

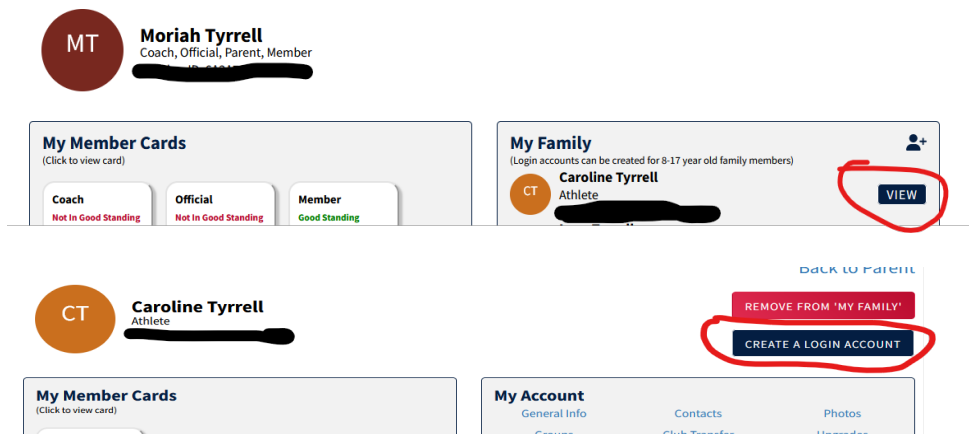


ATHLETE PROTECTION TRAINING INSTRUCTIONS FOR USA SWIMMING MEMBERS

Anyone taking these courses, or any other USA Swimming courses, must have their own login account to receive the credit.

Athletes must have their own login There are two ways to do this:

Option 1: When the parent is logged in, go to VIEW next to the child's name. Above the My Account section select the navy box that says, "Create a Login Account."

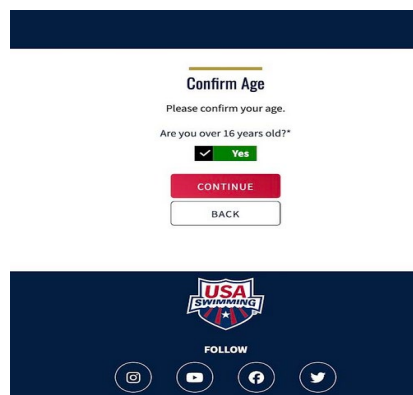


Option 2:

Go to: [LINK To USA SWIMMING LOGIN](#) . If the parent is automatically logged in, the parent must sign out now. On the front page the athlete needs to select CREATE A LOGIN.

Step 1:

It will ask if you are over the age of 16. Toggle the check mark to a green YES.



Step 2: If you have never set up an account, make sure this toggle is on the red NO and hit continue

Existing Account

Before you continue, please confirm whether or not you have an existing account.

Do you have an existing account?*

No X

CONTINUE

CANCEL



Step 3: Put your (athlete's) information in this section. Make sure to use the athlete's personal email address. This email address will become your username. Hit continue.

User Info

Please supply the following information.

Legal First Name*	Preferred Name	Middle Name
Legal Last Name*	Email* (This will also be your username)	Birth Date*
Member Id (Use to link to an existing person)		

Password Requirements

- ☐ No less than 10 characters
- ☐ 1 number
- ☐ 1 special character
- ☐ 1 lowercase character
- ☐ 1 uppercase character
- ☐ Not equal to email
- ☐ No spaces

Password*	Confirm Password*

CONTINUE

BACK

Step 4: You are an existing athlete, so you must click this highlighted LINK sign to link your history with your new login. Click the small icon and your information will come up.

Existing Person(s) Found

At least one person with the same First Name, Last Name, and Birth Date already exists in our database. You can choose to link your account to an existing person or continue without linking. If the person you are creating an account for is already linked, click the 'Forgot Username' button to begin the account recovery process.

NAME	BIRTH DATE	EMAIL	ORGANIZATION	LINK ACCOUNT
				LINK ACCOUNT

CONTINUE WITHOUT LINKING FORGOT USERNAME CANCEL

Step 5: Update your contact information. Make sure your athlete email address is correct.

Step 6: Account creation complete. Log back in using your email as your username and your newly created password.

If you receive a message that an account is already set up with your email address, but you have forgotten how to login, go back to the main page and select FORGOT USERNAME. Add your email address and reset instructions will be emailed to you.

Questions? Got stuck? Contact Moriah registrarnes@gmail.com asap

Course Progression

- Year 1: Athlete Protection Training: SafeSport Trained Core Course
- Year 2: Refresher 1
- Year 3: Refresher 2
- Year 4: Refresher 3
- Year 5: Start cycle over again with Athlete Protection Training: SafeSport Trained Core Course
- Do NOT take Safe Sport for Adult Athletes - this does count as the requirement for those 18 and older.

Course Access

- SWIMS User Login
- Education
- Course Catalog
- Safe Sport Courses
- Select one of the courses listed above - based on your course progression, the next in the series is the only one shown.

Recommendations

- Turn off all pop-up blockers (allow pop-ups in your browser)
- Use an updated version of Chrome or Firefox
- Complete everything on the screen including the ☐ to close out the screen
- Take a screenshot of the full screen which includes date and time
- Those with a cognitive disability can request a [waiver](#)

Troubleshooting

If you have any questions or get stuck email Tracy Meece tmeece@mnswwim.org asap

Download or Print a Certificate

- Go to safesporttrained.org
- Click on Login then forgot password
- Enter the email address used to take the training
- Click on the link in the email received from US Center for Safe Sport
- Enter a password
- Go to Login and enter username (included in the email) and your password
- Select the Menu icon at the top right in the blue bar
- Select Transcript
- Select the Download button for the course certificate you want to download.
- Click the Download icon on the top right to save a copy to your computer

Questions? Contact Tracy Meece tmeece@mnswwim.org