




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.
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.

Certificates
If you have available certificates, click on the image to upload or view a file.

Copy & paste the URLs below into your browser to access the SafeSport and Heads Up training's. Once complete, return here to upload your concussion certificate of completion; SafeSport Abuse Prevention training approval is done through an API feed so there is no need to upload that certificate of completion; save it and your concussion certificate of completion to your computer as they may be needed later.

Safe Sport
<https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82f8c8c4c41>
Access code: YC3E-6P5G-YYIL-CS2M

Concussion Certificate
<https://www.cdc.gov/headsup/youthsports/training/index.html>
Access code:

You must have an uploaded photo, and either an Approved, Conditional, or Under 18 Approved Risk Status and both training's must be checked as verified by your organization's Risk Manager for your Adult Credential to be available to your organization for printing.

Training Module	Status	Upload/Verification Details
Driver License	Do NOT upload your driver's licence	Uploaded: [Blank] Verified: Not Verified Expires: [Blank]
Concussion Certificate	[Blank]	[Blank]
SafeSport	Course Status Last Updated: N/A Full Course: Not Started Refresher Course: Not Started Refresher Course 2: Not Started	Uploaded: 04/10/2020 Verified: 04/10/2020 Expires: [Blank]
CORI Verified	Do NOT upload a document. Your local Risk Manager will upload a Proof of Verification document - NOT your CORI Acknowledgement form.	[Blank]

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

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