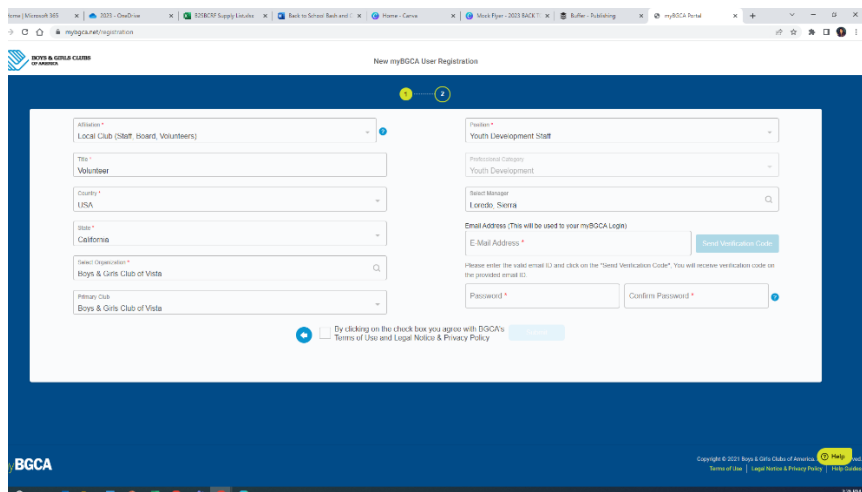
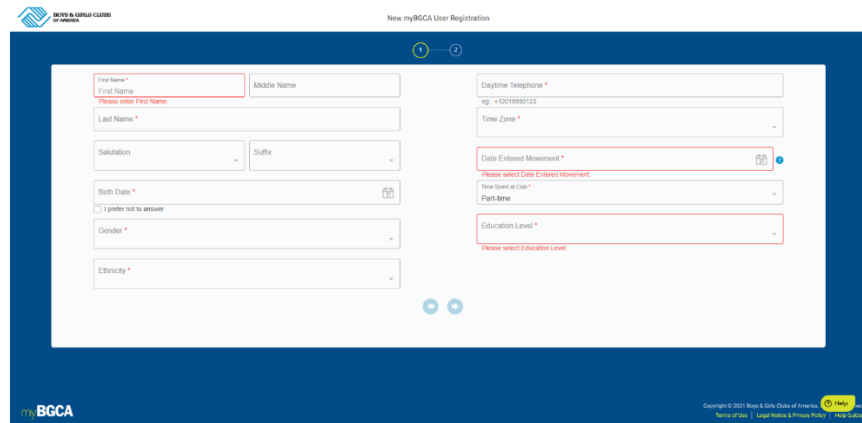
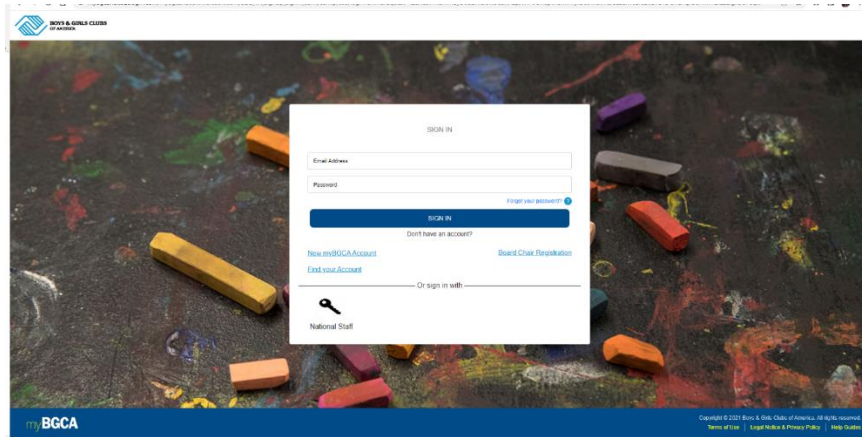




BOYS & GIRLS CLUB OF VISTA

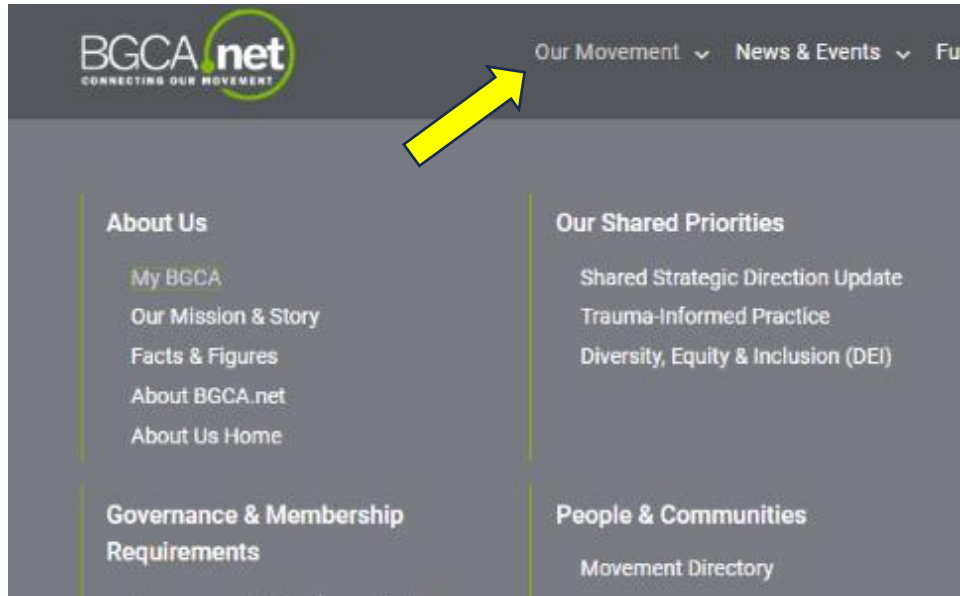
How-to Guide for Volunteer Training

1. Head to www.bgca.net
2. Follow the below screenshots to help you Create a New Account

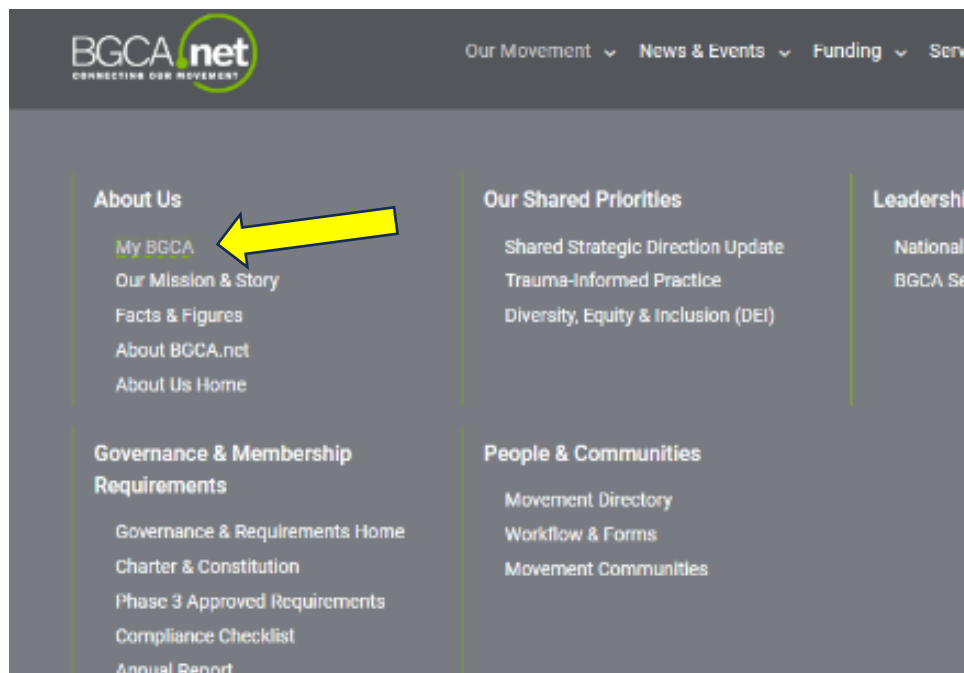


3. Wait for account approval, I get an email when you create a new account and will approve it within 24 hours.
4. Once your account is approved, login to bgca.net account and follow the below steps.
5. Here's how to get to Spillett Leadership University once you've logged into your BGCA.net account.

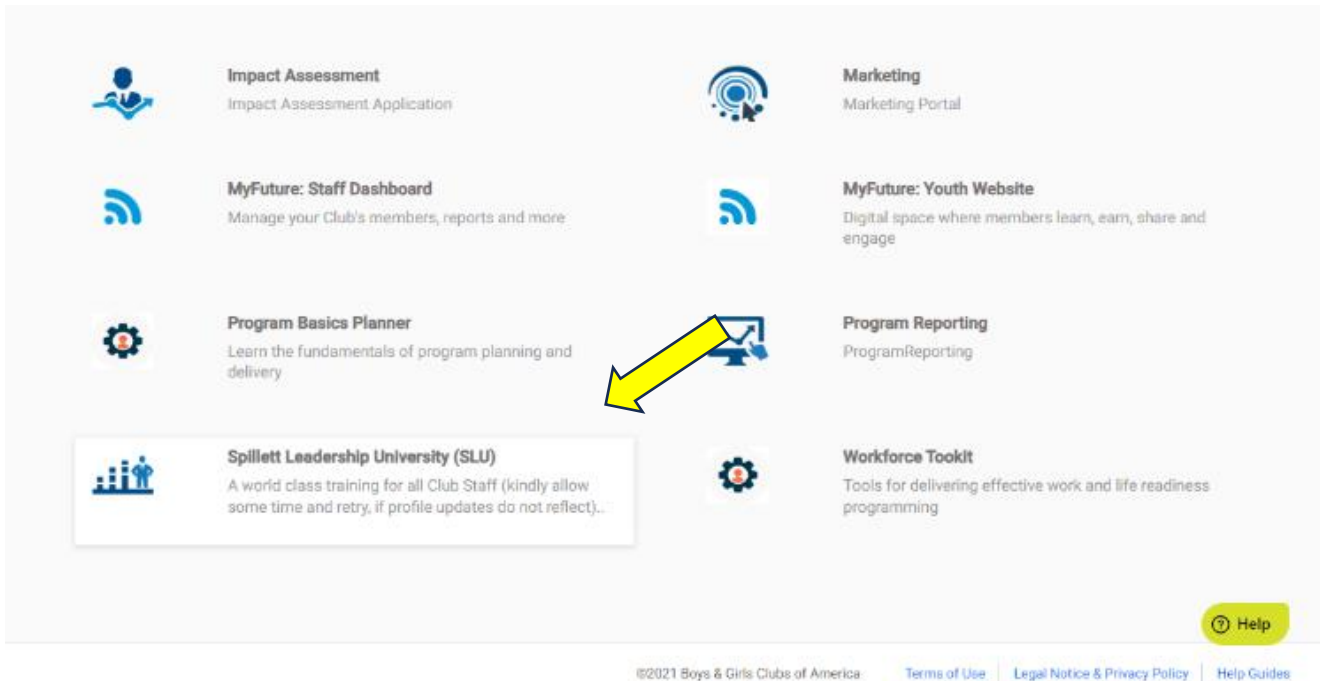
a. Click 'Our Movement'



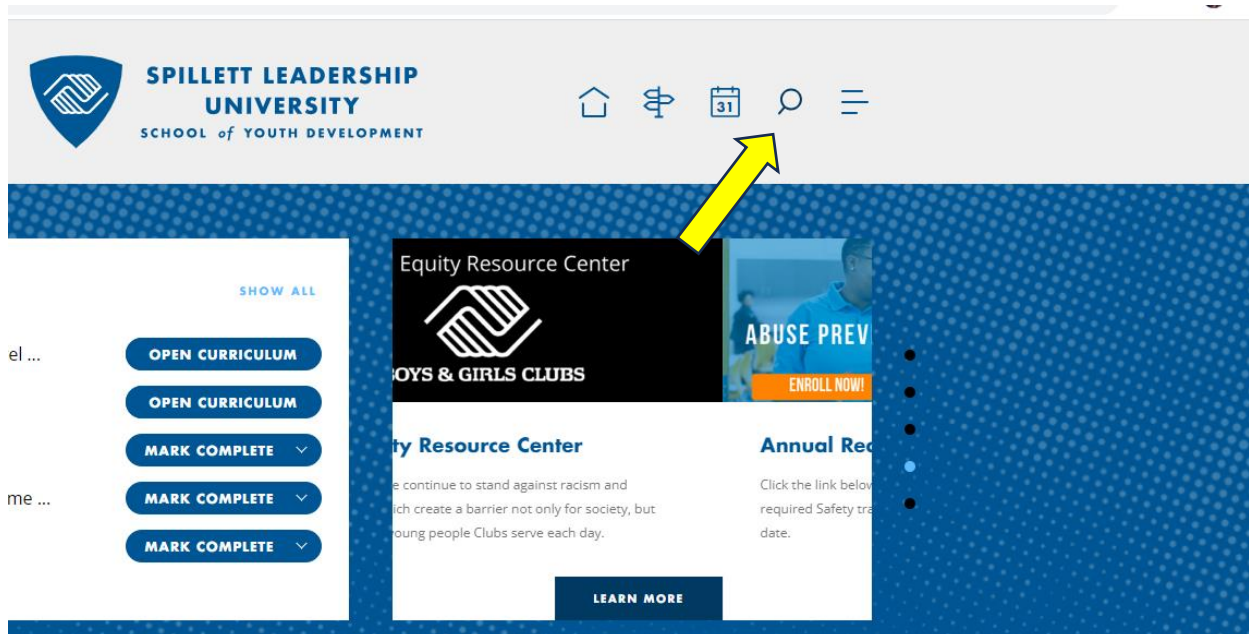
b. Click 'My BGCA'



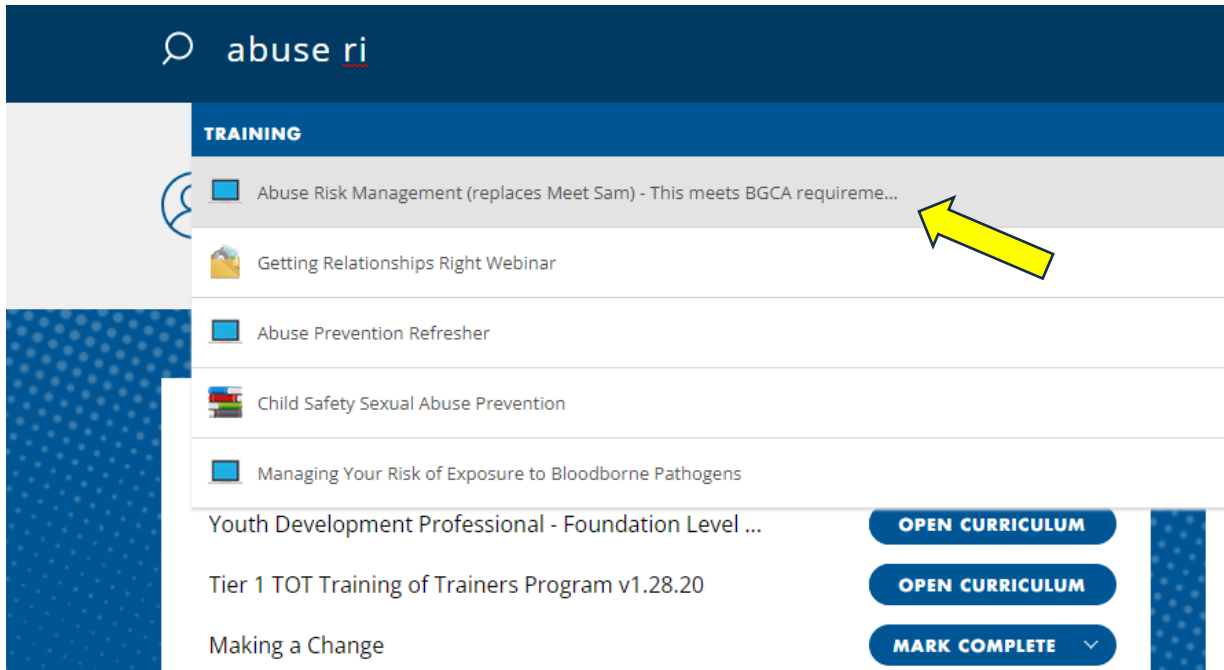
c. Click “Spillett Leadership University (bottom row in middle)”



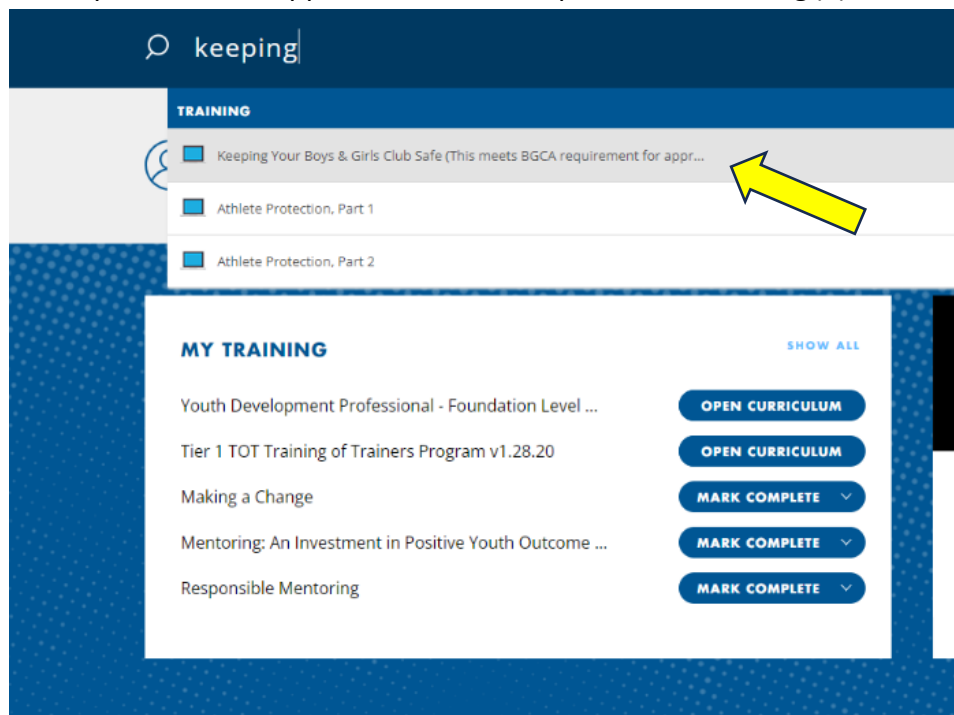
6. Click Magnifying Glass to Search Spillett Leadership University Trainings.



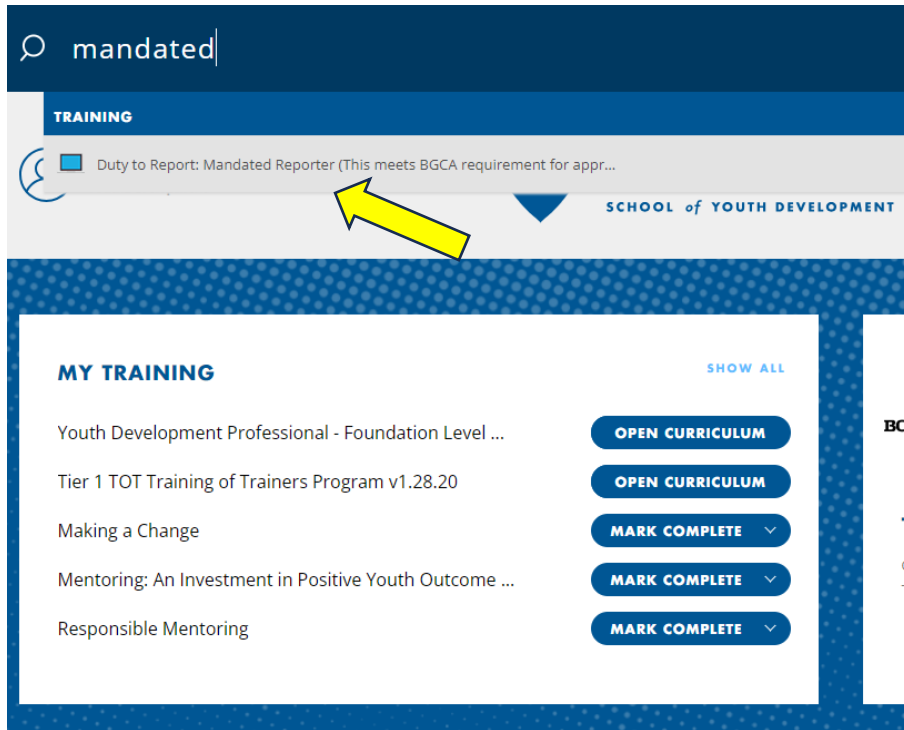
7. In the Search Bar, type each of the below training titles to find the desired training:
- a. Type and Click - Abuse Risk Management (replaces Meet Sam) - This meets BGCA requirement for approved grooming prevention training. (30 minutes)



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



- 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



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

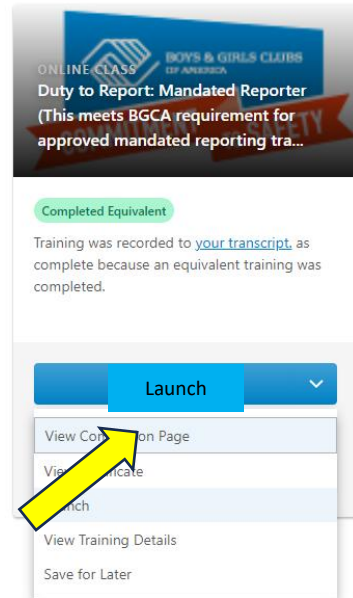
Details

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:

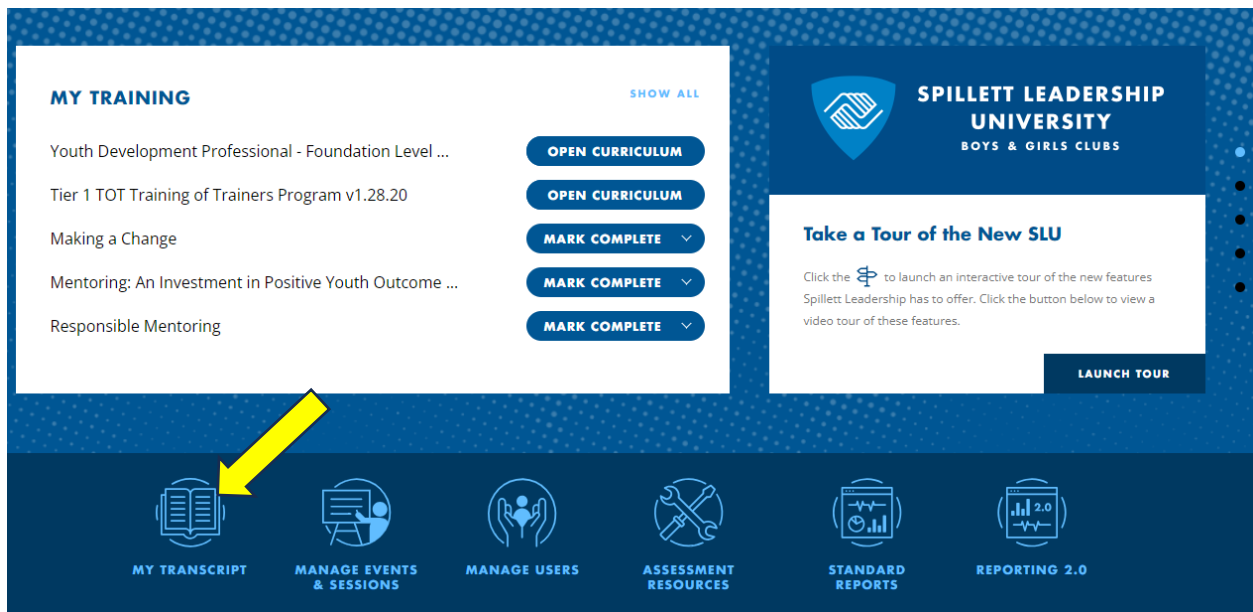
- Why reporting suspected abuse and neglect is critical
- What your legal responsibilities are to report suspected abuse and neglect
- What types of conduct must be reported
- How to report suspected abuse and neglect
- How to respond if a child discloses abuse or neglect to you.

[Show More](#)

Ratings and Reviews



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.



- a. Make sure the Filter is on Completed to ensure all of your completed trainings show up.



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.