

# VIP VOLUNTEER GUIDE

## Volunteer Impact Portal (VIP)

### WHY THIS CHANGE?

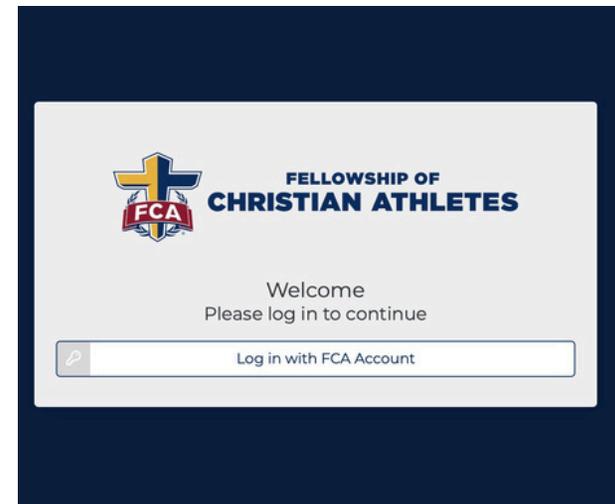
The VIP is a game-changer for ministry impact! Volunteers will receive clearer expectations, a robust onboarding process and structured training for better preparation and long-term involvement.

- Aligns with our “FCA for Life” goal for long-term engagement
- Strengthens safety and qualification standards
- Improves tracking for FCA staff and support for active volunteers
- Introduces a new category of non-ministry leading volunteers

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

#### Step 1

Go to [VIP.FCA.ORG](http://VIP.FCA.ORG) or click on the link your FCA staff provided you.

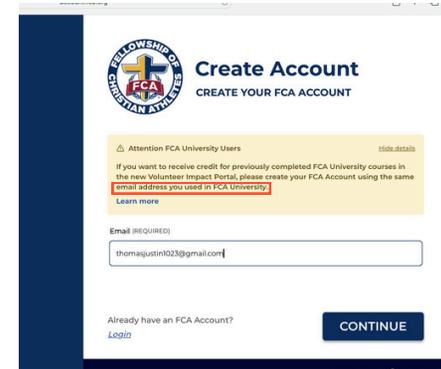


CREATING YOUR ACCOUNT IN THE NEW VIP

## Step 2

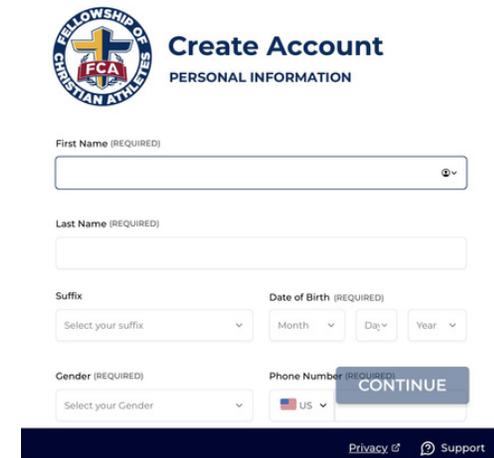
Create your account using the email address you have previously used to complete courses in FCAUniversity.

- 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.



## Step 3

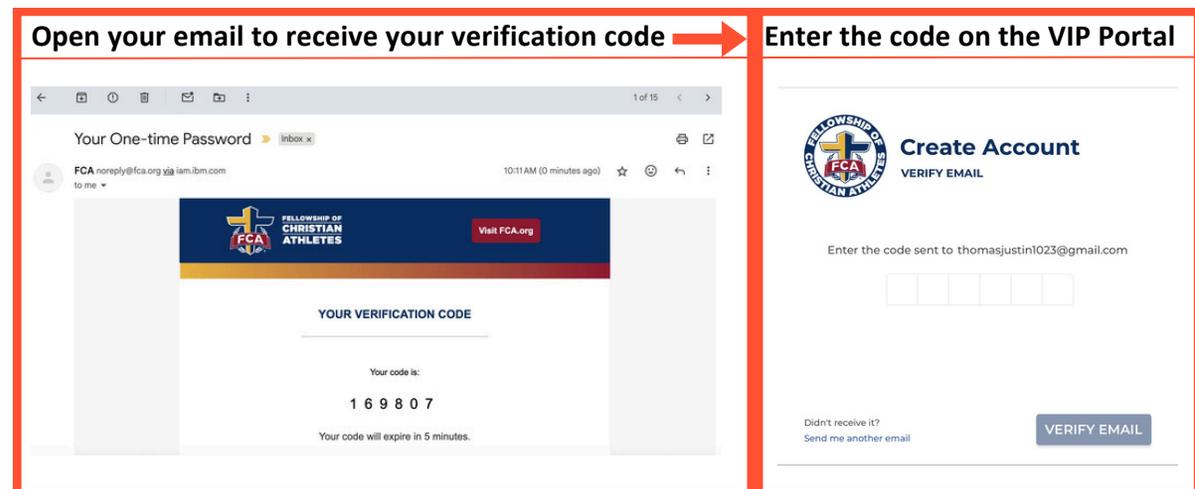
Enter your personal information, such as name, date of birth, phone number, etc, then click “Continue”



## Step 4

Open your email inbox to locate your one-time password from *noreply@fca.org* and use the code provided to verify your email in the VIP.

Click “Continue”



Step 5

Create your password



**CREATE ACCOUNT**  
CREATE YOUR PASSWORD

Password (REQUIRED)  
Minimum of 8 characters

Re-enter Your New Password (REQUIRED)  
Matches

CONTINUE

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



**CREATE ACCOUNT**  
SUCCESS

Your account is ready to go

GO TO LOG IN

**Volunteer  
Impact Portal**



**vip.fca.org**

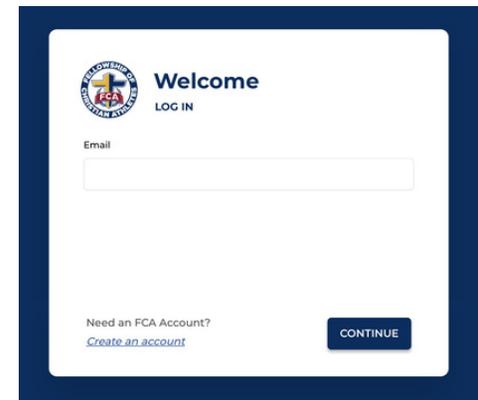
# VIP VOLUNTEER GUIDE

## Volunteer Impact Portal (VIP)

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

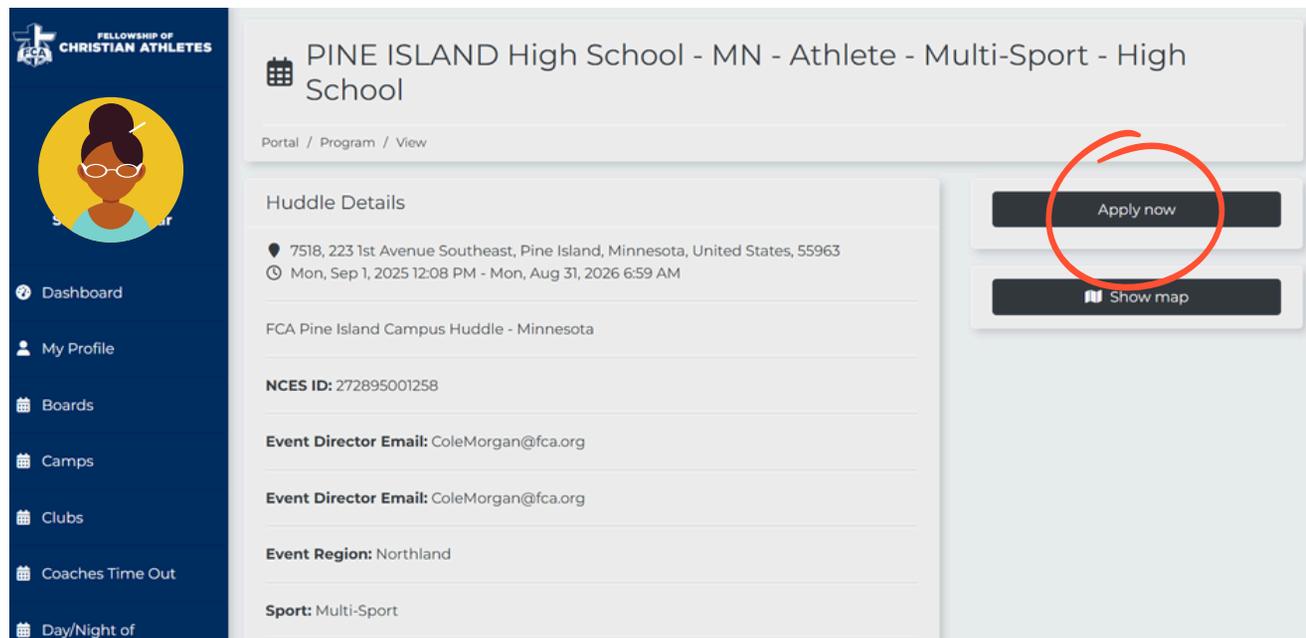
#### Step 1

Click on the link your FCA Staff provided you.



#### Step 2

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



### Step 3

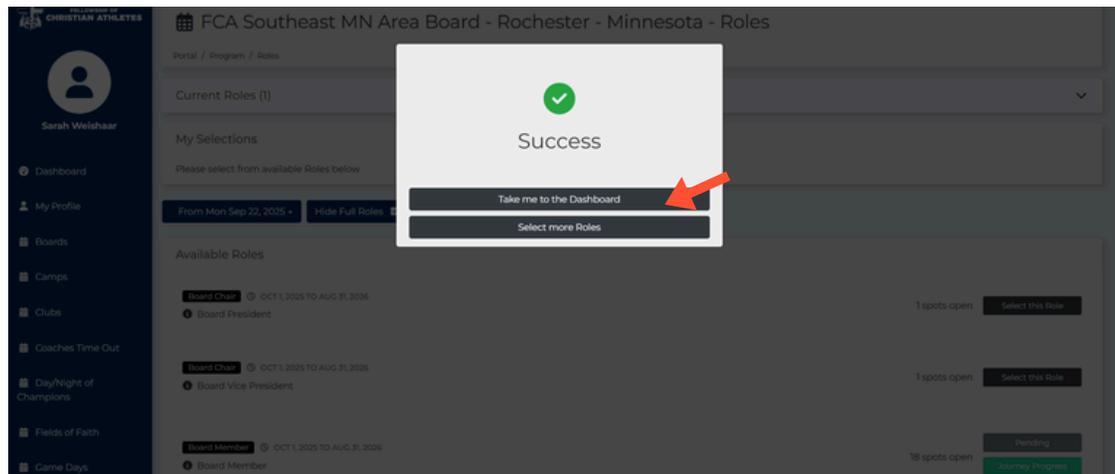
Review the roles listed and select the position you would like to apply for.



### 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"



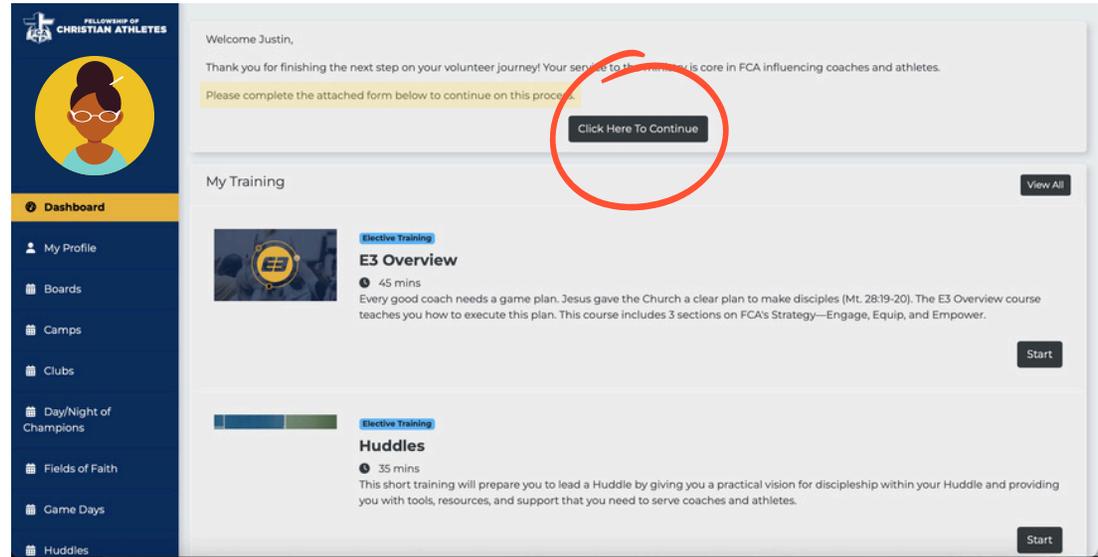
### Step 5

You are in now in your Dashboard.

On the left side, you will see

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

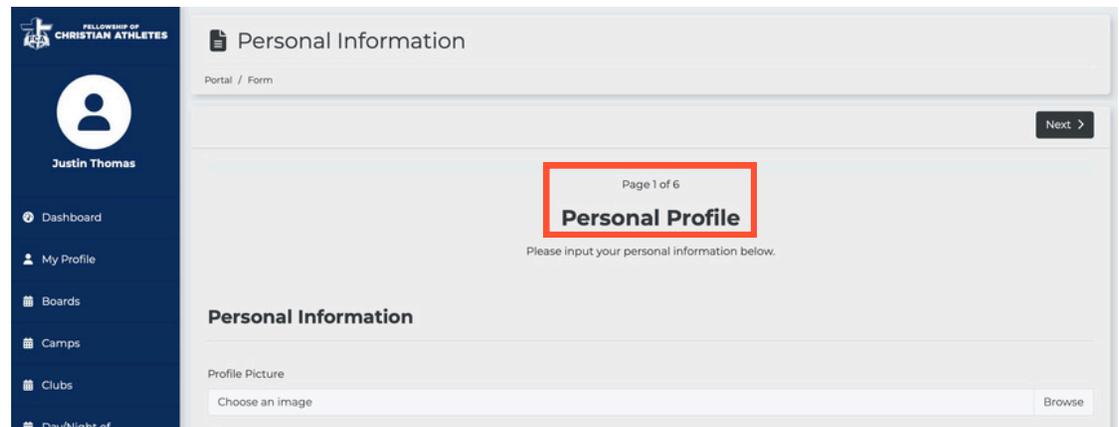
At the top of the page, you will see a message indicating which step of the application process you are currently in. Click on the black box to continue your application.



### 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.



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.

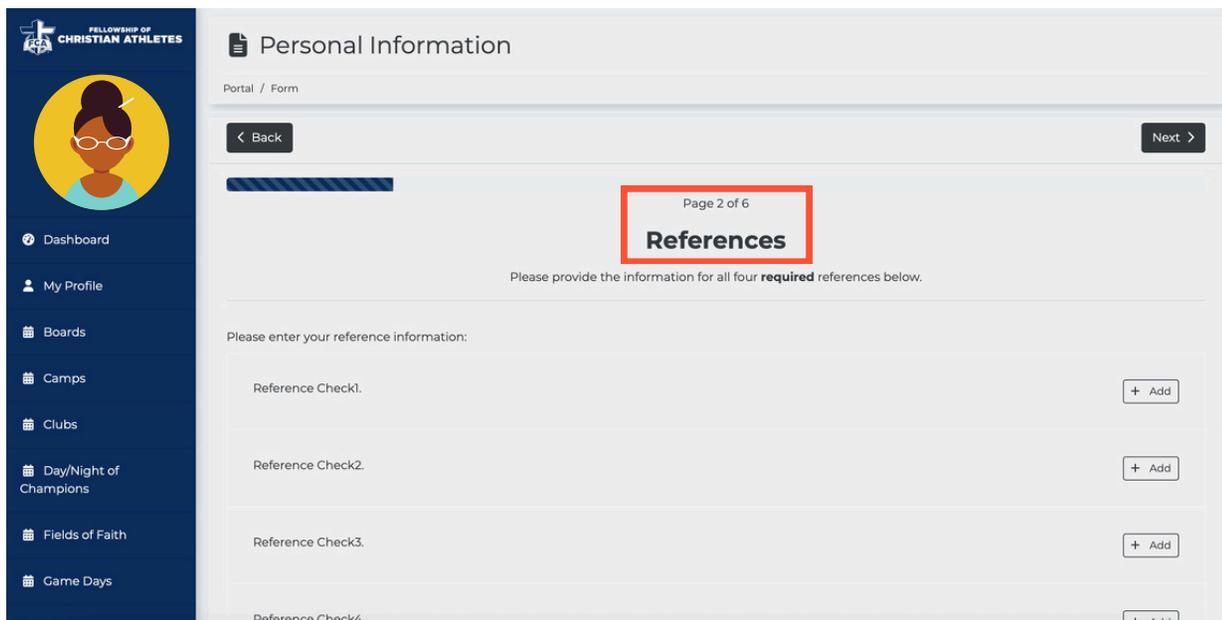
As you submit the names and email addresses of your references, please let them know that they will be receiving an email that requires action from [noreply@rosterfy.co](mailto:noreply@rosterfy.co).

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.

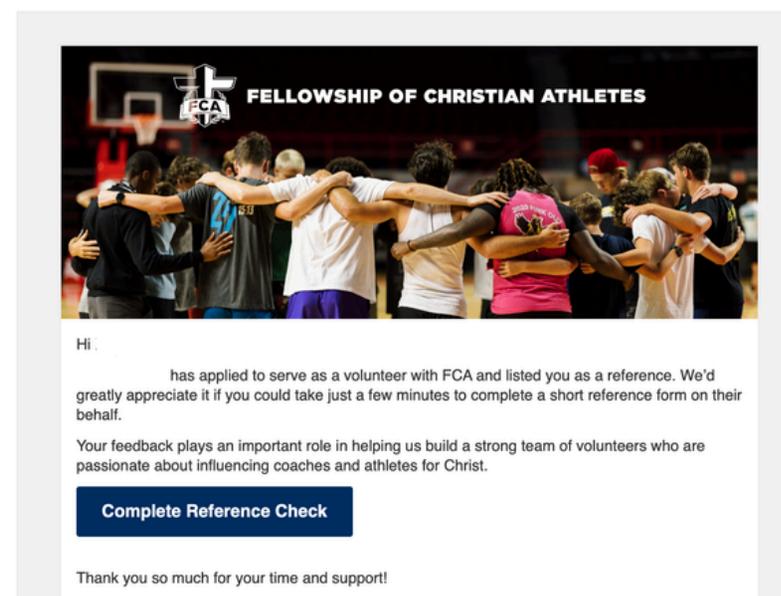


The screenshot shows the 'Personal Information' page in the FCA application portal. The page is titled 'Personal Information' and is on 'Page 2 of 6'. The 'References' section is highlighted with a red box. It contains a form with four reference check entries, each with an 'Add' button. The sidebar on the left shows navigation options: Dashboard, My Profile, Boards, Camps, Clubs, Day/Night of Champions, Fields of Faith, and Game Days.

Request Reference Check

FV FCA Volunteer <noreply@rosterfy.co> Today at 8:30 PM

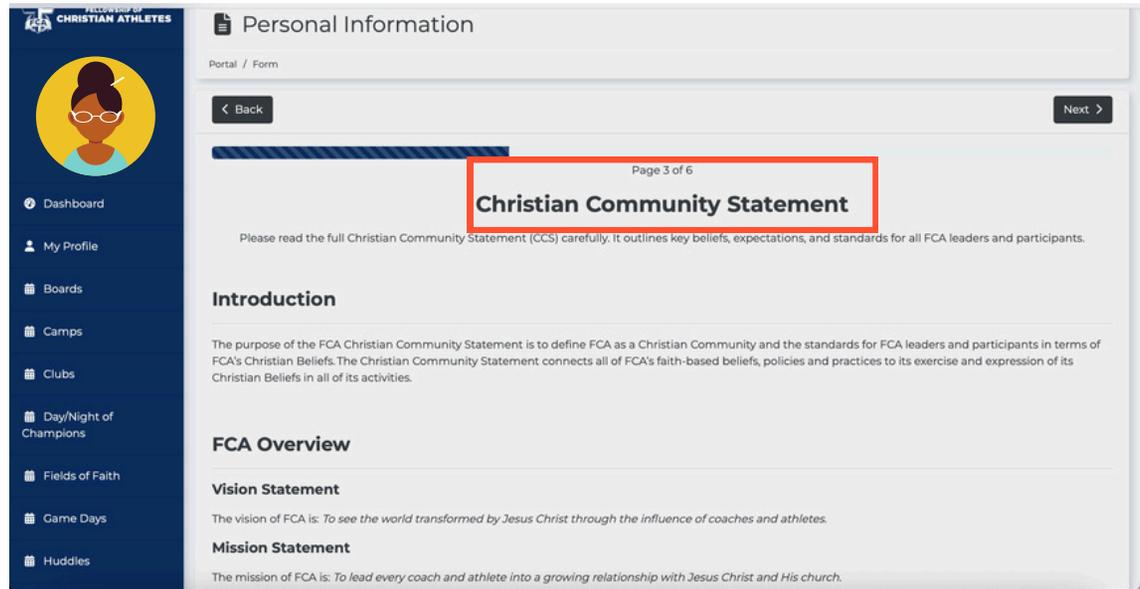
To:



## Step 8

Please read through FCA's Christian Community Statement.

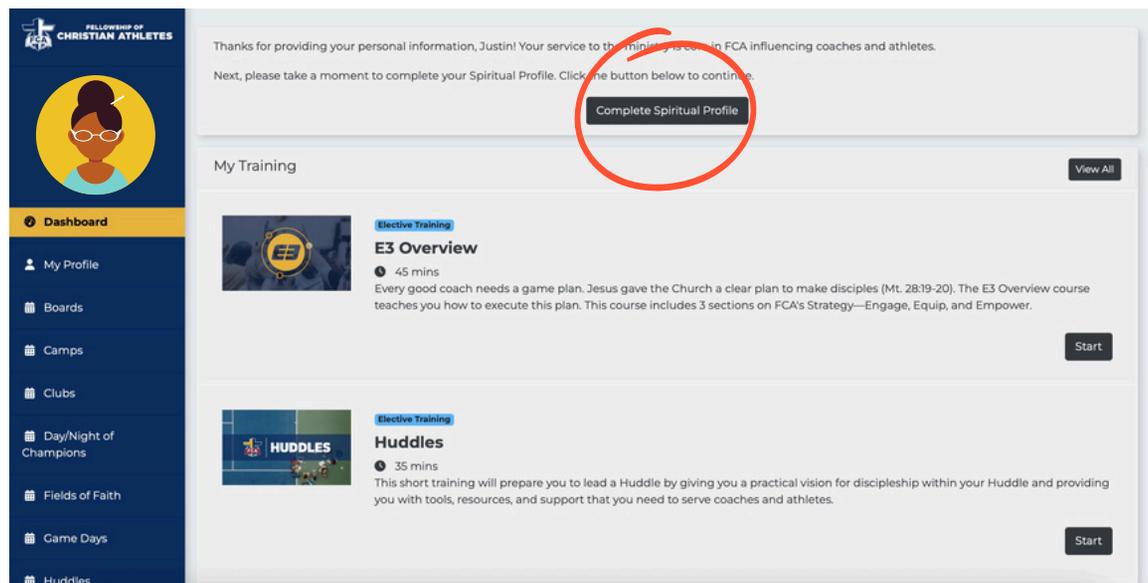
Follow the prompts provided and reach out to your local FCA staff if you have questions.



## Step 9

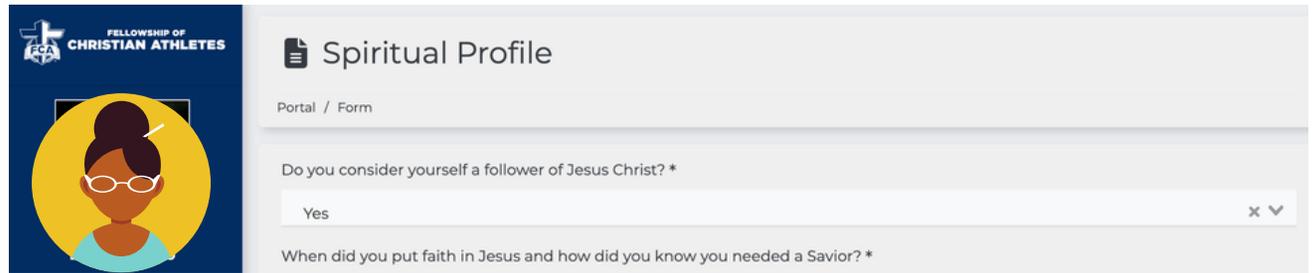
Following your review and responses from FCA's Christian Community Statement, you will be brought back to your dashboard.

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



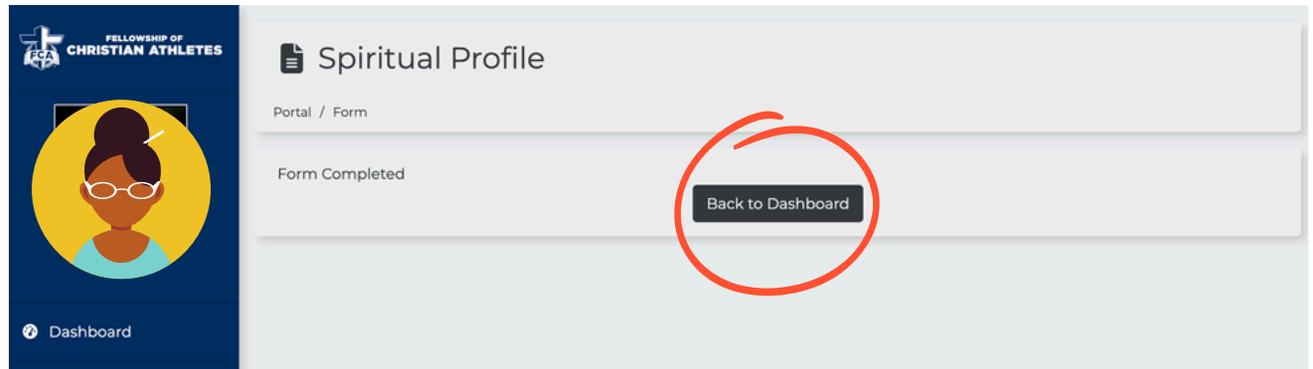
## Step 10

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



The screenshot shows the 'Spiritual Profile' form. On the left is a dark blue sidebar with the FCA logo and a user profile picture. The main content area has a header 'Spiritual Profile' and a breadcrumb 'Portal / Form'. Below this is a question: 'Do you consider yourself a follower of Jesus Christ? \*'. A dropdown menu is open, showing 'Yes' as the selected option. Below that is another question: 'When did you put faith in Jesus and how did you know you needed a Savior? \*'.

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



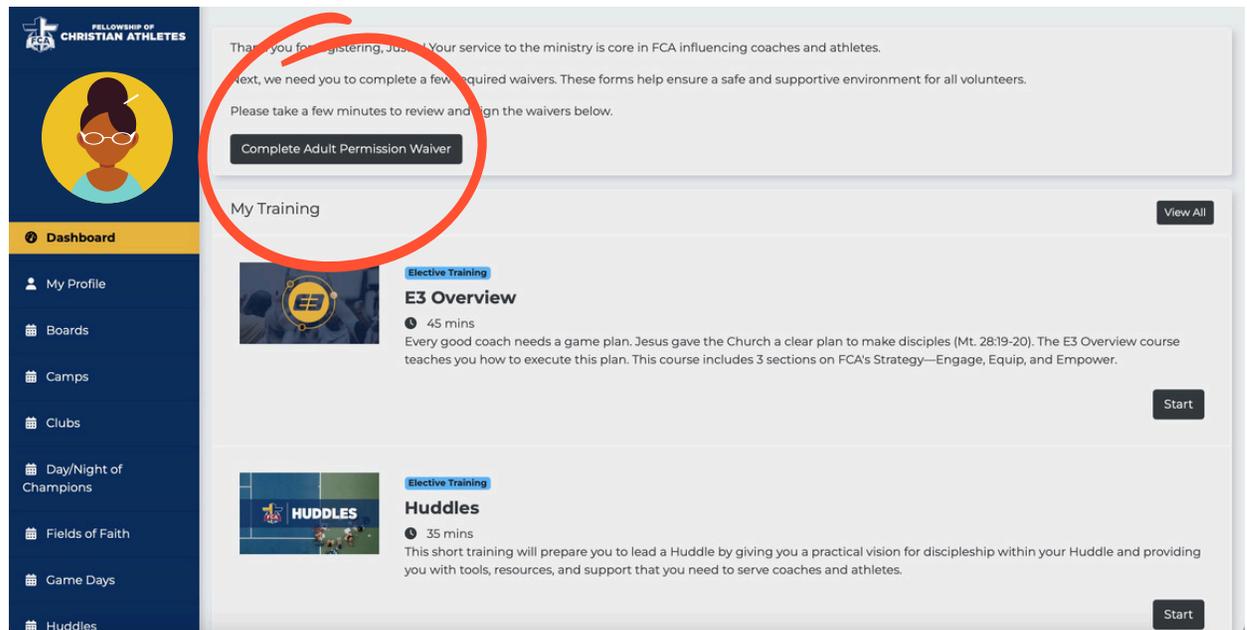
The screenshot shows the 'Spiritual Profile' form completion screen. The header 'Spiritual Profile' and breadcrumb 'Portal / Form' are present. Below this, it says 'Form Completed'. A black button with white text 'Back to Dashboard' is circled in red. At the bottom left of the sidebar, there is a 'Dashboard' link with a question mark icon.

## 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



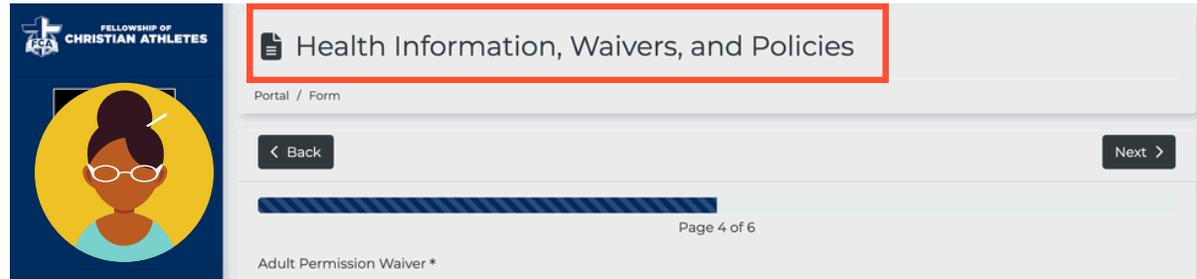
The screenshot shows the dashboard. On the left is a dark blue sidebar with the FCA logo and a user profile picture. The main content area has a header with a message: 'Thank you for registering, just as your service to the ministry is core in FCA influencing coaches and athletes. Next, we need you to 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.' Below this message is a black button with white text 'Complete Adult Permission Waiver' circled in red. Below the message is a 'My Training' section with a 'View All' button. There are two training cards: 'E3 Overview' (45 mins) and 'Huddles' (35 mins), both with 'Start' buttons.

### Step 12

Complete the Health Information, Waivers, and Policies.

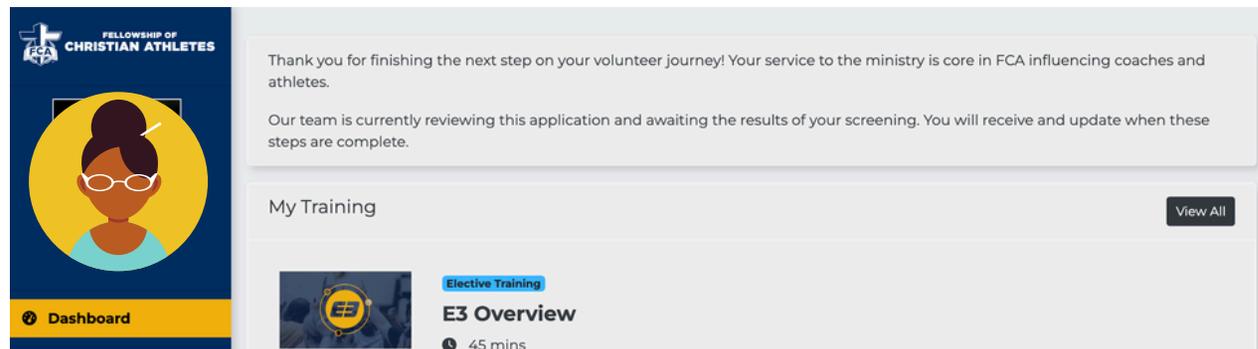
**Please note;** providing your medical information is optional.

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



### Step 13

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



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

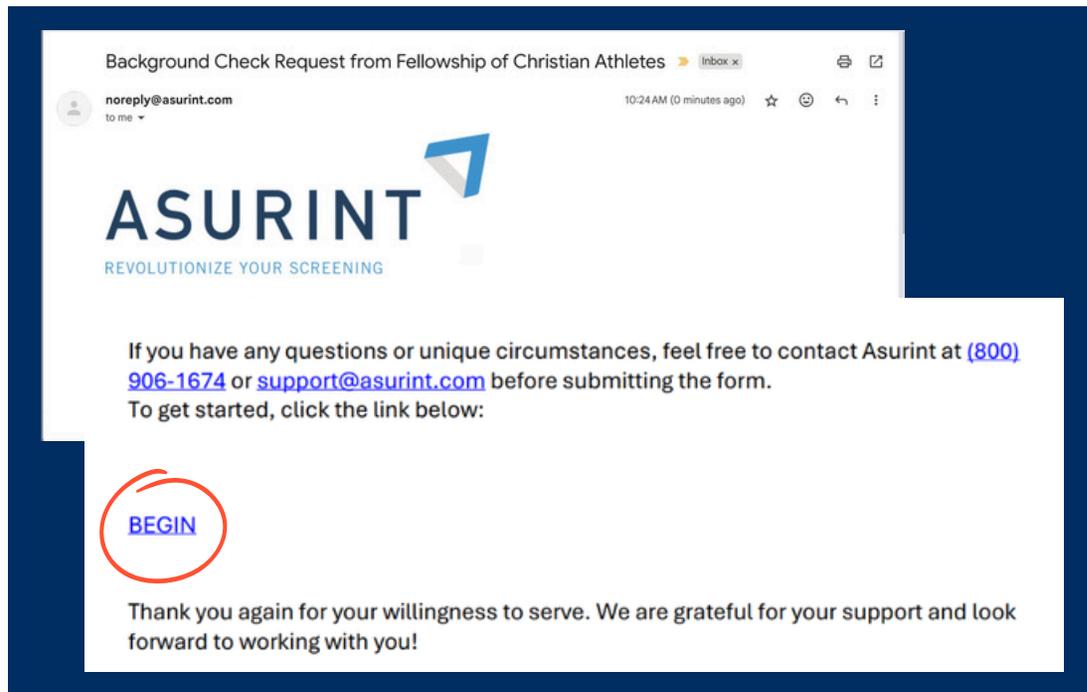
Step 14

Once the staff has reviewed and approved your application, you will receive an email from noreply@asurint.com

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."



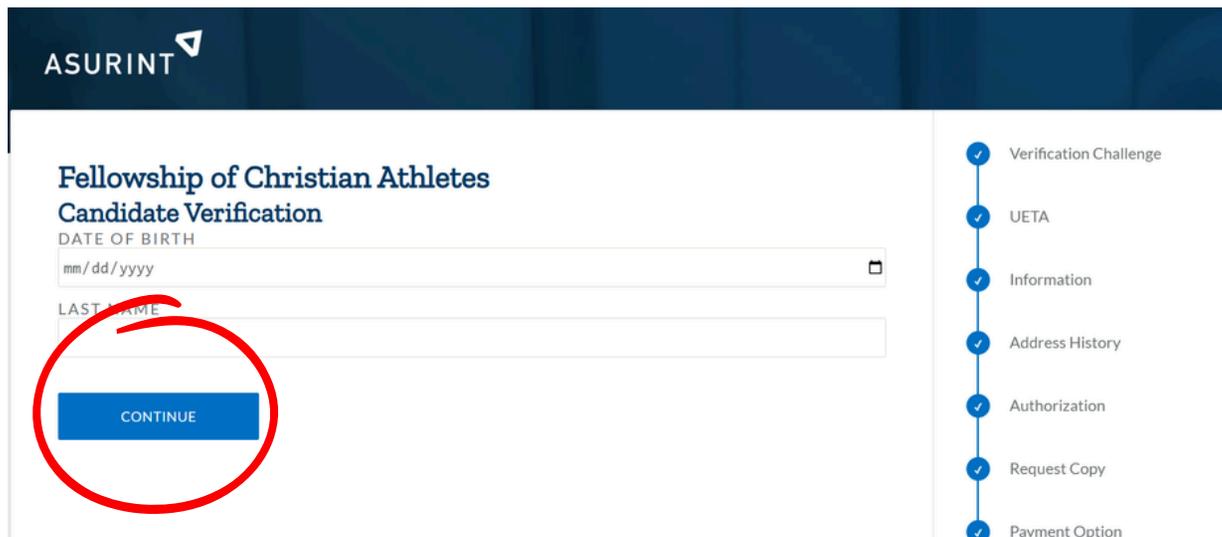
Step 15

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.

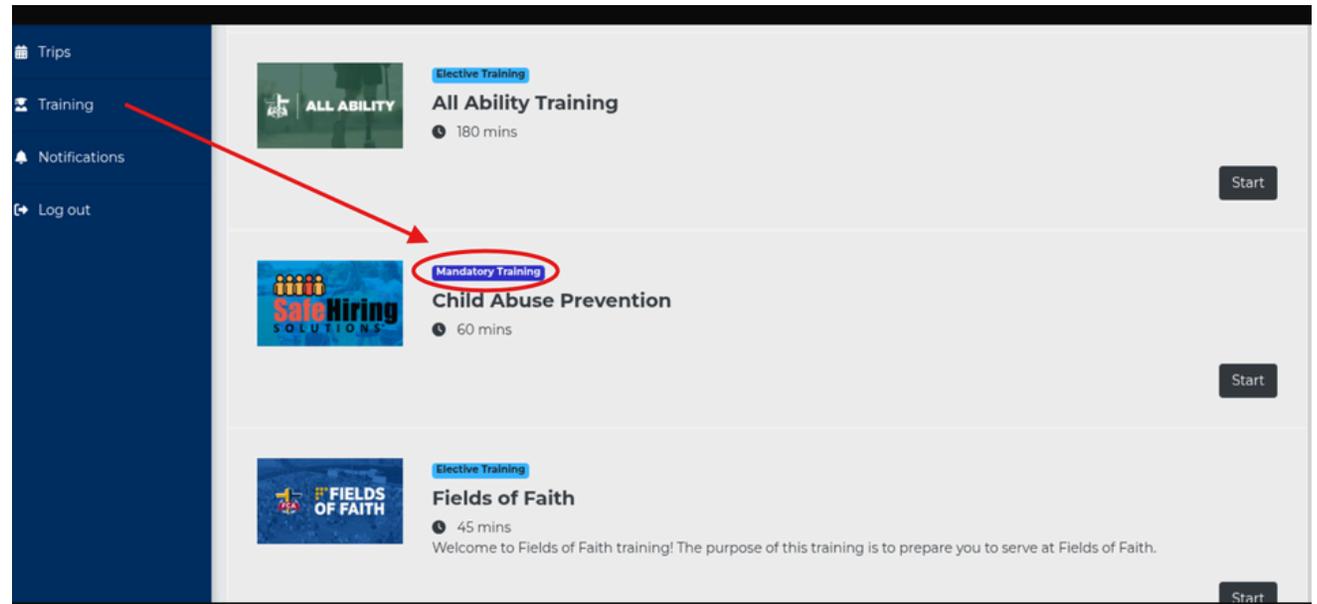


## Step 16

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

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

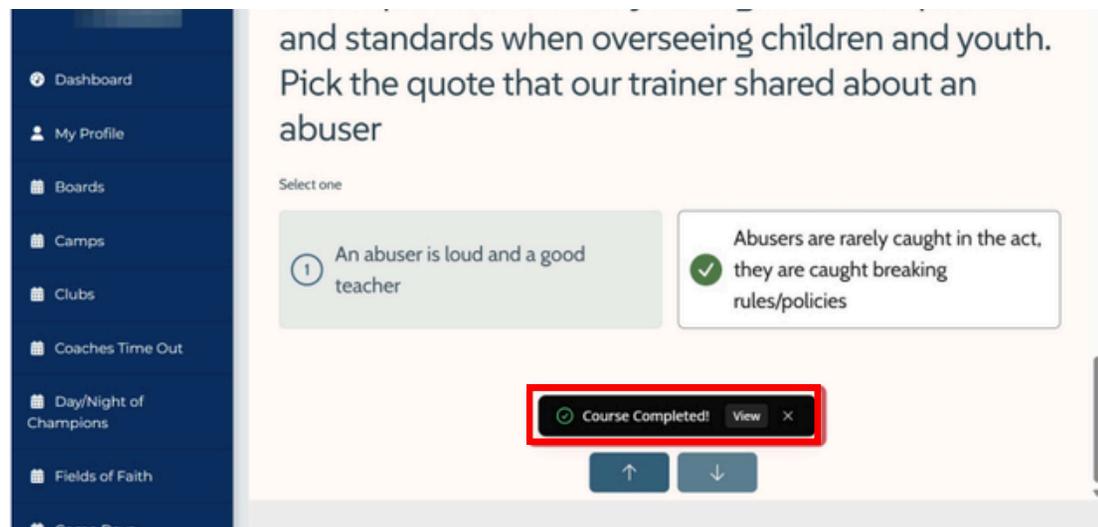
Depending on which role you applied for, you will find additional trainings. If a course is required, the phrase “Mandatory Training” will be above the course title.



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

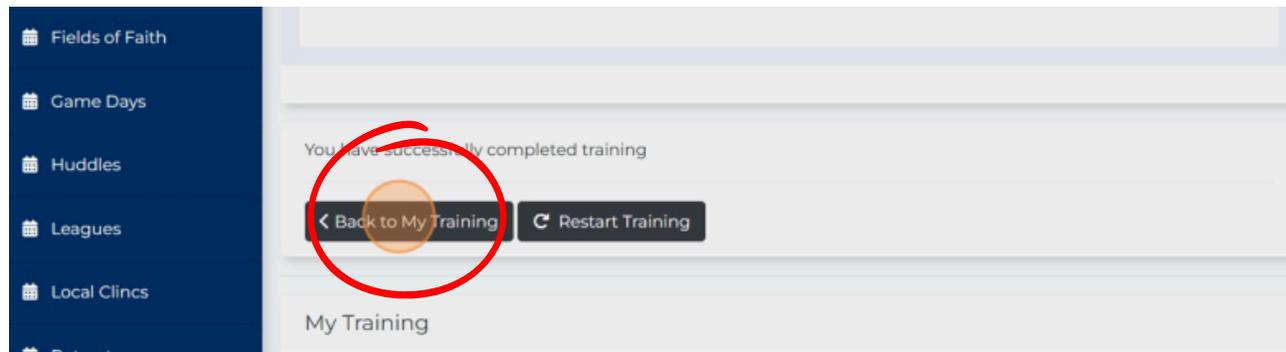
## Step 17

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



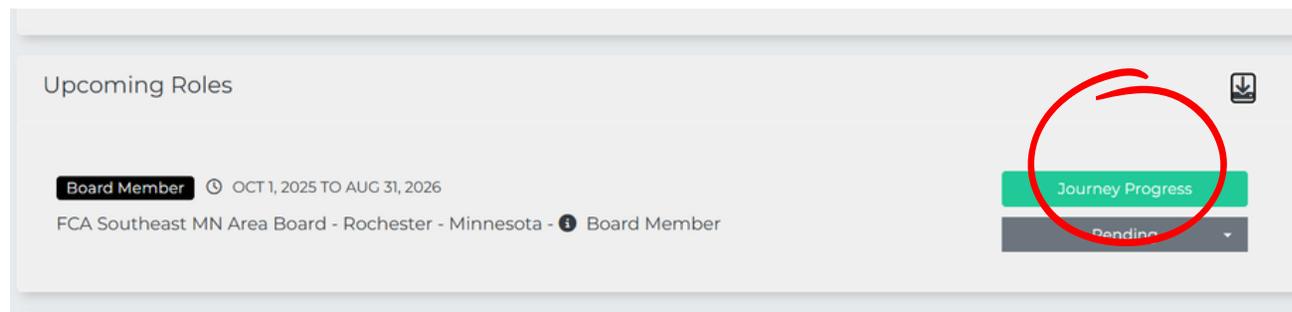
Step 18

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

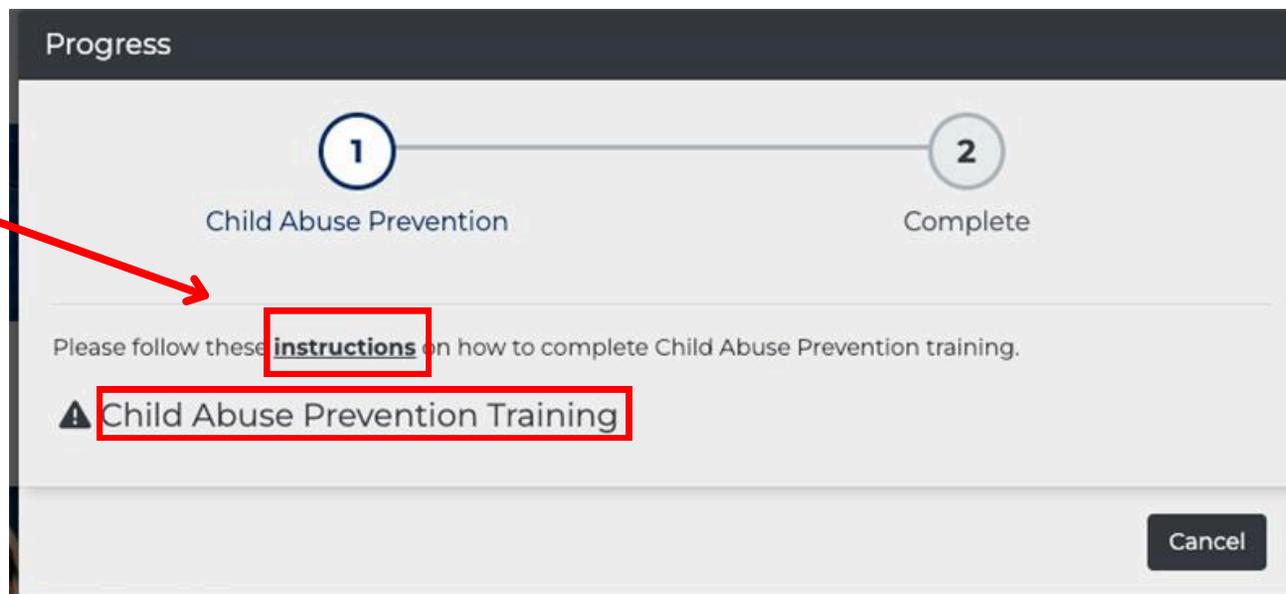


Scroll down until you see “Upcoming Roles”.

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.

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

Click the box and "Save"

(Note: The last screen says course completed in a tiny pop-up box with an X to close. You have to click the "X" to close the window for it to register as complete.)

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## Step 20

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

**Volunteer  
Impact Portal**



**[vip.fca.org](http://vip.fca.org)**