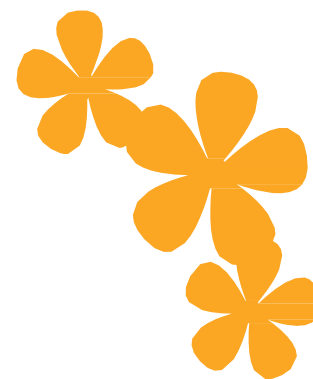


COACHES NEEDED.....

Session Starts Week of: February 22, 2016. Race Day: April 10, 2016.

1. Register yourself as a coach online through Eventbrite using the following link:
<http://santacruz2016.eventbrite.com>
 - a. Click "Join a Group". Your group name is **Happy Valley Elementary**
 - b. Search for your group name and select it.
 - c. Enter your password: **Happy1516**
 - d. Enter promotional code: **coach**
 - e. Select REGISTER
 - f. Complete all required questions and submit registration.
2. Email or Mail copies/images of your Driver's License and Proof of Auto Insurance.
 - a. For email, send to reg@minimermaidrunningclub.org
 - b. For mail, send to: Mini Mermaid Running Club Headquarters (464 Hampstead Way, Santa Cruz, CA 95062). Note: The postmark date must ensure that delivery will be before the Coach Registration deadline.
3. If you are not a current employee of the School District, please complete a background check through Intellicorp. Instructions are included further on in the Registration Guide.
4. Print and sign a copy of the attached Race Release to send in to the MMRC office.



Background Check Instructions

If you are not a current employee at a school, you are required to complete a background check through Intellicorp, a NAPBS accredited background screening company. This is for liability purposes.

Please have the background check completed before the Coach Registration deadline.

1. Visit <https://mmrcbackgroundcheck.candidatedirect.net/Welcome.aspx>
2. Read the text on the Welcome Page and enter the password: mmrc1516
3. Click "I Agree"
4. Enter all personal information. Anything with a "*" is a required field.
5. Click "Next"
6. Enter billing information in the new window. Average cost is \$15 but may vary based on state/country. Click "Submit". This will redirect to a confirmation page.
7. After reviewing and confirming all information, click "Complete" to process your search.

Note: Any errors will require you to go through and complete the process again which will cost another fee. Double check to make sure all your information is completely correct.

