🧭 **Step-by-Step: Safe Sport Training for a 12–17 Swimmer (Parent-Managed Account)**

Step 1 – Log in to your parent USA Swimming account

1. Go to 🔗 https://hub.usaswimming.org (the USA Swimming Member Dashboard, also called the "SWIMS 3.0" portal).

2. Log in using the **email and password** associated with your family account — the same one used to manage your swimmer's membership.

⚠️ Tip: If you can't log in, use the **"Forgot password"** link or contact your club registrar to confirm which email is linked to the account.

Step 2 – Switch to your swimmer's profile

1. Once logged in, you'll see your family dashboard — each linked member will be listed (yourself, your swimmer, etc.).

2. Click your **swimmer's name** to switch to their profile.

   o This ensures the training completion attaches to **their** membership ID — not the parent's.

Step 3 – Open the "Education" or "Courses" section

1. In your swimmer's profile view, click the **"Education"** or **"Courses"** tab on the left side.

2. Look for a button or link that says **"Start Course," "Learn More,"** or **"Access Training."**

Step 4 – Launch the "Safe Sport for Youth Athletes" course

1. In the course list, find:
   → **Safe Sport for Youth Athletes (Ages 12–17)**

2. Click **"Start"** or **"Launch Course."**

   o The training opens in a new window from the **US Center for SafeSport** site (you may need to allow pop-ups).

3. The athlete can then complete the modules — takes about **30–45 minutes**.

Step 5 – Athlete completes the course

- The swimmer should personally go through the content — it's written for their age group.

- Once finished, the system automatically marks it as complete in their SWIMS record.

✅ Tip: No separate certificate upload is needed — completion syncs directly to USA Swimming.

Step 6 – Verify completion

1. Return to your swimmer's profile in the USA Swimming portal.

2. Under **Education → Transcript**, confirm it shows **"Safe Sport for Youth Athletes – Completed."**

3. It can take up to **24 hours** to update.

Step 7 – Notify your club (if required)

Some clubs like a copy of the completion record for their **Safe Sport Club Recognition**.

- You can take a screenshot of the transcript page and email it to your club's **Safe Sport Coordinator** if they request it.

🕐 **Renewal**

- The Safe Sport for Athletes course typically only needs to be taken **once**, but clubs may ask for a refresher every couple of years as part of recertification.

💡 **Quick Summary**

Step Action		Who Does It
1	Log in at hub.usaswimming.org	Parent

Step	Action	Who Does It
2	Switch to swimmer's profile	Parent
3	Go to "Education" tab	Parent
4	Launch "Safe Sport for Youth Athletes"	Athlete
5	Complete course	Athlete
6	Confirm completion in profile	Parent
7	**Send screenshot proof to club**	**Parent**

🎖 Step-by-Step: Safe Sport Training for Parents

Step 1 – Go to the USA Swimming Member Hub

1. Visit 🔗 https://hub.usaswimming.org

2. Log in using your **own USA Swimming account** (the same one used to manage your child's membership).

   o If you don't have an account, click **"Create a Login"** and follow the prompts.

   o Be sure to use the **same email** linked to your family/swimmer record so your completion is properly connected.

Step 2 – Go to the "Education" or "Courses" section

1. After logging in, click the **"Education"** or **"Courses"** tab on the left-hand side of the dashboard.

2. You'll see a list of available trainings.

Step 3 – Find and start the "Parent's Guide to Misconduct in Sport"

1. Look for the course titled:
   ➡ **Parent's Guide to Misconduct in Sport**
   (This is the official **Safe Sport for Parents** course.)

2. Click **"Start"** or **"Launch Course."**

   o The training will open in a new tab through the **U.S. Center for SafeSport** site.

   o Allow pop-ups if needed.

Step 4 – Log in (or create) your SafeSport account

1. You may be asked to log into the SafeSport training portal or create an account.

2. When prompted for an organization, select **"USA Swimming."**

3. Use the **same email address** as your USA Swimming account so that your completion syncs automatically.

Step 5 – Complete the Parent Course

- The "Parent's Guide to Misconduct in Sport" course takes about **30 minutes**.

- You can pause and resume anytime.

- Once you complete it, the system automatically records your completion with USA Swimming.

Step 6 – Confirm your completion

1. Return to your USA Swimming Member Hub (hub.usaswimming.org).

2. Go to **Education → Transcript** and verify that your course shows as **"Completed."**

3. If your club tracks parent participation for **Safe Sport Club Recognition**, download or screenshot this page.

Step 7 – Notify your club (if requested)

- Some teams ask parents to email their completion certificate or screenshot to the club's **Safe Sport Coordinator**.

- This helps the club stay eligible for **Safe Sport Recognized Club** status.

🕐 **Renewal**

- Currently, the parent course is a **one-time training** (no annual renewal required).

- However, USA Swimming may ask for refreshers if program updates occur.

💡 **Quick Summary**

Step	Action	Who Does It
1	Log in at hub.usaswimming.org	Parent
2	Go to "Education" tab	Parent

Step	Action	Who Does It
3	Select "Parent's Guide to Misconduct in Sport"	Parent
4	Log in/create SafeSport account	Parent
5	Complete course (~30 min)	Parent
6	Confirm completion in USA Swimming hub	Parent
7	**Send screenshot proof to club**	**Parent**

🏅 Step-by-Step: Safe Sport / Athlete Protection Training (APT) for 18+ Swimmers

Step 1 – Log in to your USA Swimming account

1. Go to 🔗 https://hub.usaswimming.org

2. Log in using your **own** USA Swimming credentials (email and password).

   o If you're 18 but your parent previously managed your account, you should now have your own login — if not, ask your club registrar to help separate your swimmer profile.

⚠️ Note: The APT training must be done under **your personal account**, not your parent's.

Step 2 – Go to the "Education" or "Courses" tab

1. Once you're in your **member dashboard**, click **"Education"** (on the left-hand menu).

2. You'll see a list of available and required trainings.

Step 3 – Launch the "Athlete Protection Training (APT)" course

1. Find the course titled:

   ➡ **Athlete Protection Training (APT)**

2. Click **"Start"** or **"Launch Course."**

   o This will redirect you to the **U.S. Center for SafeSport** website in a new tab.

   o Allow pop-ups if prompted.

Step 4 – Create or log into your SafeSport account

1. You may need to log in (or create an account) on the SafeSport training platform.

   o Use the same **email address** as your USA Swimming account to ensure completion syncs properly.

   o If prompted for an organization, choose **USA Swimming**.

🧩 Tip: If you've taken SafeSport training through another sport (like school or club), you can often link the same SafeSport account.

Step 5 – Complete all APT modules

- There are **three short modules** (about 10–15 minutes each).

- Total time: ~45 minutes.

- You can pause and resume later — progress is saved.

- When all modules are complete, the system automatically reports it to USA Swimming.

Step 6 – Confirm your completion

1. Return to your **USA Swimming dashboard** (hub.usaswimming.org).

2. Under **Education → Transcript**, confirm that **"Athlete Protection Training – Completed"** appears.

3. It can take up to **24 hours** to update.

Step 7 – Compete with confidence

✅ Once your APT shows as **"Complete,"** you're officially cleared to compete in USA Swimming meets.

- Your membership status will appear as **"Good Standing."**

- If APT expires, you'll be flagged as **"Ineligible to Compete"** until you renew.

🕐 **Renewal**

- **Annual requirement:** APT must be renewed **every 12 months**.

- You'll receive reminder emails before your expiration date.

💡 **Quick Summary**

Step	Action	Who Does It
1	Log in at hub.usaswimming.org	Athlete (18+)
2	Go to Education tab	Athlete
3	Launch "Athlete Protection Training (APT)"	Athlete
4	Log in/create SafeSport account	Athlete
5	Complete all modules	Athlete
6	Confirm completion in dashboard	Athlete
7	Renew annually	Athlete

Send Proof of SafeSport Training to SafeSport Coordinator for you Club!!!