

CONCUSSION TRAINING INTEGRATION

CDC CONCUSSION TRAINING:

The steps below outline the CDC Concussion Training workflow in Connect. It will show what the coach sees after registration, how the Clubs can review and manage the Concussion Training Certificates, and how Associations can approve coach documents.

COACHES: Registration & Certificate Upload

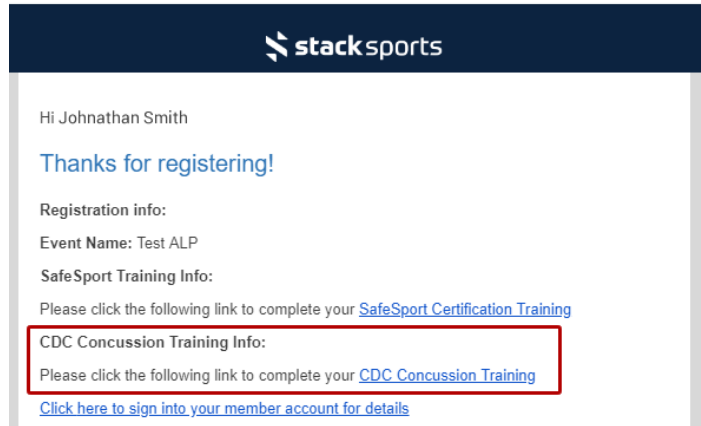
Coaches Register online via their Town or Club Connect registration website.

OPTION 1: CDC Concussion Training via Email


1. Upon successful registration coaches will first see the CDC Concussion Training link in their Confirmation Email.

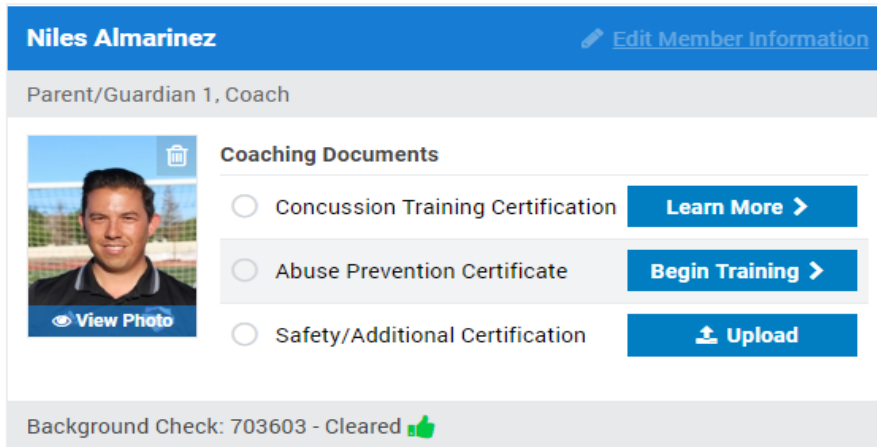
NOTE: If they are **not confirmed** they will not receive this notice until updated by an admin user.

2. Click the link in the email to be redirected to the CDC Concussion Training landing page for the member affiliated with that confirmation email



OPTION 2: CDC Concussion Training via Member Account

1. Log into the coach's member account using the red Member Login button located at the top of the registration landing page  or return to member account home if already logged in.
2. Click the Concussion Training "Learn More" button next to the coach's name to open the Concussion Training landing page for the selected member.



NAVIGATE TO CDC TRAINING & UPLOAD CERTIFICATION

1. Click the “Start Your Training” button to navigate to the CDC Concussion Training module
2. Complete the CDC Concussion Training Course
Download a copy of the CDC Concussion Training Certificate
3. Upload a copy of the CDC Concussion Training Certificate by clicking the “Upload Certificate”

The image shows two side-by-side screenshots. The left screenshot is from the 'stackconnect CLUB & LEAGUE' website. It features a blue header with the logo. Below the header, there are two main sections: '1. Access Your HEADS UP Concussion Training' with a 'START YOUR TRAINING' button, and '2. Once complete, upload your certificate below' with an 'UPLOAD CERTIFICATE' button. At the bottom, there are logos for CDC and HEADS UP COACHES. The right screenshot is a sample 'CERTIFICATE OF COMPLETION' for 'CDC HEADS UP SAFE BRAIN. STRONGER FUTURE.'. It is awarded to 'MY NAME HERE' in December 2018 for completing the training. The certificate includes a name field and a CDC logo at the bottom right.

ADMINS: Approving Concussion Training Certificates (CDC Cert accepted only)

Once certifications have been uploaded, they are viewable by both Association and Club administrators. Association and Town/Club Admins want to view the validity of the certificates and approve them so they cannot be changed throughout the season.

With this new CDC Concussion Training workflow, we’ve cut down the work for Administrators by implementing automatic certificate approval using “Metadata”. Metadata is information included in the certificate uploads that we use to verify the user’s name and the date of certification.

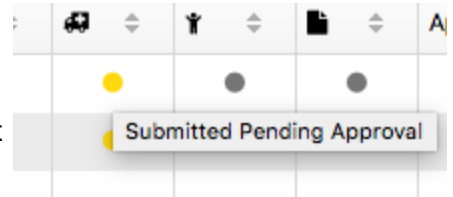
If the system can match the name on the certificate and the certification date with the member and the current season, then Connect will auto-approve the certificate.

If the certificate cannot be verified then it is left as pending and will need to be reviewed by an administrator who can choose to approve, reject, delete, or re-upload a different Concussion Certificate for that member.

CLUBS: View Certificates

1. Log into Club & League Connect
2. Select an event in the Folder Tree

3. Click the green “Find” button
4. Review coach information
5. See the “Ambulance” icon to view the status of the current Concussion Training Certificate



NOTE: See the “Color Codes” link above the table to see what each color represents as part of the document approval process.

Color Codes

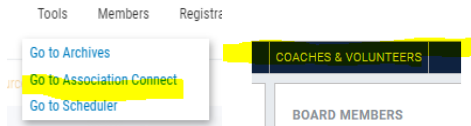
- **Draft:** Default status when a file is missing or not applicable to the registrant, or this is a new registration.
- **Submitted Pending Approval:** The file or registration has been added and is pending approval.
- **Approved:** The file or registration has been reviewed and approved.
- **Rejected:** The file or registration has been reviewed and rejected.
- **Requires Action:** The file or registration has been reviewed and requires further action before being approved.

6. Click the icon to open the Concussion Training Certification
 - a. View previously uploaded certificates
 - b. Upload certificates if they are missing
 - c. Delete existing certificates
 - d. Club Admins CANNOT change the document status in Club Connect, **only in Association Connect.**



Administrators: Manage Certificates

1. Log into your Town/Club Connect Administrative website
2. Go to Tools at the top and Choose Go to Association Connect



3. Select the “Coaches” tab and filter accordingly
 4. Review coach information
 5. See the “Ambulance” icon to view the status of the current Concussion Training Document
- NOTE:** See the “Color Codes” link to see what each color represents as part of the document approval process.
6. Click on colored dot for individual view and manage concussion training documents:
 - a. View previously uploaded certificates
 - b. Upload certificates if they are missing
 - c. Delete existing certificates
 - d. Admins cannot update the status from the view/upload screen (see Bulk options below)
 7. Bulk manage concussion training documents:
 - a. Select coaches using the checkboxes on the **far left** of each coach row
 - b. Click the blue “Status Update “button in the **bottom right** of the page
 - c. Update the status for the Concussion Document - the new status will be applied to all coaches currently selected

Cal North Test Club

| APPROVAL | PLAYERS | COACHES & VOLUNTEERS | |
|-------------------------------------|----------------|----------------------|------------|
| 2017-2018 Season | Find Name | Add | |
| Approv | Name | Role | Background |
| <input checked="" type="checkbox"/> | McCoach_Coachy | Head Coach | 778442 |
| <input checked="" type="checkbox"/> | McCoach_Coachy | Head Coach | 778442 |
| <input checked="" type="checkbox"/> | Test_Coach | | 1279774 |
| <input checked="" type="checkbox"/> | Test_Coach | Head Coach | 1279774 |
| <input checked="" type="checkbox"/> | Coach_Test | Head Coach | 1341334 |

Bulk Status Update

For the coaches selected choose a status for the option you wish to update. If you attempt to choose a status for a file that has yet to be added to a selected coach your change will not be applied and will remain with a status of "draft".

Quick Set:

Coach Photo:

Sexual Abuse Training:

Concussion Document:

Safety Certificate:

- Draft
- Submitted Pending Approval
- Action Required
- Approved
- Rejected