

NORTHERN VIRGINIA SWIM LEAGUE-NVSL (SafeSport Trained Core Course- Self-Purchase Instructions)

The U.S. Center for SafeSport is an independent 501c(3) non-profit organization focused on ending all forms of abuse in sport. Your organization will join the one million SafeSport™ Trained athletes, coaches, officials, and administrators who have pledged their commitment to keeping sport free of abuse.

INSTRUCTIONS:

1. **Connect to your account.** You will connect either as a new or returning learner.

New Learners:

- a. Go to this [link](#) only to begin. If you already have an account, please do not use these instructions. Reach out to the help portal [here](#) to request help on signing in.
- b. A “**Sign Up**” page will appear. Add your information and click **Sign Up**.
- c. Please enter the Record ID you received in the field labeled “Organization Member ID”. This is a required field.

Organization Member ID (or enter N/A)	Required
<input type="text"/>	

- d. You will be navigated back to your dashboard.

2. Once logged into your newly created account. On the Home Page, select the **Catalog** tile.



3. **Identify your course.**

From your home page, go to the **My Courses** and select the course title required by your organization. **SafeSport Trained Core Course-** Select the cart at the bottom of the tile to purchase the course. (Do not select any course that indicates Completed. Purchase 1 course type at a time)

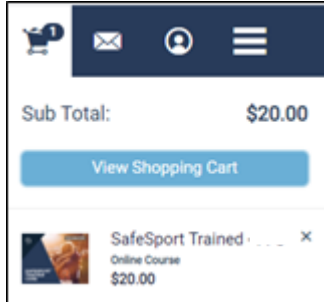


4. A Shopping Cart icon is displayed at the top right.
5. Select the Shopping Cart icon.

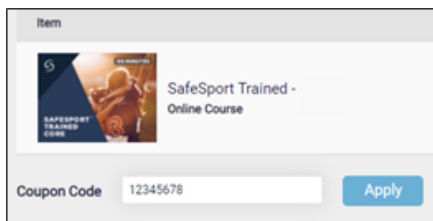


6. The course you selected displays. **Select the View Shopping Cart** button.

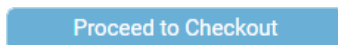
Note: If you want to remove a course from your cart, select the **X** icon at the right of that course.



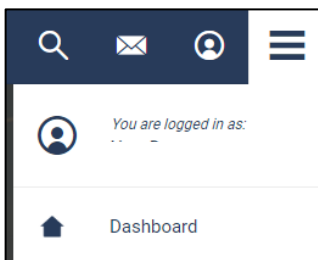
- The Shopping Cart information displays. Update the number of courses you want to purchase in the **Quantity** field on the right. This is 1 seat if you are purchasing for yourself and 2+ if you are purchasing for others. Be sure to create a separate account from your learner account when purchasing seats for other profiles.
- Enter the coupon code provided by your organization if one is supplied. Do not enter your enrollment key here.
Then select the **Apply** button.



- Select the **Proceed to Checkout** button at the right.



- Follow the prompts to complete your purchase. Purchases with 2+ seats will be issued a link and enrollment key to share with their staff.
- To take the course return to your personal dashboard to view your course by selecting the menu option on the right corner.



12. Select **My Courses**.



OR scroll down to view your courses.

13. **Begin your training.** Find your course tile. Click “**Start**” to begin your training. (You can pause and resume the course as needed.)

14. **Complete your course.** Remember to save this certificate and send it to your group administrator.

Need technical assistance? You can contact our Help Desk by clicking here: [Help Portal](#).

*Give your organization, location, email associated to your profile, and the issue you are having.
The Help Desk hours are M – F: 8am – 9pm EST; Weekends: noon – 5pm EST.*

Thank you for being part of the U.S. Center for SafeSport training. Champion Respect. End Abuse.