

Attention all coaches and volunteers:

You must go online to <https://safeandsacred-lcdiocese.org/login/index.php>. If you volunteered/coached here last year, please read **Section A**. If you did not volunteer/coach here last year, please read **Section B**. If you have volunteered at any Catholic church in the Diocese of Lake Charles since July of 2019 and believe that your certification is current, please contact the office so that your records may be verified and submitted for compliance.

SECTION A: Since you were a coach last year, you should have completed your 2017 online safe and sacred quiz and background check. Please login with your username and password (a username and password can be requested by contacting tech support if you can't remember your information or if you have difficulty logging onto the site. **DO NOT CREATE A NEW ACCOUNT OR YOUR PREVIOUS BACKGROUND CHECK WILL BE NULLIFIED**) Once logged in, please click on the link to "Take Next Course." Click the green GO button and begin the course. (Your course may be different from someone else depending on the number of years you've volunteered.) Make sure to follow through all prompts. You must be sure to click, "COMPLETE MY TRAINING" and see your updated certificate on the screen to prompt an email notification top the Diocese.

SECTION B: If you are a new volunteer, please create an account. You will need to enter in such personal information as name, address, DOB, etc. Please select the following options:

Primary Institution

PARISH: Lake Charles, Our Lady Queen of Heaven Church

I am a...

Diocesan/Parish Volunteer

New volunteers will submit a background check and then complete the training course on Recognizing Child Abuse. You will follow through all 5 prompts (1 Course, 2 Quiz, 3 Code of conduct, 4 Make the commitment, 5 Certificate). You must continue until the red STOP button or your certificate will not be sent to the diocese, you will not be in compliance, and you will not be allowed to coach.

Quizzes and background checks must be completed and verified through the Diocese of Lake Charles before team practice begins without exception.

Please call or email me if you have any questions.

Erica Massey Radde

erica.radde@lcdiocese.org

337-474-6814