<u>Swimmers with APT requirements - Step by Step</u>
Swimmers HAVE to be sure they have their own login - not their parents!

Course Access

SWIMS User Login

Education

Course Catalog

All Courses - DO NOT select Safe Sport Courses as those are for the Safe Sport Recognition Program

Select one of the courses listed above - based on your course progression, the next in the series is the only one shown

Recommendations

Turn off all pop-up blockers (allow pop-ups in your browser)

Use an updated version of Chrome or Firefox

Complete everything on the screen including the ⊠ to close out the screen

Take a screenshot of the full screen which includes date and time

Those with a cognitive disability can request a waiver

Troubleshooting

If you do not see one of the courses listed above, submit a Help Desk Ticket

If you have completed the course but it has not updated to your member record

Select Help in the blue bar at the top right of your SWIMS User Dashboard

Click on Submit a Help Ticket and complete the form with as much detail as possible including your Name and Member ID and any screenshots

Download or Print a Certificate

Go to safesporttrained.org

Click on Login then forgot password

Enter the email address used to take the training

Click on the link in the email received from US Center for Safe Sport

Enter a password

Go to Login and enter username (included in the email) and your password

Select the Menu icon at the top right in the blue bar

Select Transcript

Select the Download button for the course certificate you want to download.

Click the Download icon on the top right to save a copy to your computer