

Instructions to Complete SAFE SPORT RECOGNITION:

- Visit <https://learn.usaswimming.org/registration>

- **Swimmers, Officials, Coaches and Team Leaders select 'I am a USA Swimming Member' START**
 - *If you have previously registered with USA Swimming as a Non-Athlete Member (as either an Official, Chaperone, etc.) you'll want to select 'I am a USA Swimming Member'*
 - If selecting, I am a USA Swimming Member: enter your first name, last name and DOB. Select SEARCH
 - Select CONTINUE after your name and club is populated
 - Check the box 'I verify that by checking this box I have parental consent to take the course' if prompted. Select GO TO LEARN
 - Complete Athlete Profile by entering name, email address (for swimmer) and selecting *Sierra Nevada Swimming* as the LSC and *California Capital Aquatics* as Team. Select UPDATE
 - On top of the screen, select COURSES
 - Add to Cart: ***Safe Sport for Athletes*** and CHECKOUT.
 - Enter your "Billing Address", NEXT STEP (It will not ask for any payment info!) and PLACE ORDER
 - Select blue DASHBOARD
 - Select START on ***Safe Sport for Athletes*** course
 - Follow the prompts to complete this interactive course.
 - Please be sure to complete the Course Evaluation at the end of the course. The course will not be considered 100% completed until you complete this quick last step! Make sure your screen shows the following message: "CONGRATULATIONS! You have successfully completed the Safe Sport for Athletes."
 - If you go back to your Dashboard at learn.usaswimming.org you should see a Done check-mark next to Safe Sport for Athletes.

- **Parents select Non-Member Access CREATE ACCOUNT**
 - Parents: please register with your name, DOB, email address and password. Select *Sierra Nevada Swimming* as the LSC and *California Capital Aquatics* as Team.
 - Add to Cart: ***Parents Guide to Misconduct in Sport (fka Safe Sport for Swim Parents)*** and CHECKOUT.
 - Enter your "Billing Address", NEXT STEP (It will not ask for any payment info!) and PLACE ORDER
 - Select blue DASHBOARD
 - Select START on ***Parents Guide to Misconduct in Sport (aka Safe Sport for Swim Parents)*** course
 - Follow the prompts to complete this interactive course.
 - After completion, you may download the CERTIFICATE. This system will maintain an electronic record of your course completion.
 - Select NEXT and complete the Course Evaluation. The course will not be considered 100% completed until you complete this quick last step! Make sure your screen shows the following message: "CONGRATULATIONS! You have successfully completed the Parent's Guide to Misconduct in Sport (fka Safe Sport for Swim Parents) course. Feel free to come back and review the course at any time or check out other courses offered by USA Swimming."