

Instructions to Complete Safe Sport Education Training

Dear Athletes AND Parents,

Please take the free USA Swimming sponsored “Safe Sport” online training course. Athletes must take “Safe Sport for Athletes” and parents must take “Parent’s Guide to Misconduct in Sport.” This really is important, and the team requires it in order to become Safe Sport Recognized. Please help us get there.

First, **SWIMMERS or OFFICIALS** must make sure that they have a registered “Deck Pass” login at the USA Swimming website. **PARENTS** who are not officials can skip to page 2 of the instructions.

Go to <https://www.usaswimming.org/sign-in>

This screen should show in your browser window.

SIGN IN

Username

Password

SIGN IN

REGISTER

Manage your times; set goals and earn patches for your achievements; bookmark and manage documents; and track your or team performance over time.

SIGN UP

You will be given the following two options:

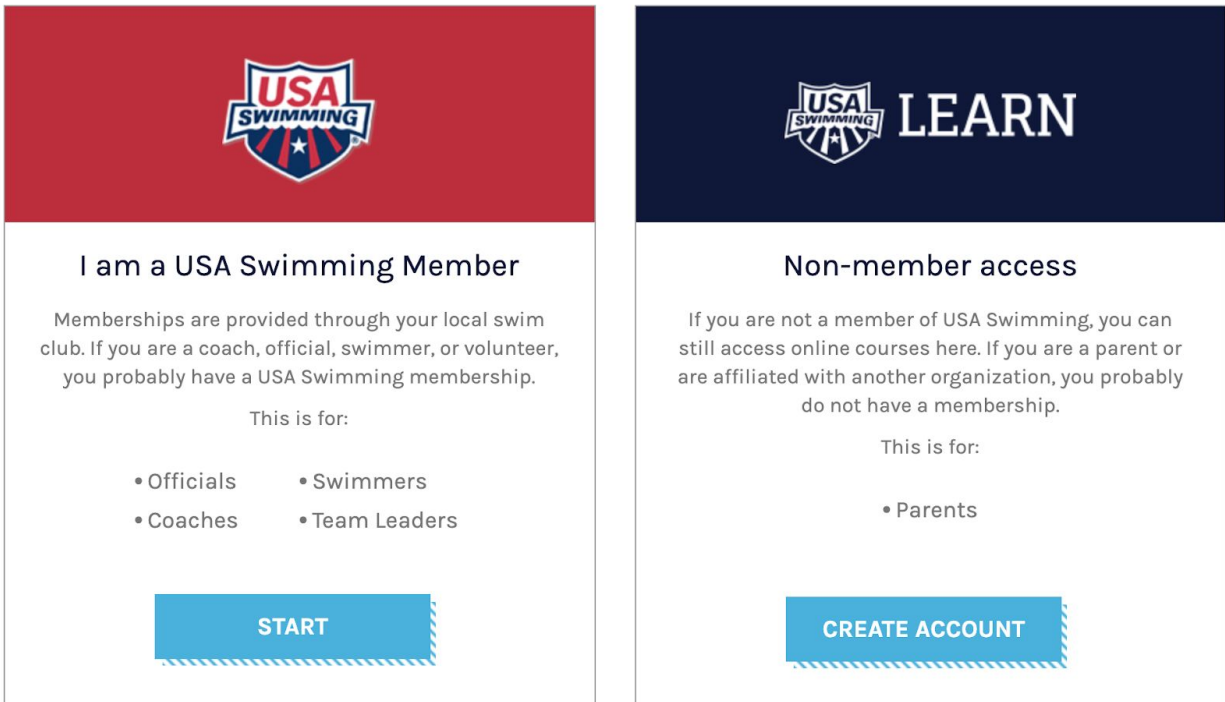
1. If your swimmer is already registered with a USA Swimming Deck Pass, they should log-in to their account on the left side.
2. If your swimmer does not have a USA Swimming Deck Pass account, they should use the “Register” option on the left.
 - a. Complete the registration process, including creating a username and password. Save this information for future use on the USA Swimming website.

Once your USA Swimming Deck Pass account has been set-up and you are logged in, proceed to the next step on page 2.

Go to <https://learn.usaswimming.org/registration>

This screen should pop up

REGISTER



The screenshot shows a registration page with two main sections. The left section, titled 'I am a USA Swimming Member', has a red header with the USA Swimming logo. It explains that memberships are provided through local swim clubs and lists categories: Officials, Swimmers, Coaches, and Team Leaders. A blue 'START' button is at the bottom. The right section, titled 'Non-member access', has a dark blue header with the USA Swimming logo and the word 'LEARN'. It states that non-members can still access online courses and lists 'Parents' as a category. A blue 'CREATE ACCOUNT' button is at the bottom.

I am a USA Swimming Member

Memberships are provided through your local swim club. If you are a coach, official, swimmer, or volunteer, you probably have a USA Swimming membership.

This is for:

- Officials
- Swimmers
- Coaches
- Team Leaders

START

Non-member access

If you are not a member of USA Swimming, you can still access online courses here. If you are a parent or are affiliated with another organization, you probably do not have a membership.

This is for:

- Parents

CREATE ACCOUNT

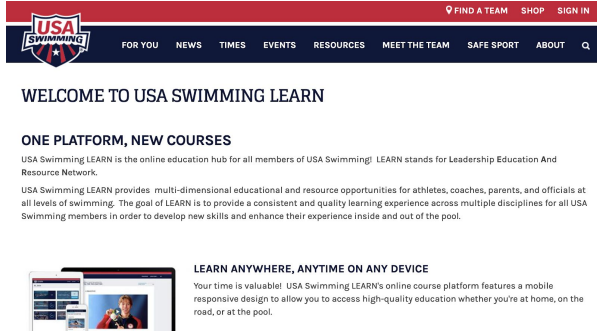
If you are a USA Swimming member (athlete or official), click on “START”

If you are a non-member (parent), click on “CREATE ACCOUNT”

Follow the steps according to whether you are a member or nonmember:

MEMBERS (Athletes and Officials)

This screen will pop up



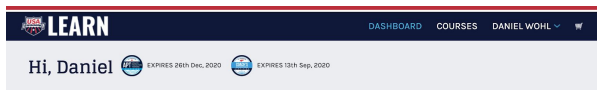
Scroll down and enter your first name, last name, and date of birth, then click “search”

Your name and club code will appear below the search button. Click “Continue”

You will then need to click on “GO TO LEARN.” That will bring you to the ATHLETE PROTECTION TRAINING portal.

You may be asked to update your profile (enter your email, LSC and club name.

You will be told your profile has been updated and you may move to other pages. Look at the bar at the top of the screen:



Select “COURSES”

Nonmembers (Parents)

This screen will pop up

REGISTER

First Name

Last Name

Birthdate

Email

Password

LSC

Club Name

REGISTER

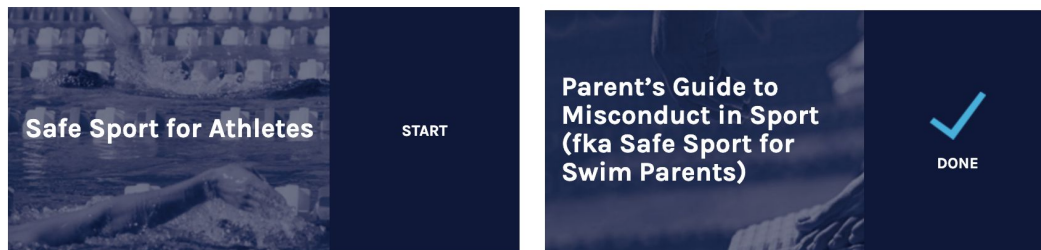
Enter your information. Click “REGISTER”

Be sure to select “WISCONSIN SWIMMING” as the LSC and “WAUKESHA EXPRESS SWIM TEAM” as the Club Name

The site will welcome you and tell you that you have not started any courses. Click “COURSES”

You will see a number of courses available (below).

1. If you are an **athlete**, under “**Safe Sport for Athletes**” click “ADD TO CART”
If you are a **parent**, under “**Parent’s Guide to Misconduct in Sport**” click “ADD TO CART” It will display a checkmark, and say “IN CART”



Click on the shopping cart at the top right of the screen and “CHECKOUT”.

You will be required to enter your name and address, but NOT billing information. There is no charge. Complete the required information and click “Next Step”

On the next screen, click “Place Order”

Now go to “DASHBOARD” and “START” your course.

Click “Next” to proceed from segment to segment. The athlete course takes about 15 minutes. The Parent course takes between 30-40 minutes.

If you have any questions, contact me or contact USA Swimming Safe Sport at safesport@usaswimming.org.

Answer the Course Evaluation at the end. Click “SUBMIT” and you will receive a congratulatory message, indicating that you have completed the Safe Sport course.