

SAFESPORT TRAINING

This document assists you with registering as a new or returning coach or club administrator in completing your SafeSport training. This training is required of any head coach, assistant coach, team manager or board member to complete on a yearly basis. The first time that the course is taken is the full training that requires at least 90 minutes of your time. Each time thereafter is the refresher course which requires about 15 minutes of your time.

Your First Name, Last Name and Email MUST match exactly what is in U.S. Soccer Connect (Affinity) for your training certificate to load into the system. If your coaching/board/parent information in Affinity says William, then that is what you want SafeSport to have as well – not Bill. If you are unsure how your information is entered into U.S. Soccer Connect, please reach out to your club registrar to assist you. If all 3 pieces of information are exactly, then SafeSport will load your updated certificate directly into U.S. Soccer Connect.

NEW REGISTRATIONS

<https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>

Enter the Access Code: YC3E-6P5G-YYIL-CS2M **DO NOT GIVE THIS CODE OUT**

Click on Save

Add Membership

Organization *
U.S. Soccer

Access Code *

Not in the list? Go to the [contact form](#) and submit a request to add your organization.

Cancel Save

Enter your First Name, Last Name, Email and Password (confirm Password).

Once you enter your First Name, Last Name and Email, the system will let you know if this information is already in the system and add a Sign In bar for you to click on. If you are new to this training, make sure that you are using the First Name, Last Name and Email that are entered into U.S. Soccer Connect (Affinity).

New coaches to the SafeSport training will enter all of the below information, then click Continue.

Register: 1 Account

First Name *
Harrison

Last Name *
Hamilton

Email *
hh1990@gmail.com ✓

Password *
●●●●●●●●

Confirm password *
●●●●●●●●

Cancel Continue

The system will take you to the below page to enter in all of your personal information. You can give yourself a Nickname. Enter the following information. Street address, City, Region (State), Zip, DOB, Gender (Male, Female, I'd prefer not to share this information), Primary Position. **Add Membership (Click on the + sign and in the drop down choose U.S. Soccer and re-enter the Access Code of YC3E-6P5G-YYIL-CS2M).** Click Save. You will now see the US Soccer logo loaded into the box. Then click Save.

Register: 2 Profile

Drag and drop or [Choose](#)

Nickname *
hhamilton4 ✓
Your nickname will be used for any public posts to protect your anonymity.

Country *
United States

Street Address *
123 American Drive

Apt / Suite / Other

City *
Beaverton

Region *
Oregon

Postal Code *
97001

Birthdate *
11/01/1990

Gender *
Male

Primary Position(s) *

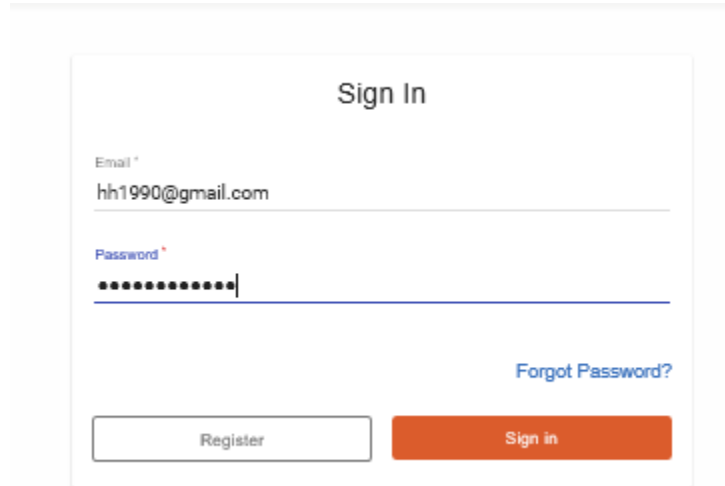
Administrator Athlete Coach Official Parent Volunteer

Membership(s) * ?

✕	U.S. Soccer
+	Add Membership <small>If you wish to receive completion credit from your organization, you must add any memberships here. Click here to set up.</small>

← Back Cancel Save

You should now see the below screen. Before you enter information on this screen, you should receive an email from SafeSport that allows you to activate your account. Once that step has been done, you can go to the below screen and log in.

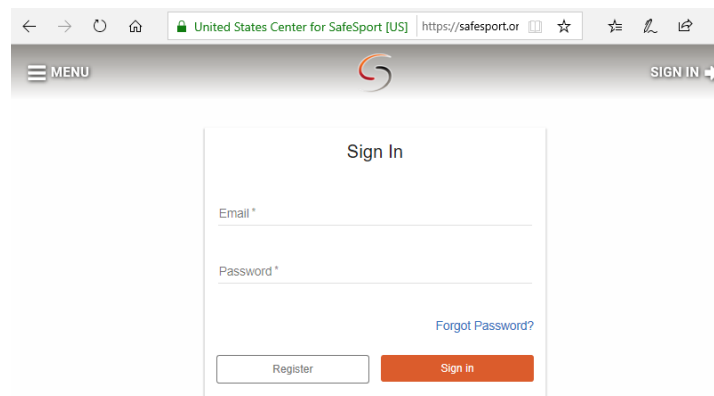


RETURNING REGISTRATIONS


Returning coaches will login into the below site:

<https://safesport.org/authentication/signin>

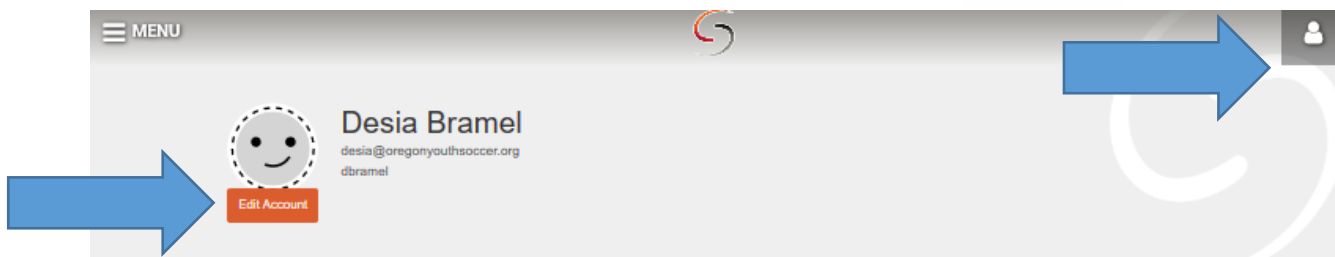
Enter your email and password and click on Sign In.






After you have clicked on the Sign In link, the system will take you to the next screen to sign in under your existing account. You can complete your refresher course, update your name or email and add US Soccer to your SafeSport account


on this page. You can do this by either clicking on the  box which will allow you to update your Activities, Training or Account Information. You can also do this by clicking on the 2nd or 3rd arrows. The 2nd arrow allows you to update your account information (first name, last name and email). The 3rd arrow takes you to your refresher course.


- Learning Dashboard
- Your Activities
- SafeSport Trained
- Update Account
- Sign Out




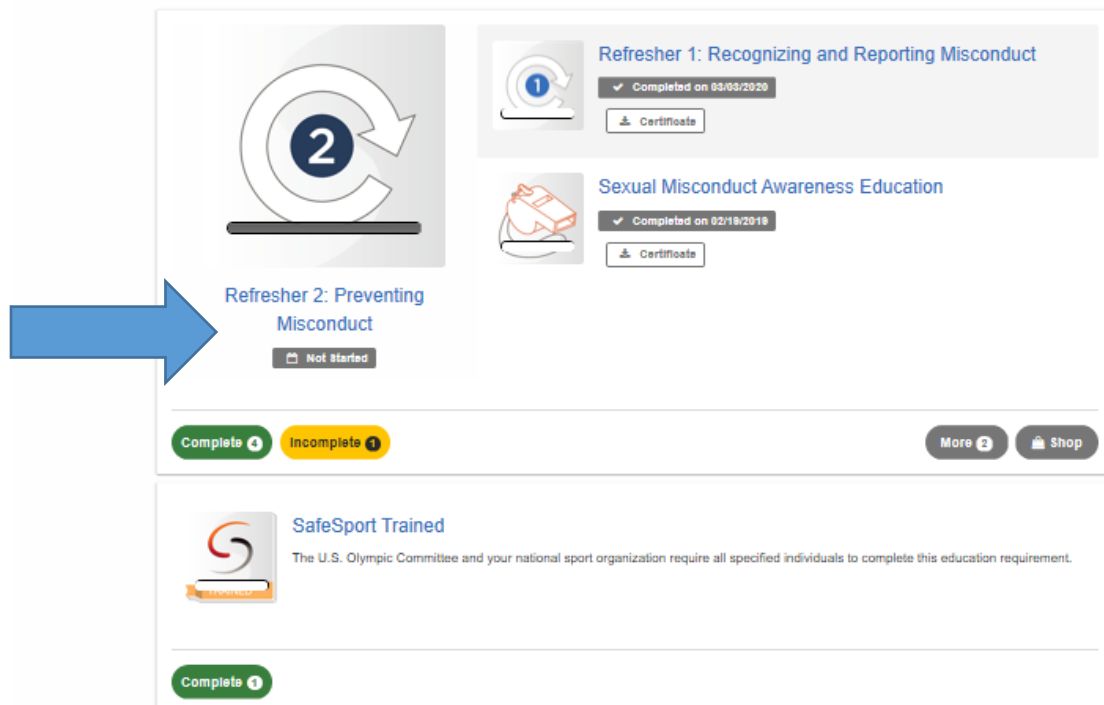
MENU  


 **Desia Bramel**
desia@oregonyouthsoccer.org
dbramel



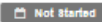





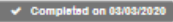






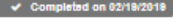

Refresher 2: Preventing Misconduct




 **Refresher 1: Recognizing and Reporting Misconduct**

 **Sexual Misconduct Awareness Education**


 

Complete 4 **Incomplete 1** **More 2** **Shop**

 **SafeSport Trained**

The U.S. Olympic Committee and your national sport organization require all specified individuals to complete this education requirement.

Complete 1




When finished the system will allow you to print a certificate. Please do this so that you retain a copy if for some reason the API does not work. Again, if your First Name, Last Name and Email are all the same as what is entered into U.S. Soccer Connect, then the API should load your certificate for you.


Finish



Congratulations!

You have successfully completed this activity. You can now download and print your certificate of completion. You can re-download this certificate at any time, and the system will also maintain an electronic record of your completion.

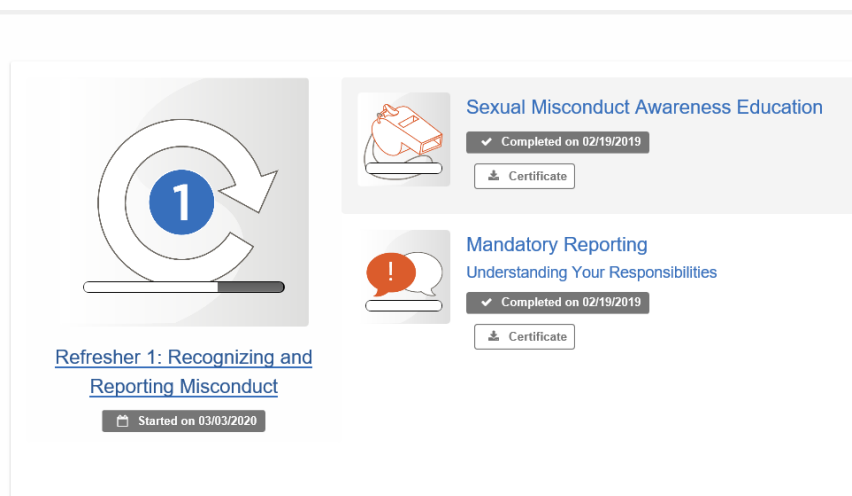
You may now close this window.

 CERTIFICATE

 SURVEY

Now you are finished and may exit the program. Your status screen will now be updated and show that you have completed the Refresher.



The screenshot displays a user's status screen with the following elements:

- Refresher 1: Recognizing and Reporting Misconduct**: A large circular icon with the number '1' and a refresh symbol. Below it, the text reads "Refresher 1: Recognizing and Reporting Misconduct" and "Started on 03/03/2020".
- Sexual Misconduct Awareness Education**: A card showing a graduation cap icon, the title "Sexual Misconduct Awareness Education", a checkmark indicating it is "Completed on 02/19/2019", and a "Certificate" download button.
- Mandatory Reporting: Understanding Your Responsibilities**: A card showing a speech bubble with an exclamation mark icon, the title "Mandatory Reporting: Understanding Your Responsibilities", a checkmark indicating it is "Completed on 02/19/2019", and a "Certificate" download button.

For any questions regarding your SafeSport account, please click here for the most common questions and answers.

<https://safesport.org/help/index/category/technical>

If you still have any questions after going to the above link, please contact the [SafeSport help Desk](#) directly. The Help Desk hours are Monday – Friday, 8:00 am – 9:00 pm EST and Saturday and Sunday, 12:00 – 5:00 pm EST. They will do their best to get your questions answered as soon as possible. OYSA and clubs can not access or help with your SafeSport account.