

Admins: Setting up Reports in SafeSport's System

-- Easiest Report Set-Up --



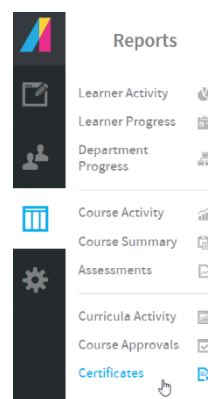
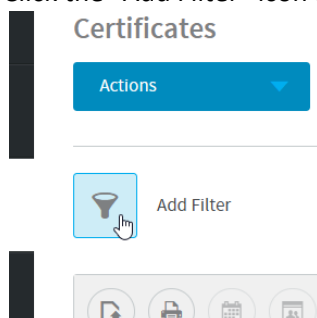
Hello Midlakes club admins for athlete safety training. Wondering how to easily set up reports in SafeSport's Absorb reporting system that you can use over and over again? Here's a quick how-to on setting up one reusable report to check who has completed their safety training at your club.

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

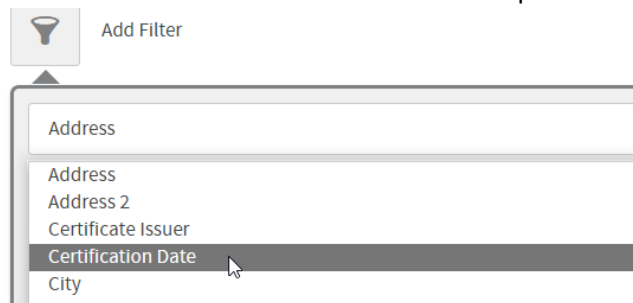
First, log into SafeSport's Absorb reporting system with your club's administrator account at <https://safesporttrained.org/admin/dashboard>.

Setting up the Report

1. Go to the Reports section of the left-hand menu and click on Certificates.
2. Click the "Add Filter" icon above the reports toolbar.



3. Select "Certification Date" from the first dropdown list. Keep the "After" option selected.



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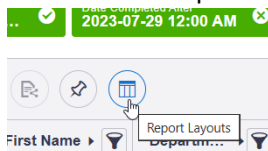
4. Select the date that is one year before the end of the current season. Example, for 2024 you would pick 7/29/2023 since the 2024 season ends on 7/28/2024. (Remember to change the date for water polo players since their season goes until late August.)

A screenshot of the 'Add Filter' dialog box. At the top, there is a funnel icon and the text 'Add Filter'. Below this, the 'Certification Date' section is expanded, showing 'After' with a date picker set to '07/29/2023' and a time picker set to '12:00 AM'. At the bottom of the dialog, there is a blue button labeled 'Add Filter' with a hand cursor pointing to it.

5. Click on the "Add Filter" button.
6. This report will show you all SafeSport certificates that are valid for your club until the end of the season. You will even see certificates for your participants who have completed other SafeSport training courses for the different organizations such as USA Soccer, USA Swimming, or others as long as the participants are affiliated with your club.

Save the Report for Later

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



2. Select "Create New" and enter a name for this report layout, e.g. "2024 SafeSport Certificates" and select "Save".

A screenshot of the 'Create New Report Layout' dialog box. It has a title bar that says 'Create New Report Layout'. Below the title bar, there is a 'Nickname' field with a red asterisk, containing the text '2024 SafeSport Certificates - All Types'. Below this, there is a section titled 'Create new report layout will save your' with two bullet points: 'Current applied filters' and 'Table column settings'. At the bottom, there is a blue button labeled 'Create New' with a checkmark icon and a grey button labeled 'Cancel'.

3. Now, the next time you log in and go to the Certificates area of Reports, you can select this report layout for easy access in the future.

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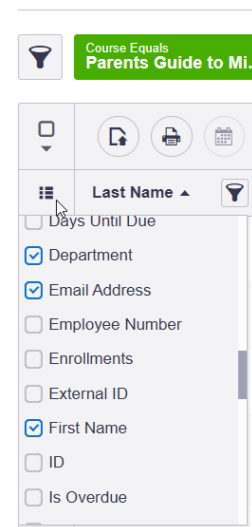
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Changing the Report

- 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.

Course Activity



Sharing the Report – Spreadsheet, Print, or Email

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

- To download the data 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.

Course Activity

