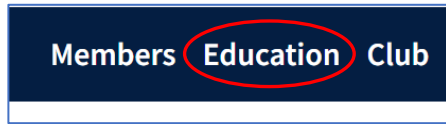
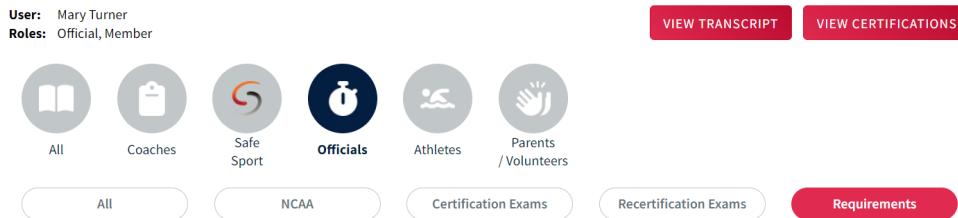


# Instructions for Completing Membership Requirements: Non-Athletes

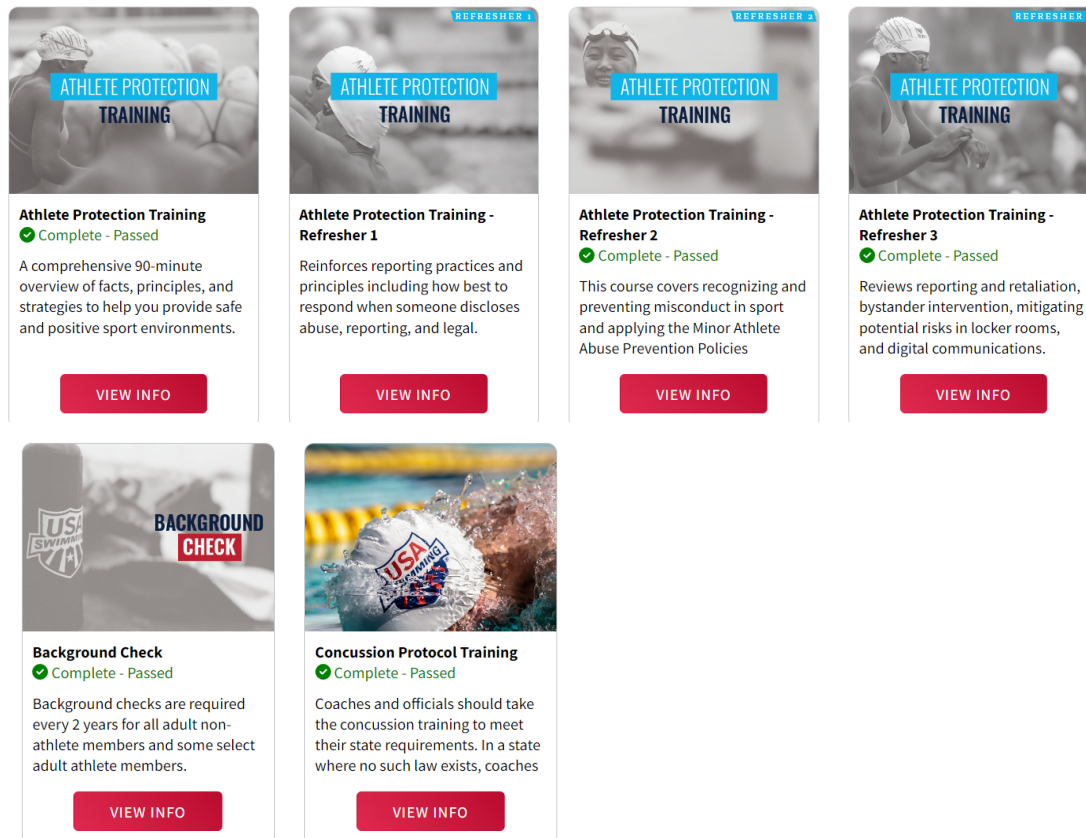
1. Log into your account on the USA Swimming website.
2. Click the Education tab and select Course Catalog



3. In the window that opens, select Officials → Requirements.



4. The required courses will be visible. (The order of APT courses to be completed over a four-year cycle is SafeSport Trained Core Course, Refresher 1, Refresher 2, Refresher 3. You will only be able to access the course that you need to complete.)



## Instructions for Completing Membership Requirements: Non-Athletes

5. Once you complete any course, take a screen shot of the certificate or the final screen that includes the date of completion. This will be helpful if the course fails to update in your record.
6. The BG check (once finalized) and APT will automatically update in your record but it may up to 24 hours. If it doesn't match after that, please contact [businessoffice@virginiaswimming.org](mailto:businessoffice@virginiaswimming.org) for assistance. That will be the most efficient and effective way to get assistance.
7. The certificate for the Concussion Protocol Training will not automatically update in your record. Please send a copy of that certificate to [businessoffice@virginiaswimming.org](mailto:businessoffice@virginiaswimming.org) so that it can be added.