



SAFESPORT ABUSE PREVENTION TRAINING – Help Guide

You are required to complete the SafeSport Abuse Prevention training. **The link to the required training is in your “My Account” adult registration under the “Certificates” tab.**

SafeSport is a yearly requirement. You must take the initial course that is approximately 1&1/2 hours long; then a refresher course that is approximately 25 minutes long each year of participation. U.S. Soccer Connect goes directly to SafeSports (API feed) to retrieve your course data from SafeSport. **You must use the same first and last name and email address for both your adult registration account and SafeSport training account to be auto approve you; you do not upload your certificate of completion if email and name matches both accounts.**

1. Log into your Mass Youth Soccer Adult Registration, “My Account”.
 - a. The link login link is located at the end of this document.
2. Click on the **“Certificates” tab** that is located under your photo.
3. **Copy the Access Code** that is directly under the SafeSport training link.

Safe Sport:

<https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c4>

Access code: YC3E-6P5G-YYIL-CS2M

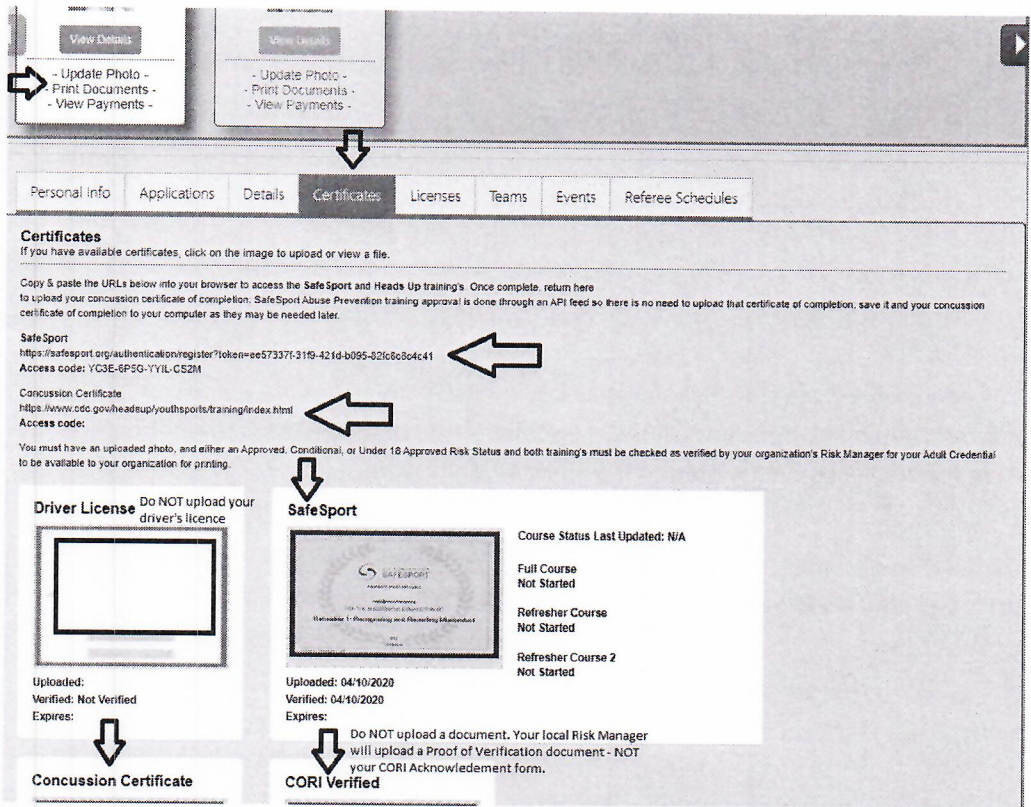
4. Click on the SafeSport link that brings you to the “Add Membership” popup for U.S. Soccer

IMPORTANT: This button must be clicked so Connect knows to listen to Safe Sport for when you complete your Safe Sport online training.

5. Paste the access code into the popup and click on “Save” button at the bottom.
6. Add required information. **IMPORTANT:** Your first name, last name, date of birth, gender, **AND** email must match the information input in Safe Sport to validate and approve completed courses.
 - a. If you have already created a SafeSport account, it will notify you that an account already exists and prompt you to log in by click on the “SIGN IN” link at the top of the page . Once signed in, you are presented with the trainings that you completed and new ones that are available to you.
7. Continue through the steps to certify membership and complete the creation of an account with SafeSport.

- 8. After saving the information, **SafeSport ASO** will send an email to verify the account, you can then log back in and begin the training.
- 9. When you log back into your account, you will find the SafeSport Trained course.
- 10. Upon successful completion of the SafeSport Certification module on the SafeSport website (using the U.S. Soccer Connect link) coaches will be auto approved in Connect **and do not upload a Certificate of Completion.**

IMPORTANT: The coach must complete the full Safe Sport module to be auto approved and receive their Safe Sport Certified Master Certificate. You must **FIRST** click the **“Begin Safe Sport Training”** button in Connect and **THEN** complete your Safe Sport online training.



NOTE: You will not see an expire date for these trainings. The expire date is based off the policy information listed above.

For SafeSport Technical support: Issues with online training access, please contact the Online Training Help Desk at (720) 676-6417.

If at any time you require help or have any questions regarding your adult registration, you may call the **US Soccer Connect Help line at 855-703-2558**, contact your participating organizations Registrar or Risk Manager, or you may contact the Mass Youth Soccer CORI/Risk Administrator via email at CORI@mayouthsoccer.org

6/4/2020

How to Create an Account in CDC TRAIN for the HEADS UP course

1. Use your preferred internet browser and go to <https://www.train.org/cdctrain/>.
2. If you already have a TRAIN account (TRAIN National, or a state TRAIN account), enter your login name and then your password and select **Login**. If you do not have a CDC TRAIN account, click the **Create an Account** link.

The screenshot shows the CDC TRAIN website interface. On the left is a login form with fields for 'Login Name' and 'Password', a 'Forgot Your Login Name / Password?' link, a 'Login' button, and a 'Keep me logged in' checkbox. Below the login form is a 'Create an Account' link. To the right of the login form is a 'Welcome to CDC TRAIN' section. It includes a paragraph about CDC TRAIN being a gateway to the TRAIN Learning Network, a photo of people in a classroom, and a paragraph stating that CDC TRAIN provides access to more than 1,000 courses developed by the Centers for Disease Control and Prevention (CDC). Below this is a 'First time to TRAIN?' section with instructions to select 'Create Account' on the left menu to register. At the bottom are four buttons: 'Learn how to use TRAIN', 'Learn more about CDC TRAIN', 'Find courses that offer continuing education (CE)', and 'Become a CDC TRAIN Course Provider'.

3. Account Creation

- Create your login name and password:
 - Login must be unique (with letters and numbers only), and a minimum of four characters.
 - Password must contain at least six characters with at least one capital letter and one number.
 - Enter your preferred email address.
 - Enter your first and last name.
 - Select your time zone.
 - Enter your preferred zip/postal code.
 - You must agree to all of CDC TRAIN policies. It is recommended that you read through the policies. Please note that you cannot use CDC TRAIN until you agree to the policies.
 - After agreeing, select the **Next Step** button.
4. You will be prompted to select a more detailed group selection for CDC TRAIN. From the menu, select **Other** and then **Other Public Health Interests**.

5. You will be asked to confirm your selection. Select the green button to confirm.

CDC TRAIN

CDC TRAIN requires more detailed group selection.
Please refine your selections below

Location / CDC / Academia & Research

(Click any level to return to it)

Please review the group selections above for accuracy
and make changes as necessary.

Confirm these selections

Continue

Back

6. Massachusetts is a TRAIN state:
- a. You will be asked to select a region. To see a map of the regions, click the blue circle with a white question mark and a link will appear for a map. The map will open in a new tab.
 - b. Locate your region and then close the map tab.
 - c. Click on your region and then select your city (or nearest city).
 - d. Select the green confirm button.

7. Select the blue **Finish Creating Account** button.

CDC TRAIN

National/Maryland

Not a Government Employee in Maryland

Back

Finish Creating Account

8. The system will automatically log you in. Please use the **Your Profile** link either in notifications or in the top right corner (click on your name) to complete any required account information. You can search CDC TRAIN for courses without all required information, but in order to register and take a course you will need to complete your profile.

Classic TRAIN Administrator

CDC TRAIN

HOME

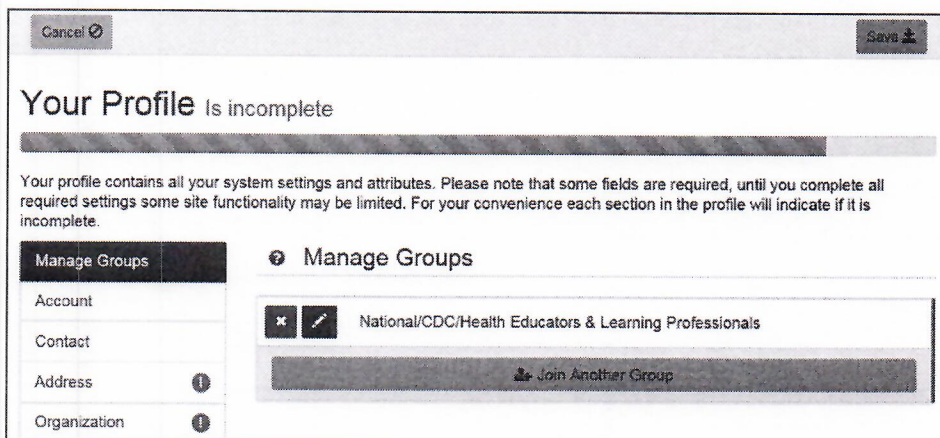
COURSE CATALOG

Your Profile

Log Out, ADMINISTRATOR

What do you think of the new site? Your opinion is important to us!

9. Areas of your profile that need to be updated will have a red exclamation mark next to it. Select the exclamation mark to update each field.
 - a. For the Organization section:
 - i. Organization Name: please enter your coaching or sports organization name
 - ii. Department or Division: please enter N/A
 - iii. Title: please enter Coach, Assistant Coach, etc.
 - b. For Professional Role and Work Setting, if none of the categories apply to you, please select **Other** and indicate Youth Sport Coach/Parent, School Official, etc.
10. Once you have completed each field, you will need to save the entry by selecting the **Save** button on the top right corner of the page. Continue this action until all fields have been updated.
11. Select **Save** and your account is now set up! You can close this section and register for your course.



Cancel Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address !

Organization !

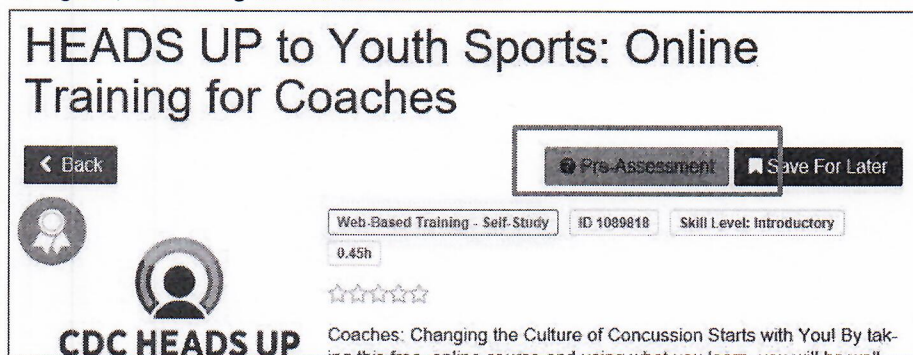
Manage Groups

x edit National/CDC/Health Educators & Learning Professionals

Join Another Group

Registering for a HEADS UP to Youth Sports Course:

1. Select the appropriate link below to go to the course you need to take for HEADS UP:
 - a. Coaches version: <https://www.train.org/cdctrain/course/1089818/>
 - b. Parents version: <https://www.train.org/cdctrain/course/1089862/>
 - c. Sports Officials and Athletic Trainers version: <https://www.train.org/cdctrain/course/1089861/>
 - d. All others: <https://www.train.org/cdctrain/course/1089855/>
2. The course details will load for the course. Please read carefully for any instructions.
3. To register, select the green **Pre-Assessment** tab.



HEADS UP to Youth Sports: Online Training for Coaches

< BackPre-AssessmentSave For Later



Web-Based Training - Self-Study

ID 1089818

Skill Level: Introductory

0.45h

☆☆☆☆

Coaches: Changing the Culture of Concussion Starts with You! By taking this free online course and using what you learn, you will be well

CDC TRAIN

CDC's online learning system

4. The pretest will load in a new tab. Please select the **Start Assessment** button.
5. When you have completed the pre-assessment, please exit the tab. CDC TRAIN will still be open in another tab. Please select the **Launch** course button to begin the course.
6. If you need to leave the course prior to completing it, TRAIN will hold you in progress. You can return to the course by logging back into CDC TRAIN and selecting **Your Learning** on the home page. Click on the course link and then the **Launch** button to re-launch the course.
7. Once you have completed the course, select the course exit button to close the course.
8. CDC TRAIN will still be open in the browser. Please select the **Assessment Pending** button to begin the post assessment.
9. Once you have completed the post assessment, close the tab to return to CDC TRAIN. If you passed the post assessment with 80 points or higher (note – only the first 10 questions are graded at 10 points each), a certificate will be placed in your certificates in CDC TRAIN (**Your Learning/Your Certificates**).
10. Download your certificate of completion and save to your computer.
11. If you fail, you may retake the post-assessment.

HEADS UP to Youth Sports FAQ's

1 - Unable to log in to old account or obtain older certificates

As of March 1, 2020, you are unable to use your log in information from previous year's course to take the new course. The previous system was retired and the course is being administered in a new system called CDC TRAIN.

The information regarding the new Heads Up course and guidance for creating a new account with CDC TRAIN is located at <https://www.cdc.gov/headsup/youthsports/training/index.html>. If you need to create an account in CDC TRAIN, please use the [How to Create an Account in CDC TRAIN](#) guide.

If you need assistance with CDC TRAIN, please contact the learner support team at train@cdc.gov.

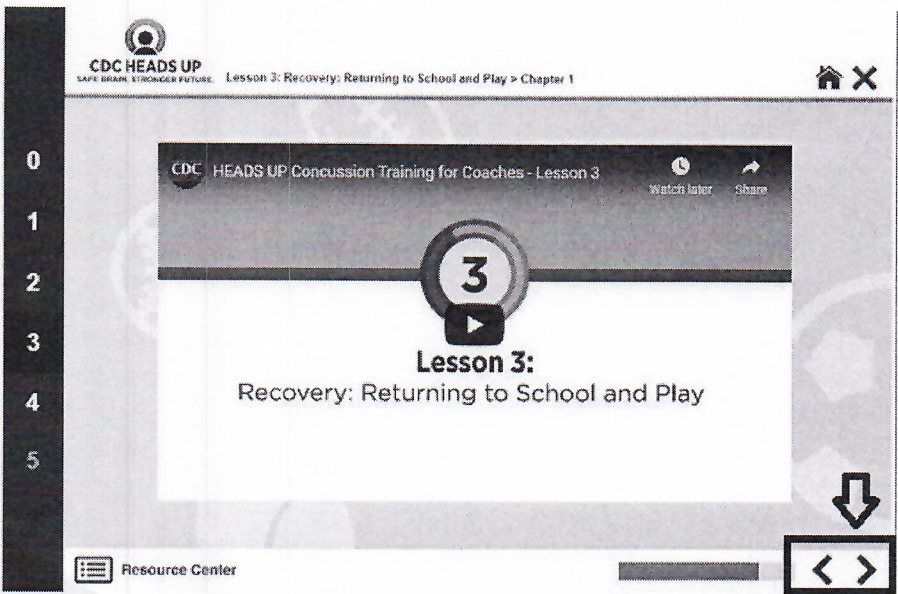
If you have questions about the content or obtaining older certificates, please contact injuryprevention@cdc.gov and put HEADS UP in the subject line.

2 – Stuck in pre-assessment pending

Once you register for the course you are moved to a pre-assessment pending status. Please click the green "Assessment" button to begin the pre-assessment. If you are on a mobile device, the assessment link will be in the green "More Actions" button. Once you have completed the pre-assessment, the button will update to a Launch button. Click the "Launch" button to begin the course content. *You may need to turn off the pop-up blocker for your browser before the browser will open the pre-assessment.*

3 – Course Navigation

Please use the blue arrows in the bottom right corner of the course to move forward and back in the course. The forward arrow may be greyed out until you complete a video or activity page. Please note that the full navigation screen may not appear on mobile devices. It is recommended that you use a tablet/laptop/desktop.



3 – Trouble viewing videos

Videos now stream from You Tube. If you are experiencing issues with the course loading or buffering, we suggest closing all browser windows and reopen CDC TRAIN using Google Chrome.

4 – Stuck in the In Progress status

This course is designed to automatically move you to a completed/post-assessment pending status when you reach the end of the course. Do not exit the course for completion until you have landed on the Congratulations page. To return to the course while In Progress, select the “Launch” button and choose the “resume where you left off” option. If you skipped any of the chapters the course may not complete.

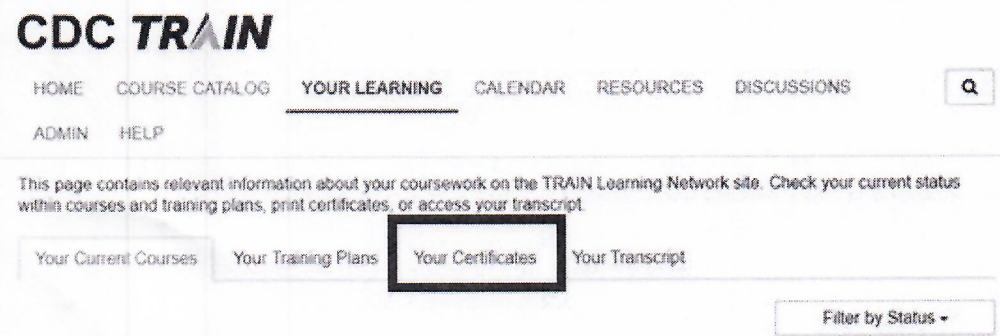


5 – Trouble with posttest

The assessment is points based, not percentage based. To achieve a passing score on the posttest, you must obtain 80 points. Of the first 10 questions, you will need to get 8 out of 10 correct to receive a passing score. The rest of the questions are Likert scale – those you can answer with your own opinion and they will not affect your score. You have 10 attempts to achieve a passing score.

6- Can’t locate my certificate

When you have completed the post test with a passing grade of 80 POINTS (not percentage), the course will move to Your Learning/Your Transcript. The certificate will be located in Your Learning/Your Certificates. Please click on the download icon to the left of the course title. You will have the option to print or save to your computer.





CENTERS FOR DISEASE CONTROL (CDC) CONCUSSION TRAINING

CDC Concussion training - Mass Youth Soccer has a two-year approval policy.

- If you completed your training June 1st or later, of the year you are registering to, you are in compliance with the Mass Youth Soccer policy for two soccer registration years.

You must check with your local organization as your league may have a one-year policy.

CDC Certificates of completion **must be uploaded into your adult registration account no matter how it is completed**. Please read all information carefully prior to clicking on the course training link.

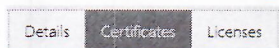
First, note there are ***New Instructions for CDC Concussion Training***

As of March 1, 2020, you are unable to use your login information from last year's course. The CDC has made some updates to where the Heads-Up training lives. The course is being administered in a new system called CDC TRAIN; all adults will need to establish a new account with a new login and password to access the HEADS UP to Youth Sports Training. The link in your adult registration account and at the bottom of this document will show everyone how to create an account through CDC Train. If you created an account after March 1st you can use the link below and log into your existing account.

Prior to creating your account, please read all instructions below.

How to complete your Centers for Disease Control Concussion Training and Upload your Certificate of Completion

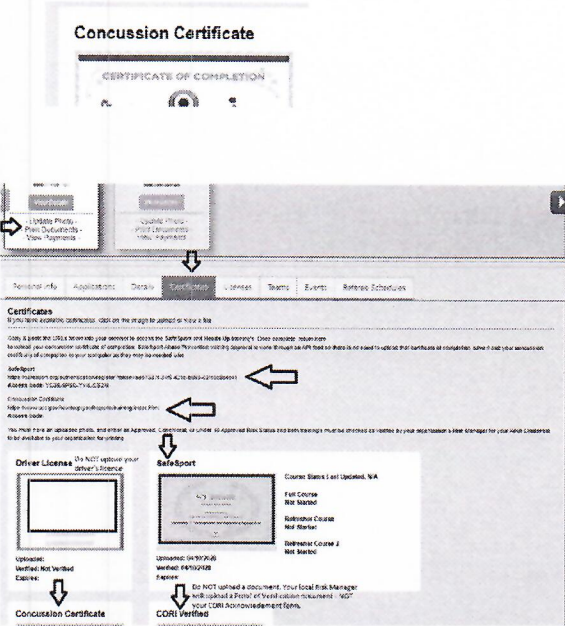
1. You can find the link to the instructions which includes the link to take the concussion training course, by logging into your Mass Youth Soccer Adult Registration account ("My Account") and clicking on the **"Certificates"** tab.



2. Once you click on the Certificates tab, you can click on the CDC .gov/headsup link to review the instructions on how to create an account which also includes the link to take the course.
 - a. Please use the same first and last name and email address for both the Adult Registration and creating your CDC account.
3. Once you have completed the training you are required to upload your certificate of completion. This is done by:
 - a. Logging back into your "My Account" and then clicking on the **"Certificates"** tab.

- b. Next, click on the “Concussion Certificate” box and upload your Certificate of Completion.

You are all set, and your participating organization’s Administrator will mark you as Verified/Approved.



NOTE: You will not see an expire date for these trainings. The expire date is based off the policy information listed above.

CDC How to create a new account:

[https://www.mayouthsoccer.org/assets/61/6/create an account cdc train headsup massachusetts \(002\).pdf](https://www.mayouthsoccer.org/assets/61/6/create%20an%20account%20cdc%20train%20heads%20up%20massachusetts%20(002).pdf)

For CDC Concussion Training Support: CDC TRAIN Administrator: TRAIN@cdc.gov

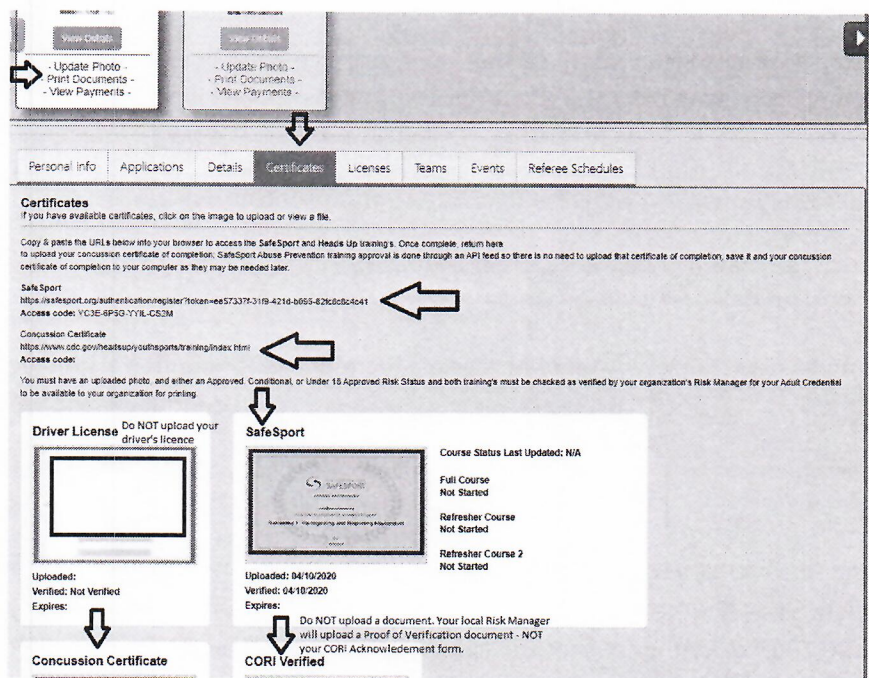
If at any time you require help or have any questions regarding your adult registration, you may call the **US Soccer Connect Help line at 855-703-2558**, contact your participating organizations Registrar or Risk Manager, or you may contact the Mass Youth Soccer CORI/Risk Administrator via email at CORI@mayouthsoccer.org

To log into your account, click [here](#)

How to: Verify Registration History and Risk Status and Risk Expire Date – Update Personal Information – Find Required Training Links – Print your CORI Acknowledgement Form

To **verify** your Registration/Season history and your **Risk Status and Risk Expire Date**, to **update** your personal information and find the **required training links** and **CORI Acknowledgement form** read below to see instructions and the **“Login”** portal link:

1. Log into your Adult/CORI Registration account using the Affinity **Login** Portal link below.
2. Once logged in, click on the **Applications** tab located under your photo; there you will see your Registration/Season history, Risk Status and Risk Status Expire Date.
3. To update your personal information please Log into your adult registration and click on the info tab under your photo.
4. To find the SafeSport and CDC required training links, log into your adult registration and click on the “Certificate” tab under your photo.
5. To print your CORI Acknowledgement form, click on the Print Documents link located under your photo or under the Applications tab. Follow the Adult/CORI Registration line to the **Receipt & Forms** link, then click on that link for your **printable PDF CORI Acknowledgement Form**.



To verify account information: [U.S. Soccer Connect Login Portal](#)

6/12/2020