

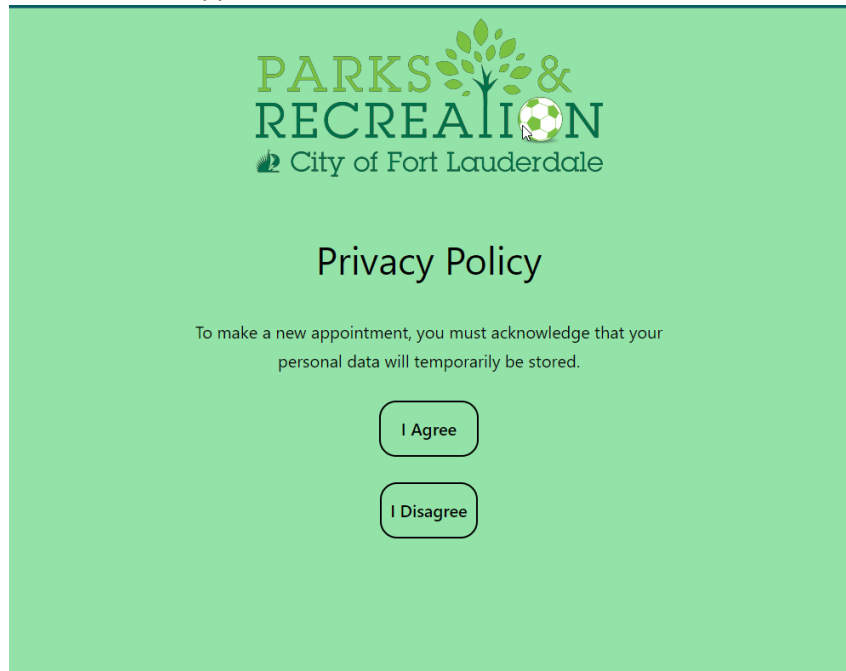
Background Screening Online Appointment Schedule

How To:

1. Welcome Page



2. Applicants **MUST** agree to make an appointment.



3. Select service type, either Volunteer or Employee/ Instructor.

The screenshot shows the 'PARKS & RECREATION City of Fort Lauderdale' logo at the top. Below it, there is a 'Service' dropdown menu with options: 'Select Service', 'Volunteer Background Screening', and 'Employee/Instructor Background Screening'. A calendar is displayed below the dropdown, with the date '1' selected. To the right, the 'Personal information' section contains fields for 'Name *', 'Phone *', 'Email *', 'City Program/Outside League *', and 'Supervisor Name or League Contact *'. A 'Submit' button and a 'Cancel' button are at the bottom. A purple arrow points to the 'Service' dropdown, and another purple arrow points to the 'Name' field.

4. Select date and time to schedule background screening appointment. Fill out personal information. The dropdown for City Program/Outside League has 20 options – review options at the end of instructions below.

The screenshot shows the 'Service' dropdown menu set to 'Volunteer Background Screening'. Below it, a calendar for 'February 2023' is displayed, with the date '15' selected. A time slot grid is shown below the calendar, with '10:30 am' selected. To the right, the 'Personal information' section contains fields for 'Name *' (Samantha Woolweaver), 'Phone *' (954-828-4923), 'Email *' (swoolweaver@fortlauderdale.gov), and 'City Program/Outside League *'. A dropdown menu is open below the 'City Program/Outside League *' field, showing 20 options: Fort Lauderdale PLAY, PLAY Book Explorer, Fort Lauderdale Lifeguard, Fort Lauderdale Summer Camp, Summer Camp Teachers, Fort Lauderdale Youth Development League, Croissant Park Soccer, East Broward Lacrosse, Federal Baseball League, Fit Fort Lauderdale, Florida Extreme Lacrosse, Fort Lauderdale Aikido, Fort Lauderdale Falcons, Fort Lauderdale Hurricanes, Fort Lauderdale Little League, Fort Lauderdale Rugby, Fort Lauderdale Rush FC - Select FC, Fort Lauderdale Stars Gymnastics, Fort Lauderdale Track Club, and Holiday Park Youth Basketball.

5. After selecting date and time to schedule an appointment and filling in your personal information, click Submit. Your appointment is now scheduled and you should receive an email confirming your appointment.



Your appointment is complete!

You will receive an email and text with confirmation details for your appointment.

PLEASE MAKE SURE TO BRING YOUR
GOVERNMENT ISSUED PHOTO IDENTIFICATION
TO YOUR APPOINTMENT.

(Please check your spam folder if you do not
receive the email).

CITY PROGRAM/OUTSIDE LEAGUE:

- Croissant Park Soccer
- East Broward Lacrosse
- Federal Baseball League
- Fit Fort Lauderdale*
- Florida Extreme Lacrosse
- Fort Lauderdale Aikido
- Fort Lauderdale Falcons
- Fort Lauderdale Hurricanes
- Fort Lauderdale Lifeguard
- Fort Lauderdale Little League
- Fort Lauderdale PLAY
- Fort Lauderdale Rugby
- Fort Lauderdale Rush FC – Select FC
- Fort Lauderdale Stars Gymnastics
- Fort Lauderdale Summer Camp
- Fort Lauderdale Track Club
- Fort Lauderdale Youth Development League
- Holiday Park Youth Basketball
- Holiday Park Youth Soccer
- Holiday Park Youth Volleyball
- Kings Baseball
- Others
- PLAY Book Explorer
- Studio 701 at South Side Cultural Arts Center
- Summer Camp Teachers
- Western Tigers

*Fit Fort Lauderdale Candidates – If a company such as YouFit, please have them list the name of company as the Supervisor.

For additional questions, please call (954) 828-7275 (PARK).