



Annual Registration Guide

We are excited to have you as a part of the Keller Clay Target Team for the upcoming school year! Please complete the following steps, in order, to register as part of the team.

1

Safety Training – First Year Shooters Only

- Returning Shooters should have completed this their first year on the team.
- Register at <https://kellerclayteam.com/prospective-members> (fee required).
- Includes classroom time and range time.
- An adult **MUST** attend with the athlete, but will not be charged or tested.

2

Keller Clay Target Team Application – All Athletes + 1 Adult

- Log in or create an account at <https://kellerclayteam.com/annual-registration>
 - This account gives you access to the team website Member Portal.
- Click on the blue “Visit Registration Portal HERE” button
- Complete the four (4) required forms. You will get an email with your responses once you have completed each form.

Form 1 - Athlete Registration and Membership Contract

Form 2 - Athlete Medical Consent

Form 3 - Adult Volunteer Registration Form – At least one (1) adult per family is required to register. Please use legal name to match background check.

Form 4 - Permission Form and Waiver of Liability

3

Pay Annual Registration Fees – All Athletes + 1 Adult

- Log in or create an account at <https://kellerclayteam.com/annual-registration>
- Click on “Pay Annual Registration Fees Here”.
- Read the **Important Information** on the right side and choose the correct Fee
 - **Registration Fee Bundle #1** – includes all 3 required athlete registrations (SCTP, NSCA/NSSA, and ATA), and 1 adult SCTP fee. This should be the same adult that completed the Adult Volunteer Registration Form above. **this is what most athletes will choose*
 - **Registration Fee Bundle #2** – only includes the 3 required athlete registrations (SCTP, NSCA/NSSA, and ATA) **only choose this bundle if registering a 2nd athlete in the same household*
 - Optional Fees – Adults may choose to register with NSCA and/or ATA
- Each fee will require a separate transaction.
- Fees are paid directly to KCTT, and the team will pay for everyone in bulk.



Background Checks – All Adult Volunteers

- SCTP guidelines require all adults age 18+ that work with the team to complete a mandatory background check every two (2) years.
- This includes all coaches, assistant coaches, and adult volunteers (adults that filled out the Adult Volunteer Registration Form above).
- The cost for background check will be paid directly to IntelliCorp when you submit your information.
- Go to <https://sssf.volunteerportal.net/>
 - Use the password “scholastic”
 - For “location of primary work/volunteer/membership opportunity” use Northlake, TX – Denton County - 76262
- If you think you have already completed the background check, please email registration@kellerclayteam.com to verify.



You are done.... for now!

Registration will be finalized in mid-October when you complete the final step below.



Finalize SCTP Registration – All Athletes + 1 Adult

- The official registration window for the new year opens on October 1.
- The team will register and pay the fees for all athletes and parent volunteers.
- After the team processes the registration with SCTP, there is one more step for you to complete:
 1. Watch for emails titled “SSSF Signature Request” from SCTP.
 2. Click on “Complete Registration” inside the email and follow the prompts. This link is exclusive to you and has an expiration, so please act promptly.
 3. Both the athlete and the parent will get separate emails to complete.
- The team will send out a reminder to look for these emails.

***Thank you for registering with the
Keller Clay Target Team!
We are looking forward to a great season.***