To complete Risk Management for volunteer training, please complete the following steps:

1. Go to bgca.net
2. Click “New BGCA.net Account” under “Register”
3. Read & check the box to agree to the Terms of Use and Legal Notice & Privacy Policy. Click continue
4. Create a username and enter you email address (ensure that this is an email you have access to).
5. Under “Affiliation” select “Local Club (Staff, Board, Volunteers)”
6. Under “Position” select “Volunteer”
7. Under “Title” type “Program Volunteer”
8. “Profession Category” should be completed for you – saying “Youth Development”
9. Under “Date Entered Movement” put today’s date
10. Click Next.
11. Under “Country” select “USA”
12. Under “State” select “Texas”
13. Under “Time Zone” select “Central Time”
14. Click Next.
15. Select “Boys & Girls Clubs of Brazos Valley” as your primary organization
16. Select “Boys & Girls Club of Brazos Valley (Central Unit) as your specific Club
17. Click Next.
18. Fill in your first name, last name, phone number, create a password, and fill in security questions and answers.
19. Under “time spent at club” select “Part-Time”
20. Click Next.
21. Confirm your information.

You will then need to wait for your account to be confirmed. This will happen within 24 hours of request. If not, please email [admin@bgcbv.org](mailto:admin@bgcbv.org).

Following approval, complete the following steps.

1. Log on to bgca.net.
2. Click on the “Training” tab at the top of the page.
3. Click the blue button called “Register for Training / Spillett Leadership University”
4. If requested, update your information.
5. Once on the Spillett Leadership University Website, click “Browse for Training”
6. Select “Abuse Risk Management for Volunteers”
7. Click “Launch” button
8. Complete training. Ensure to read and engage with the curriculum – you will be quizzed in the end.
9. Print Certificate of Completion and bring to the Club when you begin to volunteer.