Date   | Status                          |
|---|------------------------------------|--|---------------------------------|
| 2026 Minnesota Motocross Camp - Deerwood - Minnesota - 26MNDE0608         | Deerwood, Minnesota, United States | Sun, Nov 30, 2025 11:59 PM (-06:00 CST) - Fri, Jun 12, 2026 6:58 PM (-05:00 CDT) | Applications are currently open |
| 2026 Oklahoma Motocross Camp - Chandler - Oklahoma - 26OKCH0615           | Chandler, Oklahoma, United States  | Sun, Nov 30, 2025 11:59 PM (-06:00 CST) - Fri, Jun 19, 2026 6:58 PM (-05:00 CDT) | Applications are currently open |
| Winter QB/WR Camp--Youth (3rd-8th Grade) - Neosho - Missouri - 26MONE1228 | Neosho, Missouri, United States    | Sat, Dec 27, 2025 8:00 AM (-06:00 CST) - Sat, Dec 27, 2025 11:45 AM (-06:00 CST) | Applications are currently open |

Updated

12/26/2025

APPLYING FOR A CAMP ROLE IN THE NEW VIP BY SEARCHING

# VIP VOLUNTEER GUIDE

## Volunteer Impact Portal (VIP)

### STEP-BY-STEP GUIDE TO APPLY FOR A ROLE IN THE NEW VIP BY SEARCHING FOR YOUR CAMP (continued)

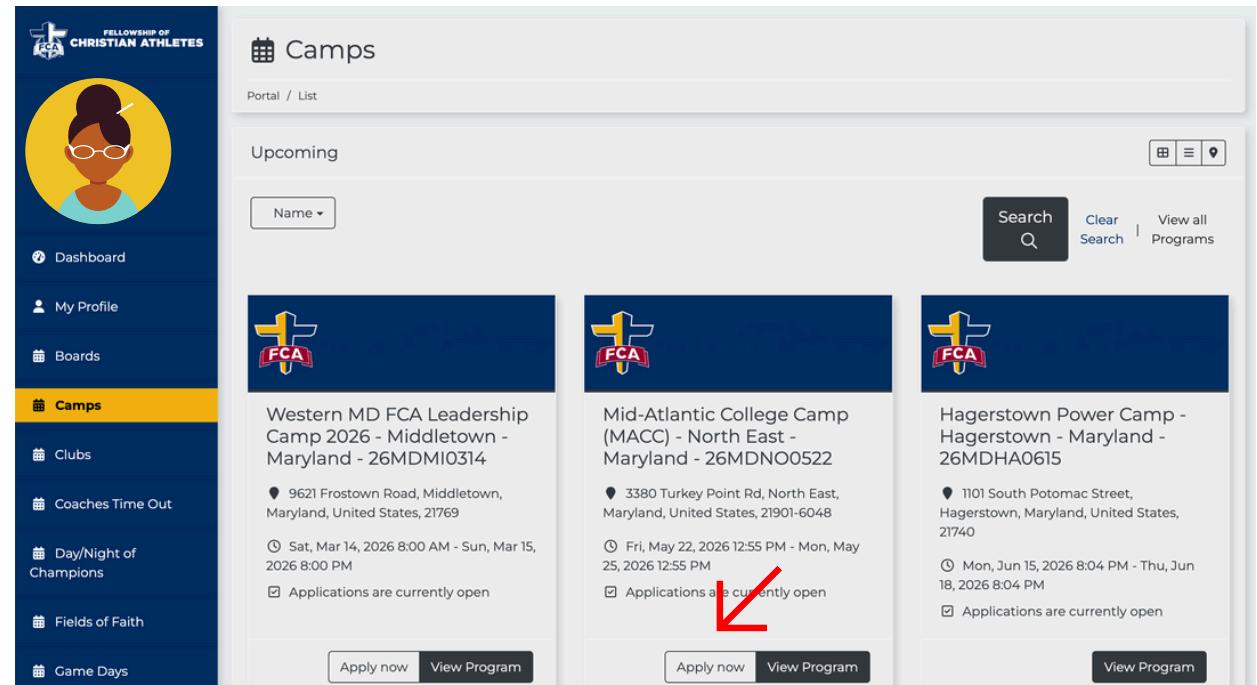
#### Step 2 (continued)

Log in to your dashboard

Locate the camp to which you would like to apply

Click "Apply Now"

Proceed to Step 3



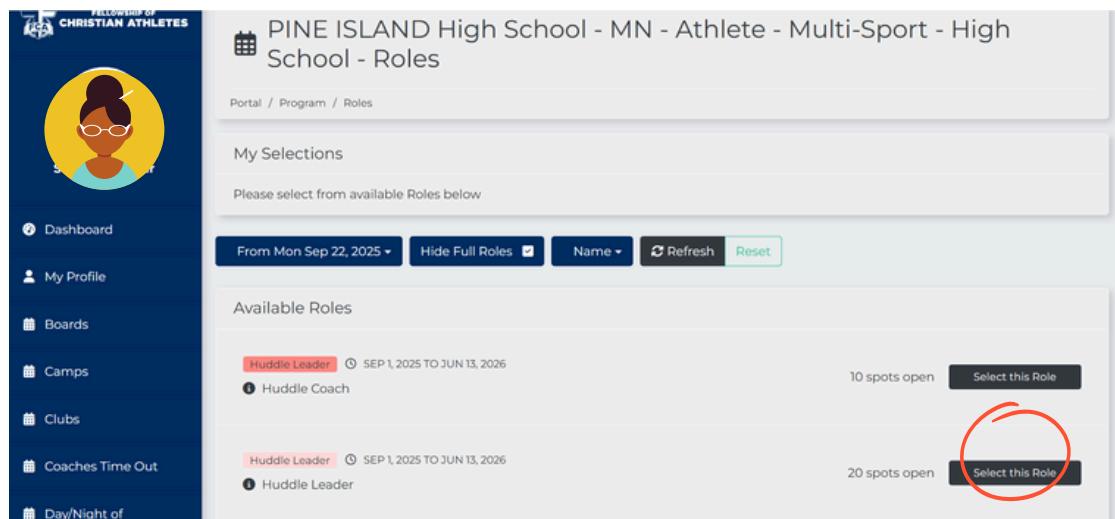
The screenshot shows the 'Camps' section of the VIP portal. It lists three upcoming camps:

- Western MD FCA Leadership Camp 2026** - Middletown - Maryland - 26MDMI0314  
9621 Frostown Road, Middletown, Maryland, United States, 21769  
Sat, Mar 14, 2026 8:00 AM - Sun, Mar 15, 2026 8:00 PM  
 Applications are currently open
- Mid-Atlantic College Camp (MACC) - North East** - Maryland - 26MDNO0522  
3380 Turkey Point Rd, North East, Maryland, United States, 21901-6048  
Fri, May 22, 2026 12:55 PM - Mon, May 25, 2026 12:55 PM  
 Applications are currently open
- Hagerstown Power Camp** - Hagerstown - Maryland - 26MDHA0615  
1101 South Potomac Street, Hagerstown, Maryland, United States, 21740  
Mon, Jun 15, 2026 8:04 PM - Thu, Jun 18, 2026 8:04 PM  
 Applications are currently open

At the bottom of each camp listing are 'Apply now' and 'View Program' buttons. A red arrow points to the 'Apply now' button for the Mid-Atlantic College Camp listing.

### Step 3

Review the roles listed and select the position for which you would like to apply



PINE ISLAND High School - MN - Athlete - Multi-Sport - High School - Roles

Portal / Program / Roles

My Selections

Please select from available Roles below

From Mon Sep 22, 2025 ▾ Hide Full Roles  Name

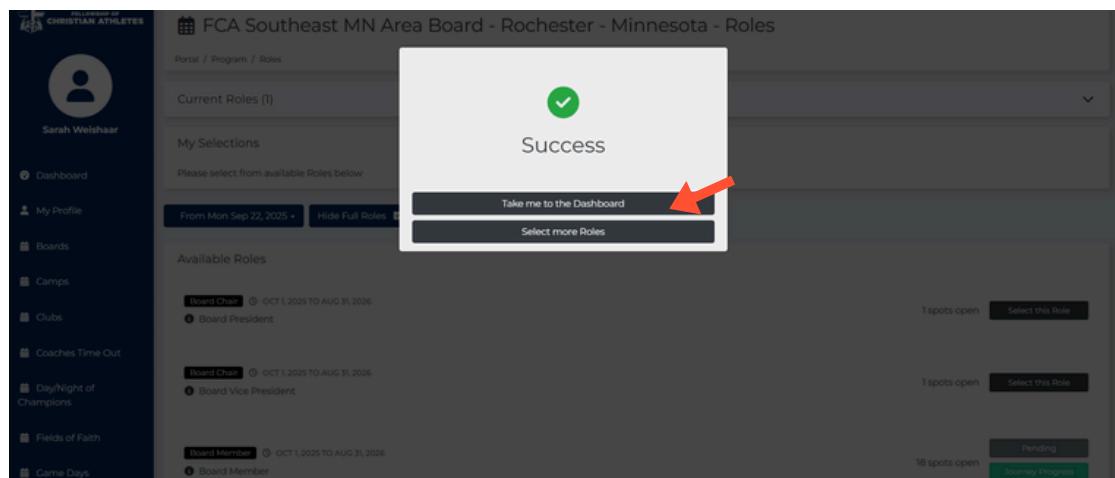
Available Roles

| Role          | Duration                    | Spots Open    | Action  |
|---------------|-----------------------------|---------------|---|
| Huddle Leader | SEP 1, 2025 TO JUN 13, 2026 | 10 spots open | <input type="button" value="Select this Role"/>                                 |
| Huddle Coach  | SEP 1, 2025 TO JUN 13, 2026 | 20 spots open | <input style="outline: 2px solid red;" type="button" value="Select this Role"/> |

### Step 4

Once you have selected the role you wish to apply for, a banner will pop up on your screen saying, "Success"

Click on the black box that says "Take me to the Dashboard"



FCA Southeast MN Area Board - Rochester - Minnesota - Roles

Portal / Program / Roles

Current Roles (1)

My Selections

Please select from available Roles below

From Mon Sep 22, 2025 ▾ Hide Full Roles  Name

Available Roles

| Role                 | Duration                    | Spots Open    | Action  |
|----------------------|-----------------------------|---------------|---|
| Board Chair          | OCT 1, 2025 TO AUG 31, 2026 | 1 spots open  | <input type="button" value="Select this Role"/>                                     |
| Board President      | OCT 1, 2025 TO AUG 31, 2026 | 1 spots open  | <input type="button" value="Select this Role"/>                                     |
| Board Vice President | OCT 1, 2025 TO AUG 31, 2026 | 1 spots open  | <input type="button" value="Select this Role"/>                                     |
| Board Member         | OCT 1, 2025 TO AUG 31, 2026 | 18 spots open | <input type="button" value="Pending"/> <input type="button" value="View Progress"/> |

Success

Take me to the Dashboard

Select more Roles

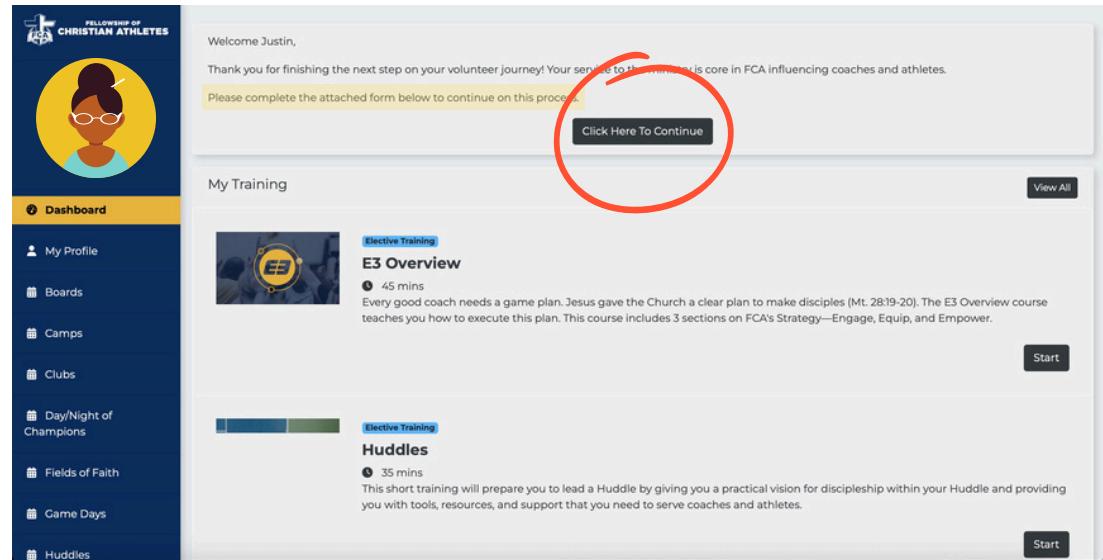
## Step 5

You are in now in your Dashboard.

On the left side, you will see

- Your “My Profile” tab
- Various FCA Programs
- FCA Trainings

At the top of the page, you will see a message indicating which step of the application process you are currently in. Click on the black box to continue your application.

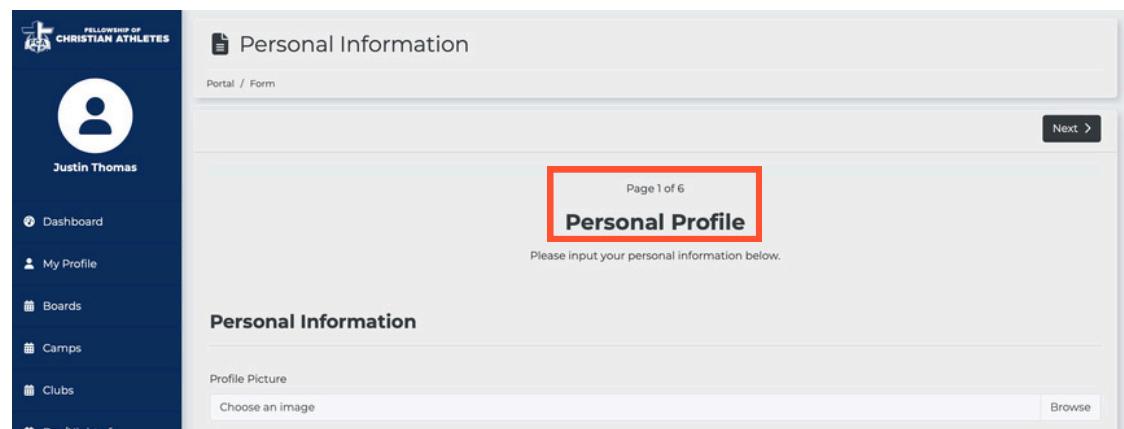


The screenshot shows the FCA Dashboard. On the left, a sidebar lists 'Dashboard', 'My Profile', 'Boards', 'Camps', 'Clubs', 'Day/Night of Champions', 'Fields of Faith', 'Game Days', and 'Huddles'. On the right, a message says 'Welcome Justin, Thank you for finishing the next step on your volunteer journey! Your service to the ministry is core in FCA influencing coaches and athletes. Please complete the attached form below to continue on this process.' A black button labeled 'Click Here To Continue' is highlighted with a red circle. Below the message, there are two training sections: 'E3 Overview' (45 mins) and 'Huddles' (35 mins), each with a 'Start' button.

## Step 6

You will find that some of the information you provided while creating your profile has been auto-populated. Fill in the required blank spots, indicated by a red asterisk symbol.

If you would like, upload a profile picture.



The screenshot shows the 'Personal Information' form. On the left, a sidebar shows 'Dashboard', 'My Profile' (highlighted with a red box), 'Boards', 'Camps', 'Clubs', and 'Day/Night of Champions'. The main area is titled 'Personal Information' and shows 'Portal / Form'. It includes a 'Personal Profile' section with the text 'Page 1 of 6' and 'Personal Profile'. Below it is a 'Personal Information' section with a 'Profile Picture' field containing the placeholder 'Choose an image' and a 'Browse' button. A 'Next >' button is in the top right.

If you're under 18, you'll need to provide your parent/guardian's info, and they'll receive an email to approve your participation as a student leader.

## Step 7

Select four individuals who know you well.

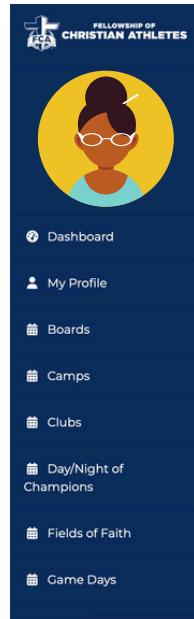
As you submit the names and email addresses of your references, please let them know that they will be receiving an email that requires action from [noreply@rosterfy.co](mailto:noreply@rosterfy.co).

The questions that are asked take under one minute to complete.

If your references do not reply within the given timeframe, you will need to call the Support Center at 1-800-898-0909 to have a new link sent to your references. Local FCA staff do not have the ability to make these adjustments within the systems, so communication with your references is key.

While those completing reference checks have a particular time period allotted to provide their responses, the sooner your references reply, the sooner your application can be advanced.

Your application will not advance without at least two of the 4 leaving positive references.



Personal Information

Portal / Form

Back Next >

Page 2 of 6

**References**

Please provide the information for all four **required** references below.

Please enter your reference information:

Reference Check1. [+ Add](#)

Reference Check2. [+ Add](#)

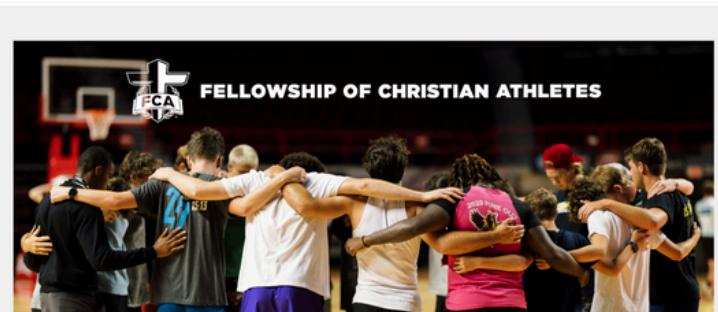
Reference Check3. [+ Add](#)

Reference Check4. [+ Add](#)

### Request Reference Check

FV FCA Volunteer <[noreply@rosterfy.co](mailto:noreply@rosterfy.co)>  
To:

Today at 8:30 PM



Hi,

has applied to serve as a volunteer with FCA and listed you as a reference. We'd greatly appreciate it if you could take just a few minutes to complete a short reference form on their behalf.

Your feedback plays an important role in helping us build a strong team of volunteers who are passionate about influencing coaches and athletes for Christ.

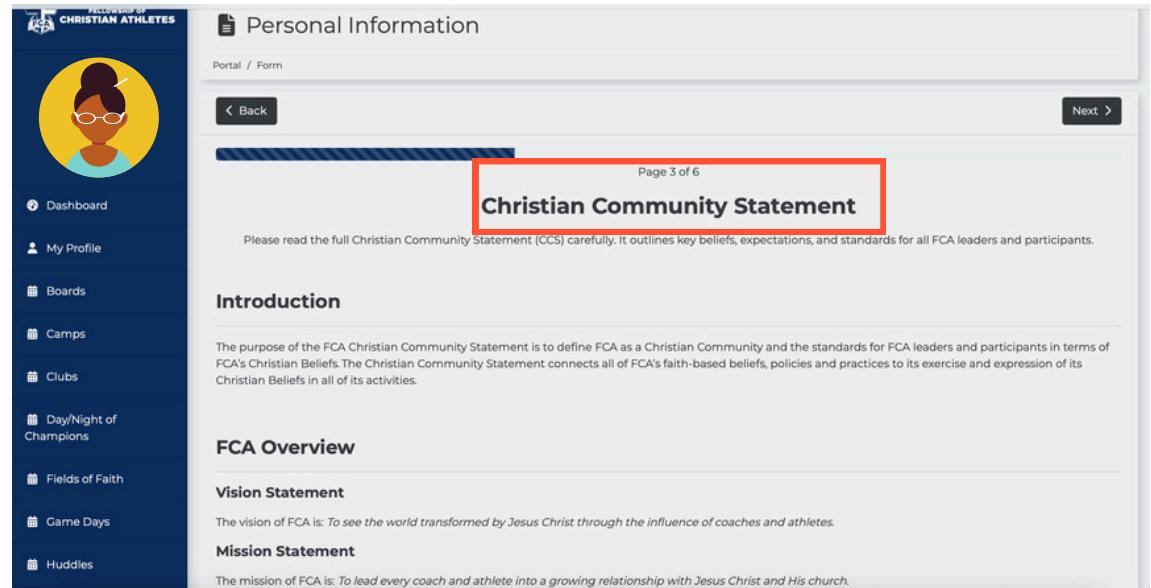
**Complete Reference Check**

Thank you so much for your time and support!

## Step 8

Please read through FCA's Christian Community Statement.

Follow the prompts provided and reach out to your local FCA staff if you have questions.



Personal Information

Christian Community Statement

Introduction

FCA Overview

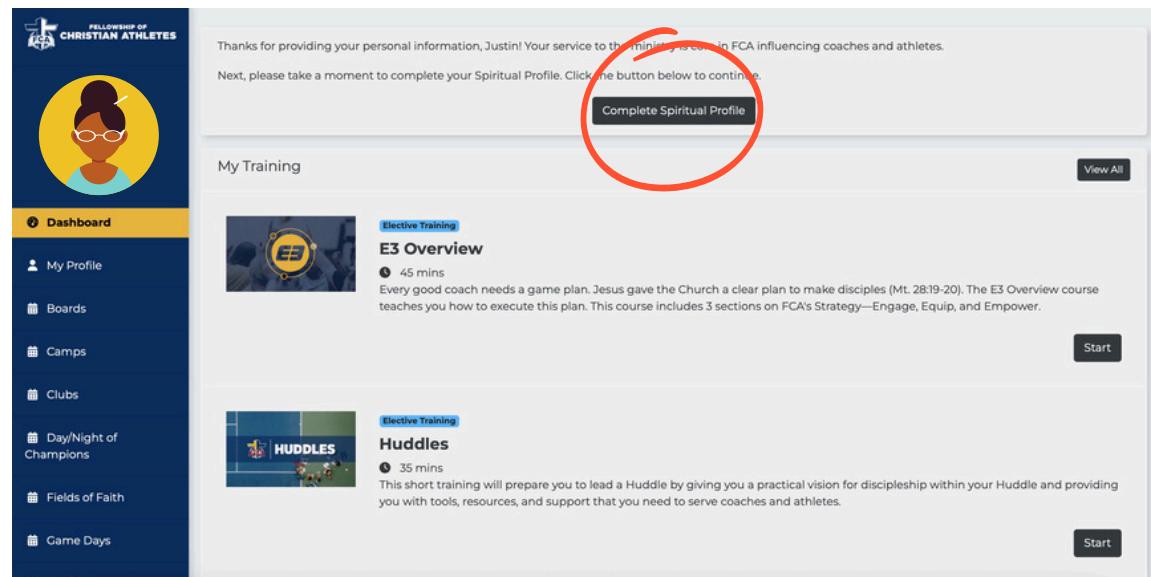
Vision Statement

Mission Statement

## Step 9

Following your review and responses from FCA's Christian Community Statement, you will be brought back to your dashboard.

On the top portion of the page, you will see a black box that says, "Complete Spiritual Profile." Click that button to continue.



Complete Spiritual Profile

My Training

E3 Overview

Huddles

## Step 10

Use the drop down and text box features to complete your Spiritual Profile.

Once complete, click the black box that says “Back to Dashboard” to continue your application.



### Spiritual Profile

Portal / Form

Do you consider yourself a follower of Jesus Christ? \*

Yes

When did you put faith in Jesus and how did you know you needed a Savior? \*



### Spiritual Profile

Portal / Form

Form Completed

[Back to Dashboard](#)

## Step 11

On the top portion of the page, you will see a black box that says, “Complete Adult Permission Waivers.” Click that button to continue.

You will review the following:

- Adult Permission Waiver
- Anti-Hazing/Bullying Waiver
- Youth Protection Waiver
- Image & Likeness Release Waiver

Thank you for registering, [User]. Your service to the ministry is core in FCA influencing coaches and athletes.

Next, we need you to complete a few required waivers. These forms help ensure a safe and supportive environment for all volunteers.

Please take a few minutes to review and sign the waivers below.

[Complete Adult Permission Waiver](#)

**My Training**

**E3 Overview**  
45 mins  
Every good coach needs a game plan. Jesus gave the Church a clear plan to make disciples (Mt. 28:19-20). The E3 Overview course teaches you how to execute this plan. This course includes 3 sections on FCA's Strategy—Engage, Equip, and Empower.

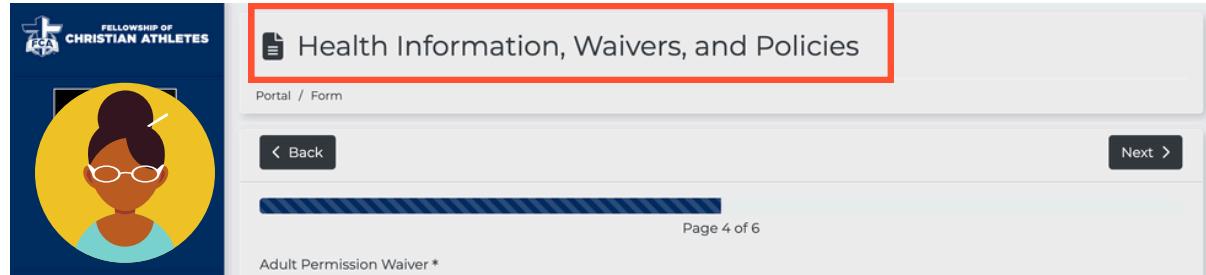
**Huddles**  
35 mins  
This short training will prepare you to lead a Huddle by giving you a practical vision for discipleship within your Huddle and providing you with tools, resources, and support that you need to serve coaches and athletes.

## Step 12

Complete the Health Information, Waivers, and Policies.

***Please note - providing your medical information is required for camp participation.***

Click the black box that says, "Next" to continue through each page.

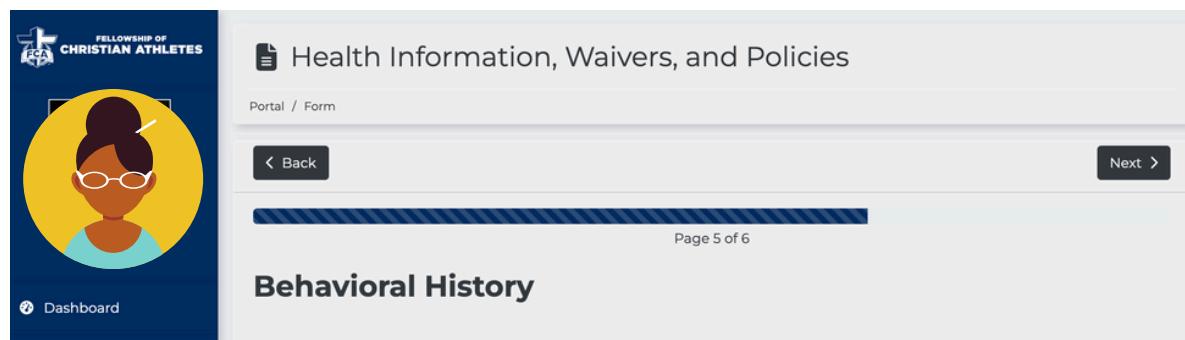


Health Information, Waivers, and Policies

Portal / Form

Back Next >

Adult Permission Waiver \*



Health Information, Waivers, and Policies

Portal / Form

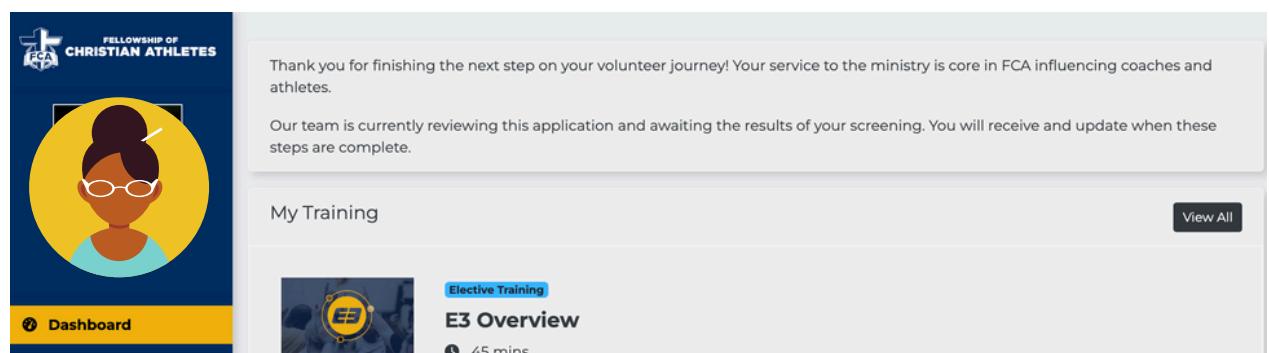
Back Next >

Page 5 of 6

Behavioral History

## Step 13

Your application will now be reviewed by staff, and background check instructions will follow once the review is complete.



Thank you for finishing the next step on your volunteer journey! Your service to the ministry is core in FCA influencing coaches and athletes.

Our team is currently reviewing this application and awaiting the results of your screening. You will receive an update when these steps are complete.

My Training

View All

Elective Training

**E3 Overview**

45 mins

## \*\*Steps 14 and 15 apply to applicants ages 18 and older\*\*

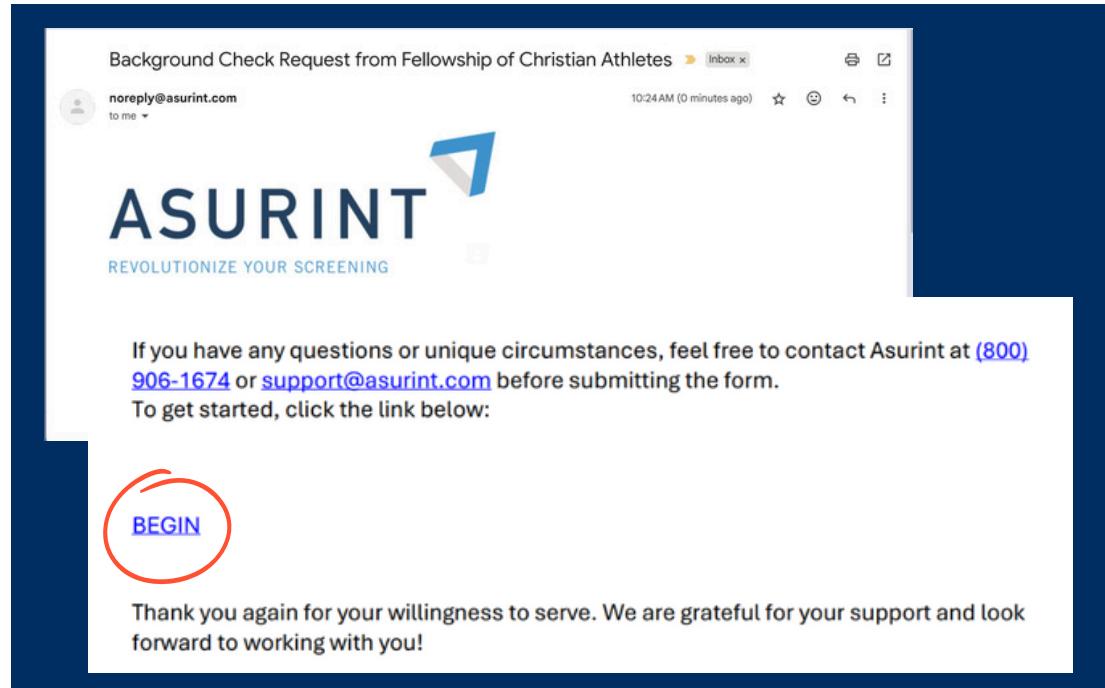
### Step 14

Once the staff has reviewed and approved your application, you will receive an email from [noreply@asurint.com](mailto:noreply@asurint.com)

If you don't see it, check your junk mail inbox.

ASURINT, is our background check provider. You will be given the option to pay for this yourself. Please select the option to have your background check paid for by FCA.

Scroll to the middle of the email and click, "Begin."



### Step 15

Once you select "Begin," you will be directed to Asurint's website.

Enter your birthday and last name, then click the button that says, "Continue."

Be sure to use your legal name.

Proceed through this process until the application is complete.

Fellowship of Christian Athletes  
Candidate Verification

DATE OF BIRTH  
mm/dd/yyyy

LAST NAME

CONTINUE

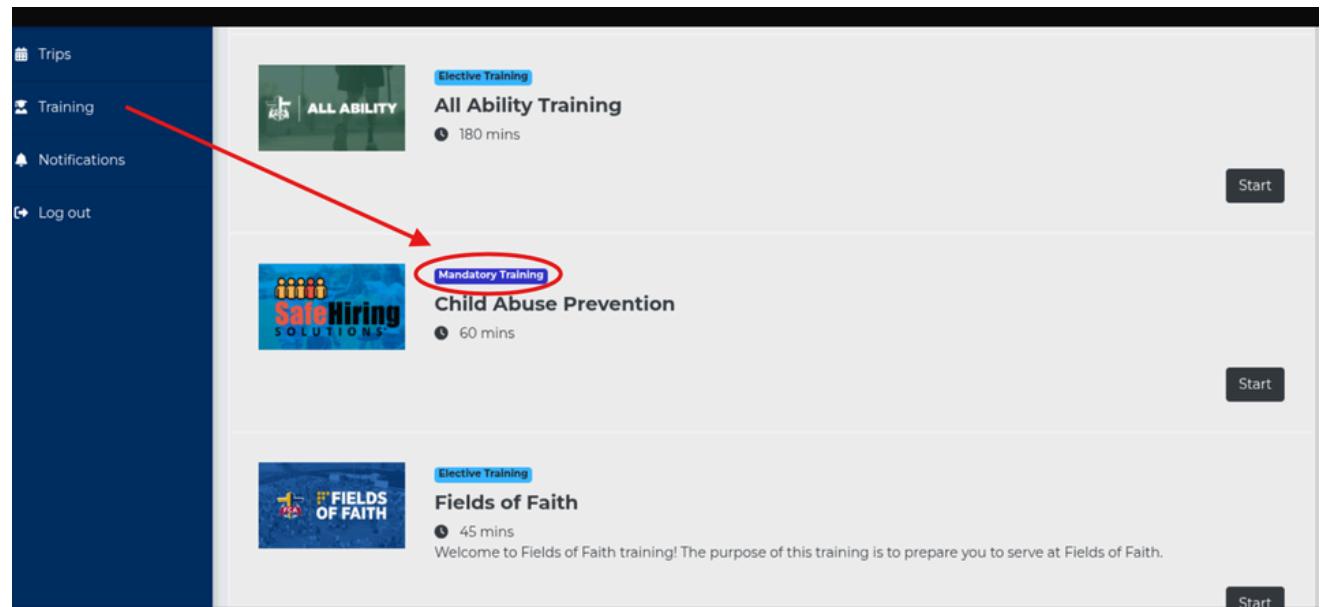
- Verification Challenge
- UETA
- Information
- Address History
- Authorization
- Request Copy
- Payment Option

## Step 16

As your application, reference check, and background check are being processed, it is time to start your online trainings.

**Everyone must complete the “1-hour Child Abuse Prevention” course in one sitting.**

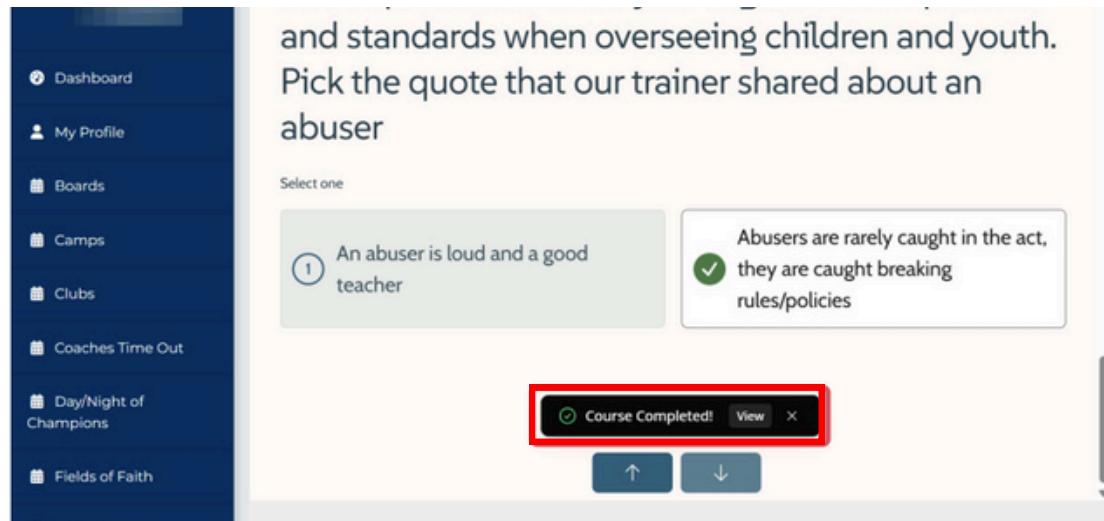
Depending on which role you applied for, you will find additional trainings. If a course is required, the phrase “Mandatory Training” will be above the course title.



*You are welcome to take any of the other Elective Training courses that FCA has to offer.*

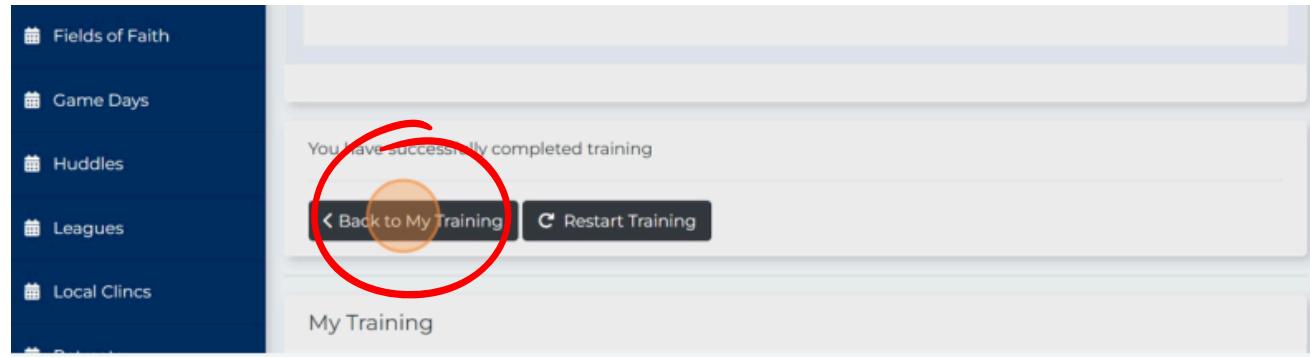
## Step 17

Upon completion, you will see the “Course Completed” notice.



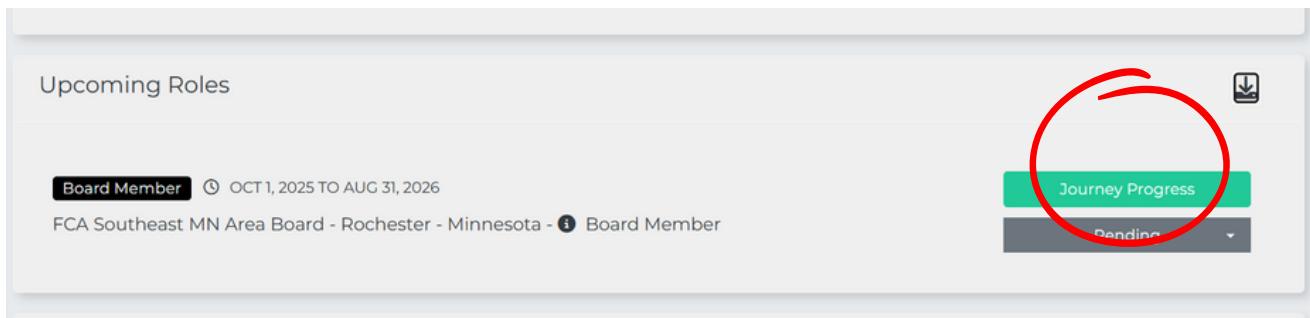
## Step 18

Click “Back to my Training” button at the bottom of your screen.

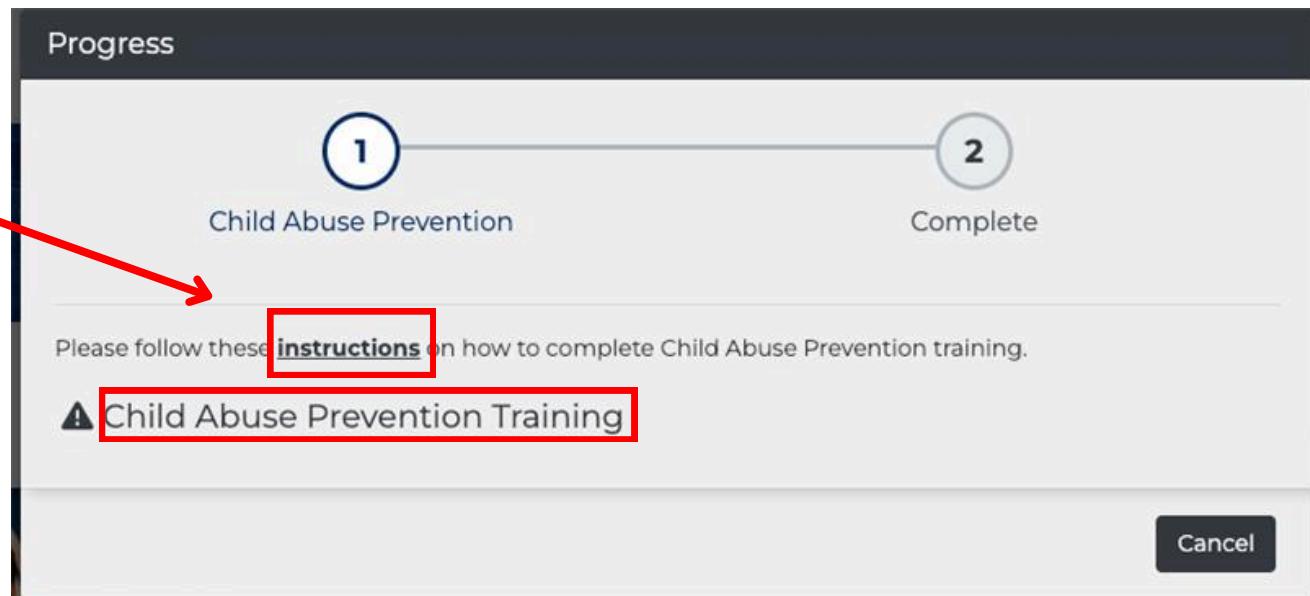


Scroll down until you see “Upcoming Roles”.

Click on the green “Journey Progress” button.



Click “instructions” or the “Child Abuse Prevention Training”



## Step 19

You will see a statement asking you to acknowledge your completion of the course.

Click the box and “Save”

Please ensure you have completed Child Abuse Prevention training. You can access the training or verify completion in your Dashboard. Mark this step as complete.

I have completed my Child Abuse Prevention training. \*

**Save**

---

## Step 20

Congratulations! You have successfully applied for a role in FCA's Volunteer Impact Portal (VIP)

**Volunteer  
Impact Portal**



**vip.fca.org**