



**How to complete the 3 training certificates and submit a  
background check  
(NEW)**

Thank you for participating in Washington Youth Soccer!!!

**As a Volunteer/Coach/Administrator/Staff we need your assistance in creating a safe environment for all involved.**

- There are 4 compliance items that are required by either State or Federal law to be completed prior to your participation.
- Without completion your local club can not allow you participate.

Required:

1. SafeSport Certification
2. Concussion Certification
3. Sudden Cardiac Arrest Certification
4. Risk Management Application (RMA) approval

- A. You must complete the 3 certifications, **before** submitting your RMA
- B. Applications for the next fall season will open 4/1 and applications for new spring coaches will begin 2/1 - you will be able to upload the 3 certificates while submitting your RMA

# TABLE OF CONTENTS

Page:

#4. Tips and Tricks

#5. SafeSport (SS) Training

#10. Sudden Cardiac Arrest (SCA) Training and Concussion Compliance (CC) Training

#18. How to Upload Certificates and submit RMA-Affinity



# TIPS AND TRICKS

Please watch for the icon for other tips and tricks along the way

- A. Once you complete all 3 certificates go to the background checking webpage (refer to pg. 19) to upload your certificates.
- B. If you do not have an existing Affinity UN and PW, please complete all 3 certificates and then go to the Background check webpage (refer to pg. 19), where you will be able to create a UN and PW and upload your certificates.
- C. If you have an expired photo/certificate uploaded and it needs to be deleted, you must contact your association/club registrar. Only your association or state administrator can delete the image.
- D. If you accidentally upload an incorrect photo/certificate, only your association or state administrator can delete the image.

**SafeSport  
Training**

**Recertification:  
annual**

**Cost: Free with  
Access Code**

**Time: approx.  
90+ min.**

## Website:

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

**Organization:** US Soccer

**Access Code:** YC3E-6P5G-YYIL-CS2M

1. Enter the Organization and Access Code
2. Click Save

**Add Membership**

Organization \*  
U.S. Soccer

Access Code \*  
YC3E-6P5G-YYIL-CS2M

Cancel Save

Verify your name and email **MATCH** your Affinity profile

3. Register your **LEGAL** First Name and Last Name
4. Enter your email address
5. Create a password

**Register : 1 Account**

First Name \*

Last Name \*

Email \*

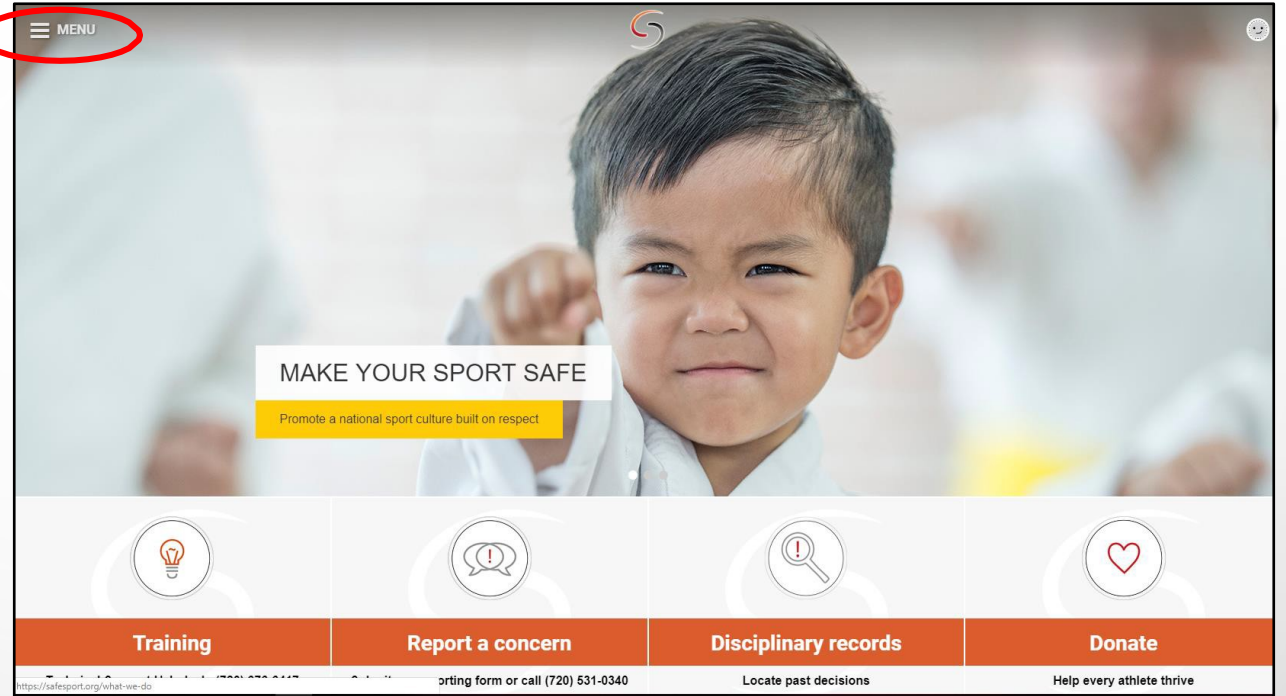
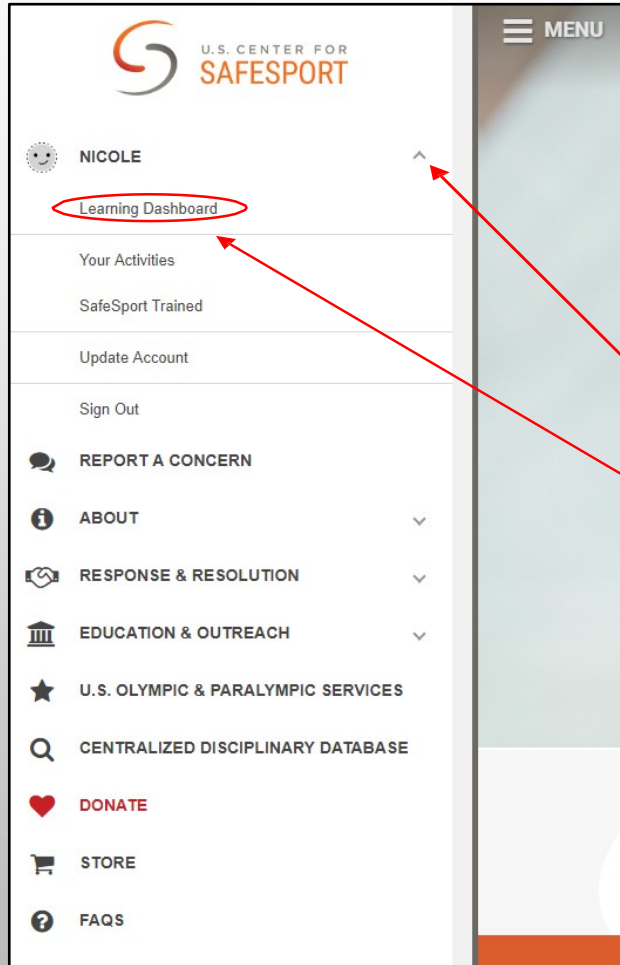
Password \*

Confirm Password \*

Cancel Next >

There are many resources on the website please take a few minutes and explore.

6. Click on Menu

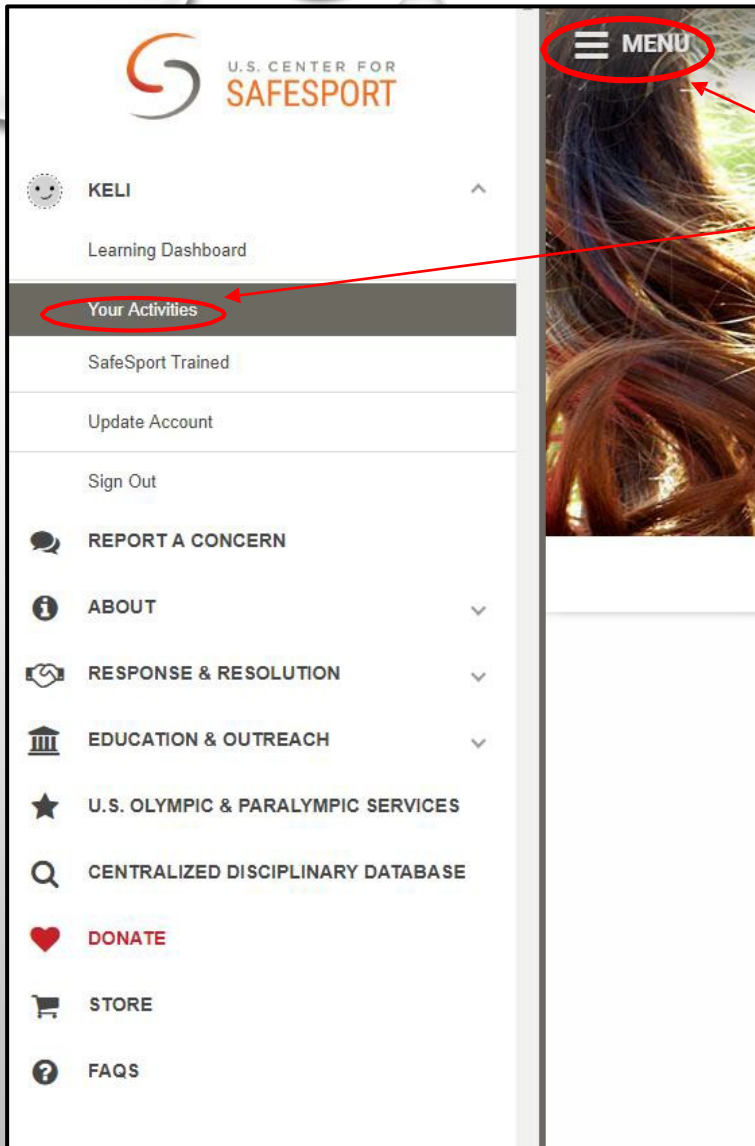


7. Click the arrow next to your name

8. Click on Learning Dashboard

If this is the first year you are completing SafeSport, you have 3 training videos to watch.

- Emotional and Physical Misconduct
- Sexual Misconduct Awareness Education
- Mandatory Reporting

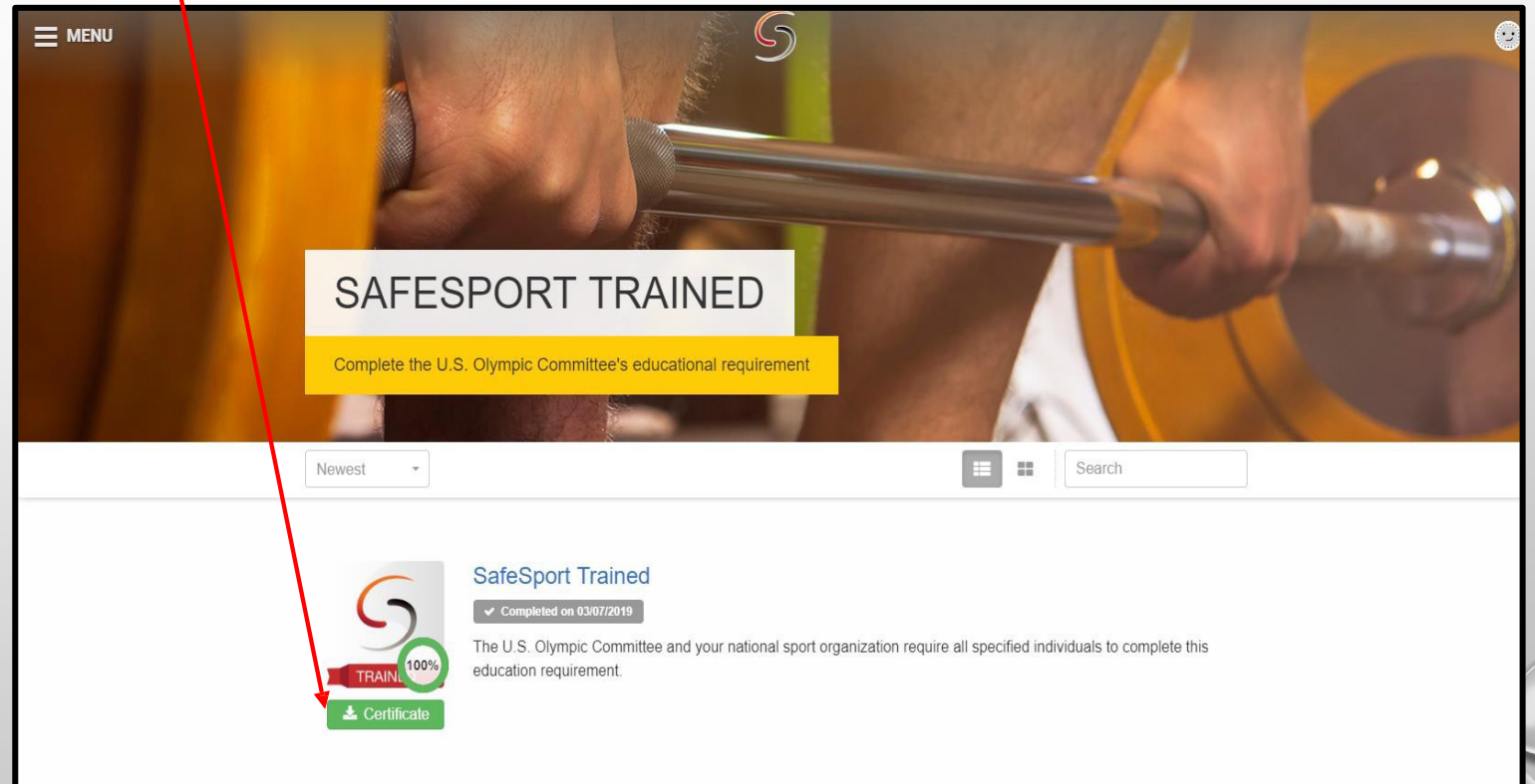


Once all 3 videos are complete:

9. Go back to Menu

10. Click Your Activates

11. Click on Certificate - download and save





U.S. CENTER FOR SAFESPORT

KELI

Learning Dashboard

**Your Activities**

SafeSport Trained

Update Account

Sign Out

REPORT A CONCERN

ABOUT

RESPONSE & RESOLUTION

EDUCATION & OUTREACH

U.S. OLYMPIC & PARALYMPIC SERVICES

CENTRALIZED DISCIPLINARY DATABASE

DONATE

STORE

FAQS

8/20/2019

If you are a returning coach/volunteer and are RE-TAKING SafeSport training.

Please go to **Your Actives** and take the Refresher 1: Recognizing and Reporting Misconduct or if you're in year 3 of taking SafeSport take Refresher 2.

Refresher 1: Recognizing and Reporting Misconduct

Not Started

This course is a separate course and is not part of the core training. This course reviews the basics of recognizing misconduct in sport and understand the requirements for reporting misconduct. SafeSport Trained (Core Training) must be completed before taking this course.

## Concussion

Recertification:  
Annual

Cost: Free  
Time: Approx.  
15 min

## Sudden Cardiac Arrest

Recertification:  
every 3 years

Cost: Free  
Time: Approx.  
15min

Concussion (CC) and Sudden Cardiac Arrest (SCA) trainings are taken on the same website

**Website:** <https://nfhslearn.com/>

Click Sign In

NFHS.org NFHSLearn.com

Sign In Register

COURSES NFHSLearn FOR YOU USER LOOKUP HELP

FEATURED COURSES

\*If you recently took a USSF Coaching Education course. You are CC trained for 1 yr. - Your CC certificate can be loaded from the DLC to Affinity – your email address must match in the DLC and Affinity. If you have questions please contact Keli Bitow at [kelib@washingtoneyouthsoccer.org](mailto:kelib@washingtoneyouthsoccer.org)



## NFHS Sign In

[Forgot your password?](#)

Sign In

Don't have an account? [Register](#)

1. Sign In or Click Register



## Registration for NFHS Account

1

2

Account Information

Profile Information

Next

Already have an account? [Sign in](#)



## 2. CLICK-NEXT ON THE POP UPS

- My Courses
- My Certificates
- My National Certification
- My Account
- Tutorial

### Verify Your Account

Please verify that wayouth2020@gmail.com is an up-to-date email address for your account

[Update Email](#) [This Email is Accurate](#)

My Courses

**You don't have any courses yet**  
Go to Courses page and select the course you want

[Go To Courses](#)

3. Verify your Email Address
4. Click on My Courses
5. Click Go To Courses

- My Courses
- Courses
- Distribution
- Redeem a License
- My Staff

My Courses

**You don't have any courses yet**  
Go to Courses page and select the course you want

[Go To Courses](#)



- You will complete step 6-15 two times.
- You need to search for Concussion and Sudden Cardiac Arrest training for Coaches and add each training to MY Courses.
- Once they are both in MY Courses you can watch each video.
- These videos will stay in your Dashboard if you return next year to coach/volunteer.

6. Set your search filters to Coach and Sport Specific Courses

The screenshot shows a course search interface. On the left is a 'Filter Courses' sidebar with a 'Reset' link. Under 'Recommended For', the 'Coach' option is selected. Under 'Category', 'Sport Specific Courses' is selected. The main area is titled 'Courses' and has a search bar containing 'Concussion' and a dropdown menu set to 'Featured'. Below the search bar are two course cards. The first card is 'Concussion for Students', an Elective Course for Students, with a red 'Free!' banner. The second card is 'Concussion in Sports', an Elective Course for Coaches, Parents, Administrators, Officials, and Performing Arts, also with a red 'Free!' banner. A blue banner on the second card says 'Now available in Spanish!'. Red arrows point from the text instructions to the search bar, the 'Coach' filter, and the 'Free!' banner.

7. Search for either Concussion or Sudden Cardiac Arrest

8. Place cursor over the Free! training and click

Recommended For

- Everyone
- Student
- Coach
- Parent
- Administrator

Sudden Cardiac Arrest  
Elective Course  
Student Coach Parent Administrator Official Performing Arts  
Free!

A red circle highlights the 'View Course' button.

9. CLICK ON VIEW COURSE

SUDDEN CARDIAC ARREST

This course(s) will be completed by:

- Myself
- Others

Continue Cancel

A red circle highlights the 'Continue' button.

10. Select Myself and click continue

LEARNING CENTER

DASHBOARD COURSES NFHSLEARN FOR YOU USER LOOKUP HELP

CONCUSSION IN SPORTS  
Elective Course  
Coach Parent Administrator Official Performing Arts  
Washington \$ 0 Order Course

Now available in Spanish!

Red arrows point to the 'Washington' dropdown menu and the 'Order Course' button.

11. Select Washington from the dropdown  
12. Click on Order Course

### Courses for myself

Course	State	Item Total
Concussion in Sports	Washington	\$0.00

Courses for Myself Subtotal: **\$0.00**

13. Click on Checkout

Continue Shopping **Checkout**

### Your Order

#### Courses for Myself

Course	State	Price
Concussion in Sports	WA	\$0.00

Subtotal : **\$0.00**

**Total \$0.00**

I agree to the NFHS No Refund Policy for online education courses, except for inadvertent duplicate purchases.

**Continue**



### Order Summary

Edit

Courses for Myself	\$0.00
Courses for Distribution	\$0.00
Other Items	\$0.00
Memberships	\$0.00
<b>Total:</b>	<b>\$0.00</b>

14. Click agree

15. Click Continue

### Your Order Receipt

Thank you for your order!

**Go To My Courses**

Print Receipt

#### Courses for Myself

Item	State	Qty	Price	Total
Concussion in Sports	WA	1	\$0.00	\$0.00

Subtotal: **\$0.00**

**Total: \$0.00**

#### Invoice #R344014625

Date 04/15/2020

Total \$0.00

Name WA Youth

Payment Method Free Course

Credit Card Payment to National Federation of State High School Associations

16. Once you have both courses save to My Courses, return to the Dashboard/My Courses



My Courses

Courses

Distribution

Redeem a License

My Staff

My Certificates

My National Certification

My Account

Tutorial



Welcome, WA

## My Courses



### Sudden Cardiac Arrest

Elective Courses

0% Completed

Active until: 07/14/2020

Begin Course



### Concussion in Sports

Elective Courses

0% Completed

Active until: 07/14/2020

Begin Course



- Watch both videos and download the certificates to your computer, upon completion of each course.
- If you need to stop during either training, you can do so by clicking on return to Dashboard.

























