

# 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.

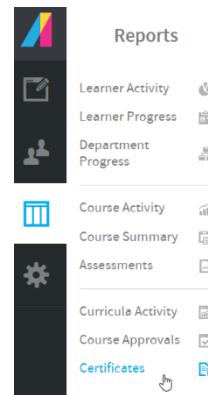
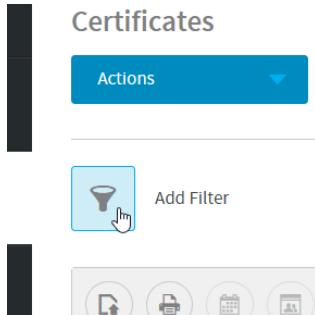
Questions? Ask me at [athletesafetymidlakes@gmail.com](mailto:athletesafetymidlakes@gmail.com) or contact [customersuccess@safesport.org](mailto:customersuccess@safesport.org).

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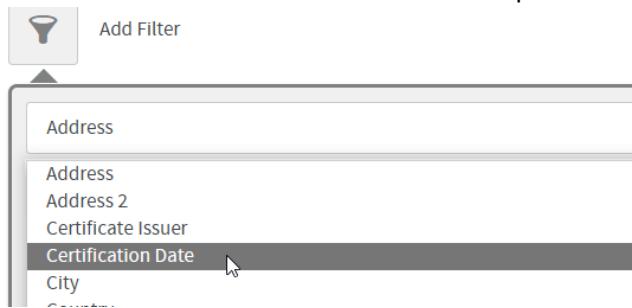
First, log into SafeSport's Absorb reporting system with your club's administrator account at <https://safesporttrained.org/admin/dashboard>.

### 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.

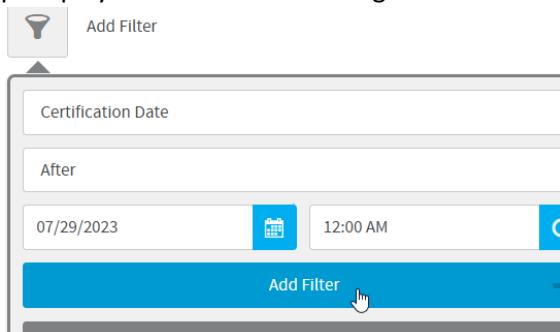


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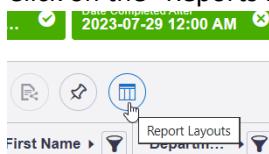
4. Select the date that is one year before the end of the current season. Example, for 2024 you would pick 7/29/2023 since the 2024 season ends on 7/28/2024. (Remember to change the date for water polo players since their season goes until late August.)



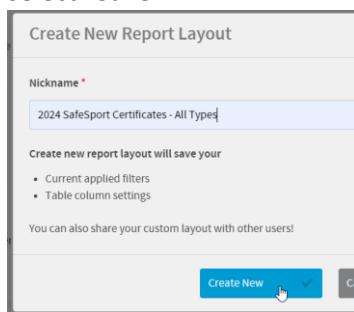
5. Click on the "Add Filter" button.
6. This report will show you all SafeSport certificates that are valid for your club until the end of the season. You will even see certificates for your participants who have completed other SafeSport training courses for the different organizations such as USA Soccer,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



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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### 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

A screenshot of the SafeSport Course Activity report interface. At the top, a green bar displays the filter "Course Equals Parents Guide to Mi..". Below the bar is a toolbar with icons for filter, download, print, calendar, and refresh. The main area shows a table with columns: Last Name (sorted by arrow), Days Until Due, Department, Email Address, Employee Number, Enrollments, External ID, First Name (checked), ID, and Is Overdue. The "First Name" column is highlighted with a blue border.

### 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

A screenshot of the SafeSport Course Activity report interface. At the top, a green bar displays the filter "Course Equals SafeSport Trained - ...". Below the bar is a toolbar with icons for filter, download, print, calendar, and refresh. The main area shows a table with columns: Last Name (sorted by arrow), First Name (checked), Days Until Due, Department, Email Address, Employee Number, Enrollments, External ID, First Name (checked), ID, and Is Overdue. The "Generate Report File" icon in the toolbar is highlighted with a blue circle and a cursor arrow pointing to it.

A screenshot of the "Email Report" settings for the "2024 SafeSport Trained" course. The "Email Report" button is highlighted with a blue box. Below it, the "Send '2024 SafeSport Trained'" field is marked as required. The "Frequency" dropdown is set to "Weekly" and the "Day" dropdown is set to "Sunday". The "Recipient Email Addresses" field contains "myemail@myemail.com".