

**Colonial Swimming League** (SafeSport Trained Core Course- Self-Purchase Instructions)

The U.S. Center for SafeSport is an independent 501c(3) non-profit organization focused on ending all forms of abuse in sport. Your organization will join the one million SafeSport™ Trained athletes, coaches, officials, and administrators who have pledged their commitment to keeping sport free of abuse.

INSTRUCTIONS:

1. **Connect to your account.** You will connect either as a new or returning learner.

**New Learners:**

- a. Go to this [link](#) only to begin. If you already have an account, please do not use these instructions. Reach out to the help portal [here](#) to request to be associated with Colonial Swimming League.
- b. A “**Sign Up**” page will appear. Add your information and click **Sign Up**.
- c. Please enter the Record ID **17434525779** in the field labeled “Organization Member ID”. This is a required field.

Organization Member ID (or enter N/A)	Required
<input type="text"/>	

- d. You will be navigated back to your dashboard.

2. Once logged into your newly created account. On the Home Page, select the **Catalog** tile.



3. **Identify your course.**

From your home page, go to the **My Courses** and select the course title required by your organization. **SafeSport Trained Core Course**- Select the cart at the bottom of the tile to purchase the course. (Do not select any course that indicates Completed. Purchase 1 course type at a time)

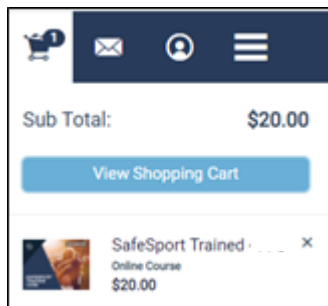


4. A Shopping Cart icon is displayed at the top right.
5. Select the Shopping Cart icon.

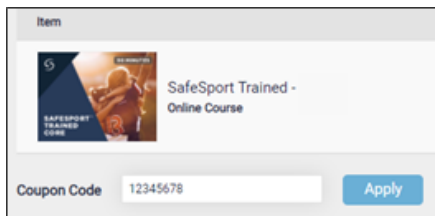


6. The course you selected displays. **Select the View Shopping Cart** button.

**Note:** If you want to remove a course from your cart, select the **X** icon at the right of that course.



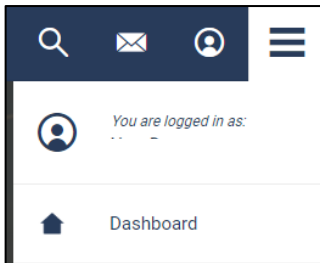
7. The Shopping Cart information displays. Update the number of courses you want to purchase in the **Quantity** field on the right. This is 1 seat if you are purchasing for yourself and 2+ if you are purchasing for others. Be sure to create a separate account from your learner account when purchasing seats for other profiles.
8. Enter the coupon code provided by your organization if one is supplied. Do not enter your enrollment key here.  
Then select the **Apply** button.



9. Select the **Proceed to Checkout** button at the right.

Proceed to Checkout

10. Follow the prompts to complete your purchase. Purchases with 2+ seats will be issued a link and enrollment key to share with their staff.
11. To take the course return to your personal dashboard to view your course by selecting the menu option on the right corner.



12. Select **My Courses**.



OR scroll down to view your courses.

13. **Begin your training.** Find your course tile. Click "**Start**" to begin your training. (You can pause and resume the course as needed.)

14. **Complete your course.** Remember to save this certificate and send it to [your group administrator](#).

*Need technical assistance? You can contact our Help Desk by clicking here: [Help Portal](#).*

*Give your organization, location, email associated to your profile, and the issue you are having.  
The Help Desk hours are M – F: 8am – 9pm EST; Weekends: noon – 5pm EST.*

*Thank you for being part of the U.S. Center for SafeSport training. Champion Respect. End Abuse.*