

STEP 1 CONNECT TO YOUR ACCOUNT

New Learners: Click the sign up now button to the right to begin. The “Sign Up” page will appear. Fill in your information and click “Sign Up.”

Once logged into your new account, go to the Home Page and select the “Catalog” tile.

[SIGN UP NOW](#)

NOTE: If you already have an account, please do not use these instructions. Reach out to the [help portal](#) to request help signing in.

STEP 2 IDENTIFY YOUR COURSE

From your Home Page, go to “My Courses” and select your course. Click the cart at the bottom of the tile to purchase. **Do not select any course that indicates “Completed.” Purchase one course type at a time.** Some courses may say “enroll”. These courses do not have a rate. To purchase more than 100 seats of these courses, contact customersuccess@safesport.org.



STEP 3 SHOPPING CART

Select the Shopping Cart at the top right. The course you selected will display. Click on the “View Shopping Cart” button.

Shopping Cart information will display. Update the number of courses you are purchasing in the “Quantity” field on the right (one seat if you are purchasing for yourself, two or more if purchasing for others).

Be sure to create a separate account from your learner account if purchasing seats for other profiles.

NOTE: Make sure to press the **refresh button** to update the quantity of courses.



To delete a course from your cart, click the “X” to the right of the course.

STEP 4 CHECKOUT

Click the “Proceed to Checkout” button on the right. Follow the prompts to complete your purchase. **Purchases with two or more seats will be issued a link and enrollment key to share with staff.**

[Proceed to Checkout](#)

STEP 5 SHARE TRAINING

After your purchase is complete, you will receive an email receipt & a key. This receipt will include an enrollment link and PDF instructions. Share the link & instructions with your staff.

Reminders:

- Purchases are final; only a completed purchase of two or more seats will receive a key and link for other profiles to access.
- You will receive an email receipt. Add your Enrollment Link and Key to the template, save, and then share instructions.
- Do not share this information publicly as you want to control who uses the key.
- An Enrollment Key is considered used once a user enrolls in the course, not when completed.
- Purchase one course type at a time.
- You must purchase two or more seats if purchasing for others. **Single seats purchased** will be issued to your own account and are non-refundable.

Need technical assistance?

[CONTACT HELP DESK](#)

You will be asked to provide your organization, location, email associated to your profile and the issue at hand. Help Desk hours are 8 a.m. to 9 p.m. EST on weekdays; noon to 5 p.m. EST on weekends.

THANK YOU FOR BEING A PART OF OUR MISSION TO END ABUSE IN SPORT.

CHAMPION RESPECT.
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