

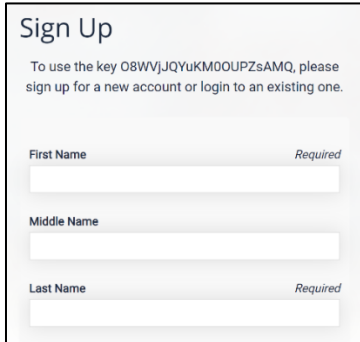
HOW TO CREATE AN ACCOUNT AND ACCESS CURRICULUMS

NEW MEMBER ACCESS – LINK (URL)

For new members who do not have an account on the previous system, Safesport.org or on the current system Safesporttrained.org you will need to contact your NGB to obtain a link to create your account. If you are unable to obtain a link from your NGB, you can create an account by going to Safesporttrained.org. Note: this account will not be affiliated with the NGB without the provided link.


Once you have the link (url) provided by your NGB you can create your account by following the steps below.

1. Select the link provided.
<https://safesporttrained.org?KeyName=NGBUSAAS-cqZgvN2>
2. You are prompted to sign up. Enter the required information needed as well as any optional information you want to include.



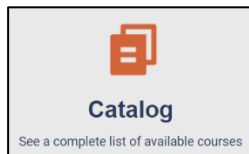
The screenshot shows a 'Sign Up' form with the following fields and instructions:

- Title: Sign Up
- Instruction: To use the key O8WVJQYyKMO0JPZsAMQ, please sign up for a new account or login to an existing one.
- Fields: First Name (Required), Middle Name, Last Name (Required)

3. Select the **Sign Up** button.

4. You are successfully logged into the website and are placed in the correct organization.

ACCESSING AND TAKING A CURRICULUM

To access all curriculums that are available to you search your Catalog using the steps below.



1. Select **Catalog**.

- Your curriculums display. Locate the course title needed in the catalog. To start the necessary curriculum select the **Start** button.



- The Course Content page displays. Select the **Start** button at the right.



- Upon completion of the curriculum the Start button changes to **Completed**.

Note: If you need to pause the curriculum and come back later it will show a Resume button.

