**OTA – Instructor WEB Training – PART 1 Email:**

Once again, welcome to Overtime Athletics and we are excited that you are joining our team! As I mentioned, I am sending over instructions to begin the On-Boarding and Training. If at any point something doesn’t make sense, isn’t working, or you have questions about it, no worries, just table it and move on until we have our next appointment or you can reach out to me with your question and we will be sure to get it answered. The directions below are to complete the first TWO SECTIONS of your Training (Web Training 1 and Web Training 2)

**New Hire Directions:**

\*Please visit our website (otathletics.com) and scroll to the bottom of the page

1. Find “OTA Employee Resources” and click on **Instructor Login Portal**
2. Enter Password: **PLAY**
3. Click On Far Left TAB: **EMPLOYEE RESOURCES (enter)**
4. Complete **WEB TRAINING-1** Section:
	* Step 1 (Employee Handbook)
	* Step 2 (TOP Sheet / Staff Emergency Contact / W4 / I9)
	* Step 3 (Instructor Agreement / Child Abuse and Inappropriate Contact)
5. Complete **WEB Training-2** Section:
	* Step 4 (Training Video and Answer Sheet “General Knowledge” / Training Video and Answer Sheet “Curriculum”)
	* Step 5 (HIGH FIVES Moments / GAME PLAN)
	* Step 6 – (Child Protection)
	* Step 7 (Employee Pledge)

Once you have completed these steps (as the directions indicate in the portal, you will be forwarding the emails of the completed documents to me) we will set up our next appointment to review together the materials and answer any questions you might have.

\*Feel free to click around the other parts of the Instructor Portal to become familiar with the resources/information and sections available to our team

If you have any questions, please let me know.

**OTA – Instructor WEB Training – PART 2 Email:**

Thanks so much for completing PART 1 of our WEB Training and reviewing with me the Training Material. Here are the directions for PART 2:

**New Hire Directions:**

\*Please visit our website (otathletics.com) and scroll to the bottom of the page

1. Find “OTA Employee Resources” and click on **Instructor Login Portal**
2. Enter Password: **PLAY**
3. Click On TAB: **PROGRAM INSTRUCTOR RESOURCES (enter)**
4. Complete **WEB TRAINING-1** Section:
	* Step 1 (Rules of Engagement)
	* Step 2 (Program Instructor Handbook / FYI Tutorial)
	* Step 3 (PDC Presentation / Class Management Presentation)
	* Step 4 (Training Video and Answer Sheet “Class Procedure”)
5. Complete **WEB Training-2** Section:
	* Step 5 (EMPHASIS)
	* Step 6 – (OTA Landmines)
	* Step 7 (Employee Receipt)

Once you have completed these steps (as the directions indicate in the portal, you will be forwarding the emails of the completed documents to me) we will set up our next appointment to review together the materials and answer any questions you might have.

\*Feel free to click around the other parts of the Instructor Portal to become familiar with the resources/information and sections available to our team

If you have any questions, please let me know.