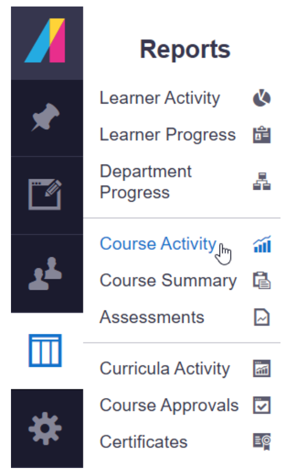
Midlakes SafeSport Administration
-- Easy Report Set-Up --

Hello Midlakes club admins for SafeSport. Wondering how to easily set up reports that you can use over and over again? Here's a quick how-to on setting up reusable reports to check who is current on their safety training at your club.

Questions? Ask me at safesportmidlakes@gmail.com or contact customersuccess@safesport.org.

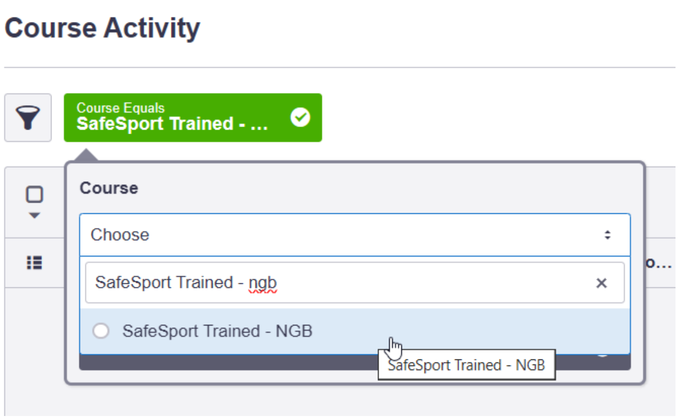
First, log into the SafeSport Absorb reporting system with your club's administrator account at https://safesporttrained.org/admin/dashboard.

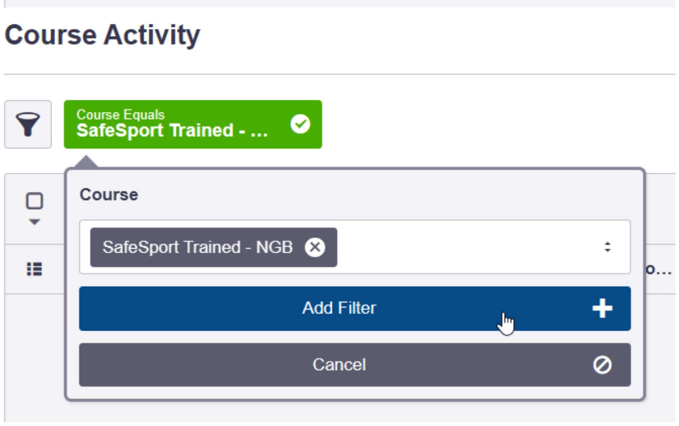
Setting up the First Report



1. Go to the Reports section of the left-hand menu and click on Course Activity.

2. Type in the course name "SafeSport Trained - NGB", select it from the radio button option, and then select "Add Filter".





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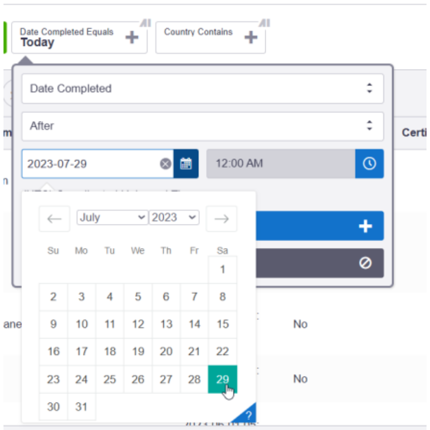
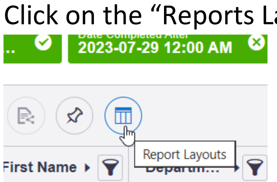
3. Now you will see all participants for your club that have ever taken the training. To see whose training is current, add a Date Completed filter to show all training completed since the prior season's League Champs. For 2024 reports, enter the date 7/29/2023 and select "Add Filter".



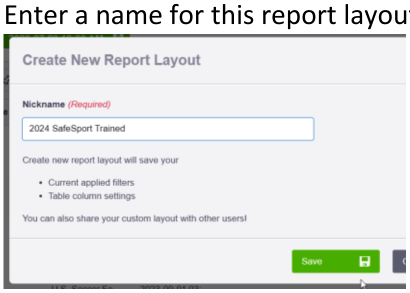
4. Now you can see the coaches and other staff who have completed the core SafeSport Trained course for the current season.

Saving Reports

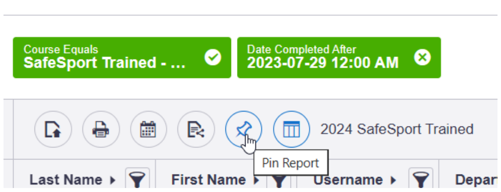
1. Click on the "Reports Layout" button on the reports toolbar.



2. Enter a name for this report layout, e.g. "2024 SafeSport Trained" and select "Save".



3. Now, "Pin" the report for easy access in the future.



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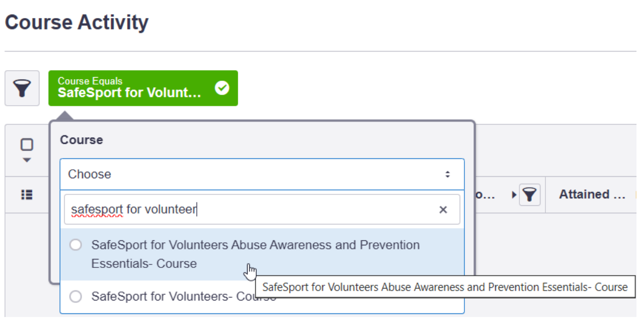
4. The “pinned” report will now show up in the Pinned Reports menu on the left-hand side of your dashboard.

Setting up Another Report

1. There are many more courses in the dropdown that are not available to Midlakes participants, e.g. for SafeSport for Volunteers that your board members and parent representatives should take. Make sure to pick the correct one!



2. These are the courses for our league:
   a. SafeSport Trained - NGB
   b. SafeSport for Volunteers Abuse Awareness and Prevention Essentials- Course
   c. Parents Guide to Misconduct in Sport - NGB
   d. SafeSport for Youth Athletes - Course
   e. SafeSport for Kids Course

3. For each course, follow the same steps as for the first one.
   a. Set the filter for the course name.
   b. Set a filter for date completed (remember to do this or you will see expired training in your report).
   c. Create a new “report layout” for each course.
   d. Pin the report for future use.

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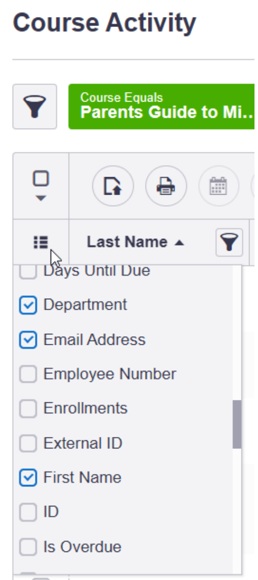
Changing the Report



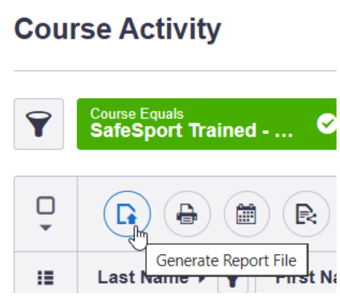
- You can add and delete columns from the layout. Click on the "Display Columns" icon at the left end of the column headings row. You can check or uncheck the available data points. We recommend adding "Email Address" and removing "Attained Certificate", "Certificate", and "Score".

- You can sort any column by clicking on the column heading, e.g. clicking on "Date Completed" to see the most recently completed trainings at the top of your list.

- You can change the order of the columns in the display. Hover your cursor in the heading box, but not over the text, and then click and drag the column heading to the new location.

Sharing the Report – Spreadsheet, Print, or Email

To share the report with others, you have a couple of options.



- To download the date from your report into a spreadsheet, click on "Generate Report File" icon at the left of the reports toolbar. Then select "Excel" or "CSV" and "Generate". This will create a local copy of the data in the selected format and save it to your default downloads location.

- You can print the report to your local printer or print as PDF if that is available on your device by selecting the "Print Report" icon next to the "Generate Report File" icon.

- You can set up the report for email by clicking "Schedule Report" and select the frequency for emailing the report.