Instructions for Affiliated Client Organization Users: athletesafety.org Learning Management System

Thank you for registering to take the U.S. Center for SafeSport's online training. We are glad to have you on board as we work together to create a safe and respectful sport environment for all athletes.

To register for our online training, please follow these steps:

1. Go to athletesafety.org. Chrome or Firefox are recommended for the best user experience.

2. Click "Training" from the homepage or from the "Menu" in the upper left corner of the screen.

3. Select "SafeSport™ Trained" from the catalog and "Add to Bag."

4. Select "Checkout."

5. Next, select "Register" to create your account and profile. Fill in the required information.

6. On the second page of your profile, select your preferred membership affiliation or the organization requiring completion of training.

7. You will be prompted to enter an access code ID in order to affiliate with an organization. This access code is granted by the admin of your organization. Once this code is entered, select "Save." (Note: you can select "**Not Affiliated**" for Membership if your organization is not listed in the drop-down menu.)

8. An email will be sent to you to confirm your account. Open the email and click "Confirm Email Address." You can then sign in.

9. Once you've signed in, you can purchase the course from your shopping bag in the upper right corner.

10. Once you've successfully purchased the course, you will be able to complete it from your Learning Dashboard.

Remember to **download and save your SafeSport™ Trained certificate upon course completion.

If you have technical difficulties while taking the training, please contact the Help Desk at help.desk@safesport.org or 720-676-6417 (8 am – 9 pm ET weekdays, Noon – 5 pm weekends).

If you are interested in having your organization listed with the Center, please email training@safesport.org. New large independent organizations with 200 or more users can contact us for additional options.