

## Completing SafeSport

1. Login to your GotSoccer Coach or Manager account that was set up for you by your club.
  - a. Coaches can login [here](#).
  - b. Managers, chaperones, and team parents can login [here](#).
2. Once you are logged into your account, click on MY PROFILE in the black menu bar at the top. Make a note of the exact first name, last name, and email address you use in GotSoccer. Your name and email address will need to be used in SafeSport when creating your account. Using a different name or email address in SafeSport will lead to issues after completing SafeSport.
  - a. This information needs to be exact, so if you have Michael Hernandez-Gonzalez in GotSoccer, it needs to be exactly the same thing in SafeSport. Changing it to Mike or removing the hyphen from Hernandez Gonzalez will lead to issues after completing SafeSport.

The screenshot shows the 'My Profile' page for a Coach Account. The navigation bar includes 'Coach Account', 'Home', 'My Profile', 'Club / Association', 'Background Checks', 'Learning Center', and 'Log Out'. The 'My Profile' tab is selected. The page is divided into several sections: 'Address & Account', 'Coach Profile', 'Secure Documents', and 'Password'. The 'Club Information' section shows 'Colorado Soccer (CO)'. The 'Coach Contact Information' section includes 'Basic Information' with fields for 'Full Legal Name' (John Lee Doe), 'Gender' (Male), 'Date of Birth' (1/1/1980), and 'State Registered' (Colorado). The 'Contact Information' section includes 'Display Name' (John Doe), 'Address' (123 Main Street), 'City' (Denver), 'State' (CO), 'Zip Code' (12345), 'Country' (United States), and 'Email Address' (jsparkman@coloradosoccer.org). The 'Account Summary' section shows 'Coach Profile UserName' (johndoe2), 'Date Created' (10/10/2019 12:25:14 PM), and 'Last Updated' (10/10/2019 12:35:52 PM). Red arrows point to the 'My Profile' tab, the 'Full Legal Name' field, and the 'Email Address' field.

3. After you have made a note of the exact name and email address in your GotSoccer account, click on HOME.
4. In the blue section titled SafeSport Certification under Home, click on LEARNING CENTER COURSES.

The screenshot shows the 'Home' page for a Coach Account. The navigation bar includes 'Coach Account', 'Home', 'My Profile', 'Club / Association', 'Background Checks', 'Learning Center', and 'Log Out'. The 'Home' tab is selected. The page features a 'Welcome Back, John Doe' message and a 'SafeSport Certification' section. The 'SafeSport Certification' section includes a 'Learning Center Courses' button. Below this is a 'HEADS UP CONCUSSION' section with a 'CDC Heads-Up Course' and a 'Learning Center Courses' button. Red arrows point to the 'Home' tab and the 'Learning Center Courses' button in the 'SafeSport Certification' section.

5. Before clicking on Start Course in the blue SafeSport box, highlight and copy (or write down) the 16-digit access code immediately below the Start Course button. Once you have copied or made a note of the 16-digit access code, click on START COURSE. A new tab will open up, taking you to the SafeSport website.

The screenshot shows the 'Available Courses' page for a Coach Account. The navigation bar includes 'Coach Account', 'Home', 'My Profile', 'Club / Association', 'Background Checks', 'Learning Center', and 'Log Out'. The 'Learning Center' tab is selected. The page features an 'Available Courses' section. The 'SafeSport Certification' course is listed with a 'Start Course' button and an 'Access Code' field containing 'YC3E-6P5G-YYIL-CS2M'. Below the 'Start Course' button is a 'Check Records' button. Red arrows point to the 'Start Course' button and the 'Access Code' field.

6. The first window that appears will be to enter the 16-digit access code you copied or wrote down before. Make sure the organization says U.S. Soccer and paste or type in the 16-digit access code in the Access Code field and click SAVE.


The screenshot shows a window titled "Add Membership" with a close button (X) in the top right corner. There are two main input fields: "Organization \*" with a dropdown menu showing "U.S. Soccer", and "Access Code \*" with a text input field containing "YC3E-6P5G-YYIL-CS2M". At the bottom, there are two buttons: "Cancel" and "Save". A red arrow points to the "Save" button.

7. A second window will appear for you to create your account. When entering information, be sure to enter the exact same name and email address you have in GotSoccer that you made a note of earlier in this video. If you need to reference it, you can access the GotSoccer tab in your browser and view the information in your GotSoccer account. Once the information is entered, click NEXT.
- If you cannot proceed when clicking Next, you most likely have a message below the email field that states "Email is already used for an existing account. Please sign into this account." This means you already have an account in SafeSport. If you have never completed SafeSport before, click the Sign In button below this message prompt and skip to Step 11 to resume the walkthrough. If you have an account and have already completed SafeSport before, stop following these steps and locate our walkthrough or video for those individuals trying to access their account to take the refresher course.


The screenshot shows a window titled "Register : 1 Account". It contains several input fields: "First Name \*" with "John", "Last Name \*" with "Doe", "Email \*" with "jsparkman@coloradosoccer.org", "Password \*" with a strength indicator showing "Medium", and "Confirm Password \*". At the bottom, there are two buttons: "Cancel" and "Next". A red arrow points to the "Next" button.


8. After clicking NEXT in Step 7, there are a few more steps to follow before finalizing the creation of your account.
- Click in the Nickname field and a unique nickname for your account will automatically appear. No need to change this as it is not important.
  - Enter in your Address, City, State, and Zip Code.
  - Type in your birthdate in MM/DD/YYYY format and select your gender.
  - Select the primary position you hold at the club. If you miss something, it is not important. Most of you will click Volunteer.
  - Click SAVE when everything is completed.


Register : 2 Profile

Photo 


Drag and drop or [Choose](#)

Nickname \* 


jdoe9 

Country \* 


United States

Address \* 


123 Main Street

City \* 


Denver

Region \* 


Colorado

Postal Code \* 


12345

Birthdate \* 


01/01/1980



Gender \* 


Male


Primary Position(s) \* 

Administrator  Athlete  Coach  Official  Parent  Volunteer

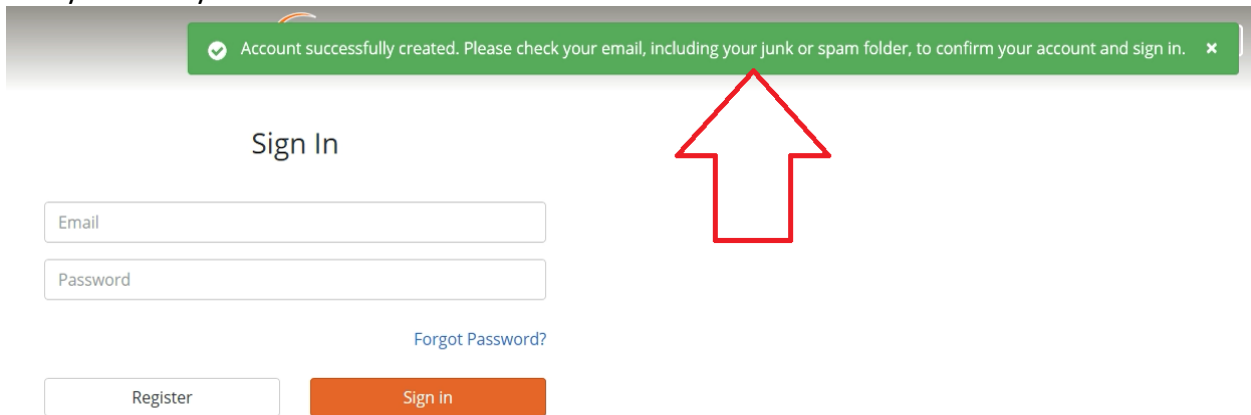
Membership(s) \* 

 U.S. Soccer 

 [Add Membership](#)  
If you wish to receive completion credit from your organization, you must add any memberships here.  
Click here to set up.

[Back](#) [Cancel](#) [Save](#) 


9. After clicking SAVE in Step 8.e., you will be returned to the main login screen and a message in a green box will appear saying “Account successfully created. Please check your email, including your junk or spam folder, to confirm your account and sign in.” Follow those exact steps as it is required before signing into your newly created account.







10. There will be a link that you need to click to confirm the account. Clicking this link will take you back to SafeSport where the green box will now say “Account successfully activated.”

SafeSport: Account Created

 no-reply@safesport.org  
To Jimmy Sparkman

 We could not verify the identity of the sender. [Click here to learn more.](#)

 Reply  Reply All  Forward 

Thu 10/10/2019 10:45 AM

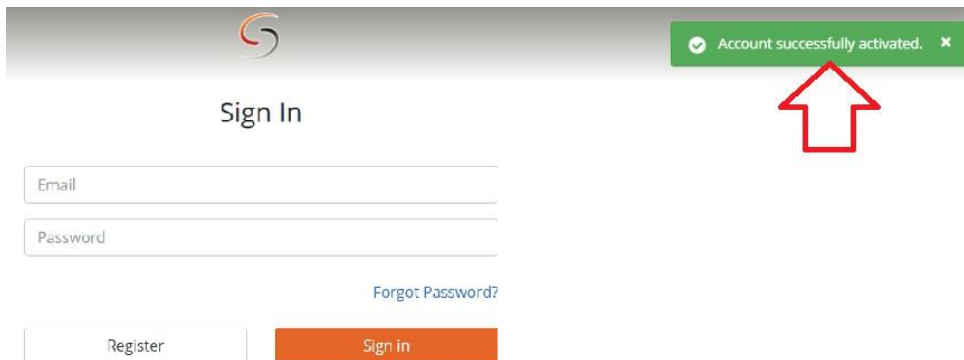
John,

The U.S. Center for SafeSport welcomes you to our online education program. The Center is committed to making athlete wellbeing the centerpiece of our nation's sports culture.

You have successfully created an account on SafeSport. Please complete your registration by clicking on the link below to confirm your email address. For your records, you registered using the following e-mail address: [jsparkman@coloradosoccer.org](mailto:jsparkman@coloradosoccer.org)

[Confirm Email Address](#)

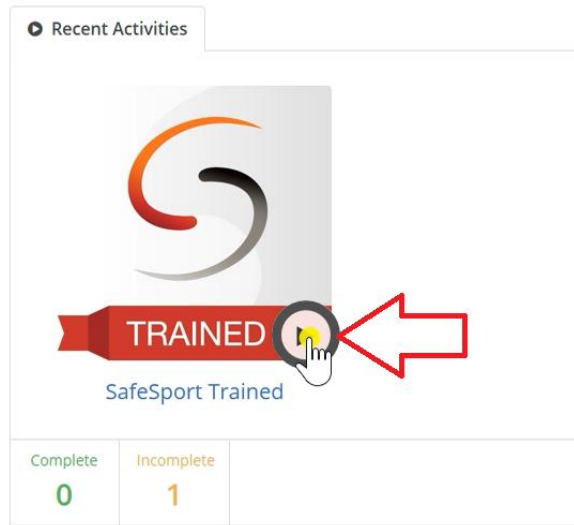
This message was sent by SafeSport



11. Enter your email address and password you entered when creating the account and click Sign In.



12. Once logged in, you will be taken to a screen known as the Learning Dashboard. All incomplete and completed activities in your SafeSport account will appear here. Everything, including course status is stored here.
13. If you have not completed the course, click the Play button above SafeSport Trained at the top of the page.



14. There are three modules that make up the SafeSport course. You must complete all three courses before being considered SafeSport trained. When you complete a module, you will be taken back to the Learning Dashboard to begin the next module until all of them are complete.

### **Frequently Asked Questions**

- HOW MANY MODULES ARE THERE?
  - o There are three modules that make up the SafeSport course. You must complete all three courses before being considered SafeSport trained. When you complete a module, you will be taken back to the Learning Dashboard to begin the next module until all of them are complete.
- HOW LONG WILL THIS TAKE?
  - o It will take about 30 minutes per module, taking a total of 90 minutes to complete the entire SafeSport course. It is highly encouraged to complete a module in its entirety before taking a break instead of leaving in the middle of taking a module.
- HOW AND WHEN WILL THIS SHOW ON MY GOTSOCCKER ACCOUNT?
  - o As long as your name and email address in SafeSport match exactly what's on file in GotSoccer, your completed status of SafeSport will copy over to your GotSoccer account within 12 hours after completing the third and last module of the SafeSport course.
- WHAT DO I DO IF THE STATUS DOES NOT SHOW ON MY GOTSOCCKER ACCOUNT?
  - o If the SafeSport does not show as completed in your GotSoccer account, email the certificate that says "SafeSport Trained," with your name and email address to [riskmanagement@coloradosoccer.org](mailto:riskmanagement@coloradosoccer.org). A member of the CSA staff will use the certificate to update your GotSoccer account and let you know where the disconnect may have been between GotSoccer and SafeSport.
- WHEN WILL I NEED TO TAKE THIS AGAIN?
  - o Your completed SafeSport status will stay on file for the rest of the calendar year. In early January of each year, the status of each coach and manager account will be reset to Not Completed and all individuals will need to retake the course, no matter when they last took the course.
- WILL I HAVE TO RETAKE THE ENTIRE COURSE?

- No. After completing all three modules, you are set for the rest of the calendar year. When your status is reset to not Completed in early January of the following year, you will only need to take the 30 minute Refresher course. There is another walkthrough and video on our website walking users through how to take the Refresher course.