



## Uploading your Certifications into Sports Engine

1. Register for Member Verification Certification [HERE](#)
  - a. Enter the required information and continue
  - b. Review and click continue to payment (no payment is due)
  - c. You will see your completion and can click the blue box to verify the next steps or access your email as show in Step 2
2. You will receive an email message from Sports Engine saying you need to complete your trainings:

### You need to complete **2** requirements

USA Artistic Swimming requires that you complete all of your eligibility requirements before participating. Requirements can be completed or resumed at anytime.

Background Screening **REQUIRED**

[Complete Screening >](#)

SafeSport Certification **REQUIRED**

[Complete Certification >](#)

[View My Membership](#)

- a.
3. **SafeSport Certification**
  - a. You will be prompted to either enter your 32-digit SafeSport Trained Completion Code or take the course.

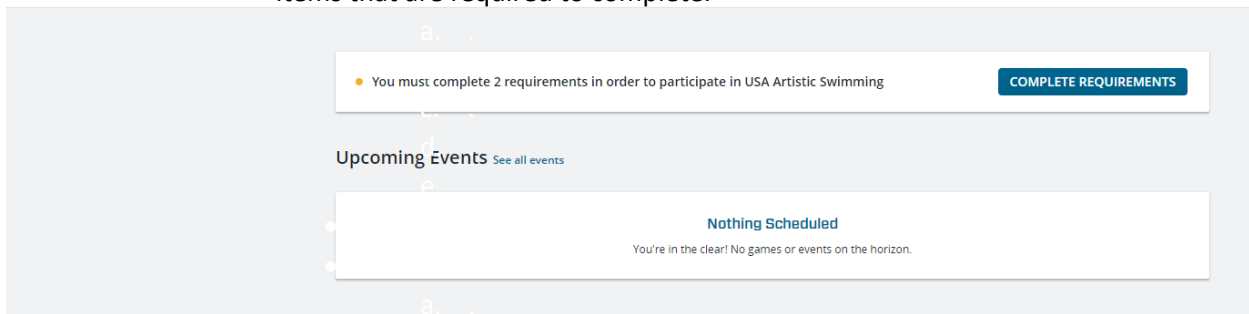
A screenshot of a web form titled "US CLUB SOCCER" for "Jack Esposito". The main heading is "Have you completed SafeSport training?". Below this, a message states: "SafeSport training is required to participate. Please let us know whether or not you have completed SafeSport training." There are two radio button options: "Yes, I have completed SafeSport training" and "No, I need SafeSport training". At the bottom of the form is a blue button labeled "CONTINUE".

- b.
- c. How to find your SafeSport Trained Completion Code use the instructions posted on the website link shared in step 1 or follow the steps below:
  - i. Log into your SafeSport account <https://safesport.org/authentication/signin>
  - ii. Click Menu

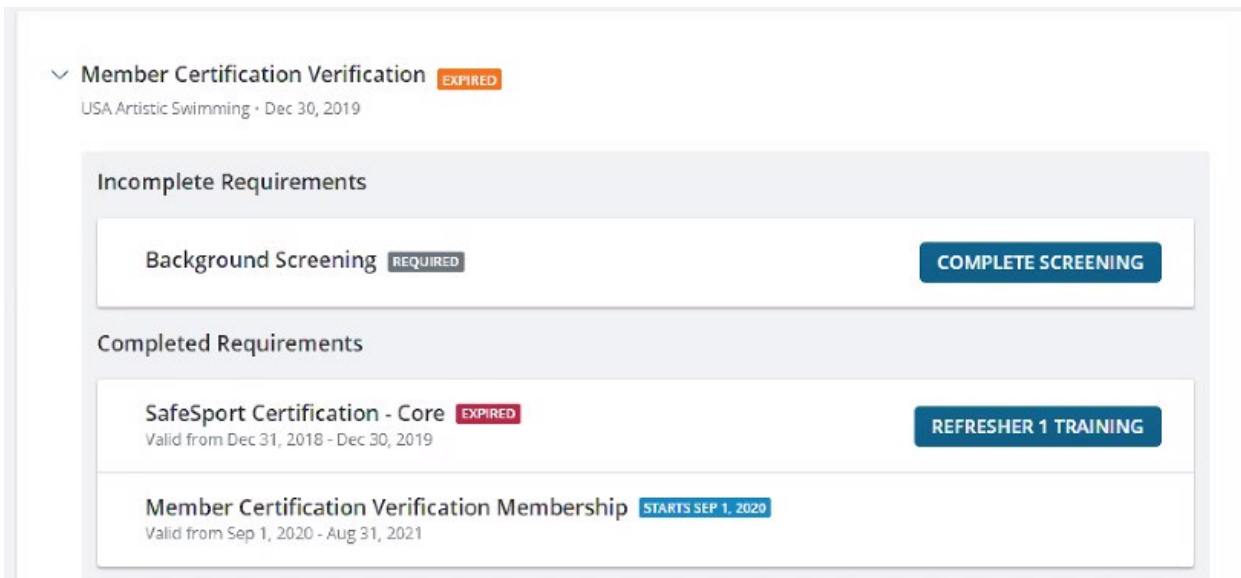
For more assistance please email [memcoord@usaartisticswim.org](mailto:memcoord@usaartisticswim.org) or call 719-866-4628

- iii. Click SafeSport Trained
  - iv. Open your certificate
  - v. The 32-digit code you need is at the bottom of your certificate
    - You can copy and paste this code from your web address
  - vi. Insert this code into the website link you opened in step 3. A.
  - vii. This will upload your SafeSport Trained Certificate Core training automatically into your Sports Engine account.
- d. If your Core Training is expired, you need to add your Refresher 1 training or take the refresher course
- i. To check if this is needed log into your Sports Engine account
  - ii. The home screen should appear with a notification at the top explaining you have items that are required to complete.

Home



- iii. If you do not see this notification, please following the following steps to get to the screen shown below:
  - Login to your Sports Engine account
  - Click on “Household” listed on the left of the screen
  - Click on the name of the individual you wish to review
  - Under “member Certification Verification” click View Details
  - Click the drop-down arrow next to “member certification verification”



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iv. If you are required to upload your Refresher one course, it will show in your account that SafeSport Certification – Core is EXPIRED. This is okay and is only showing that the first course you took is expired but we need to upload your refresher courses.

- Click on “Refresher 1 Training”
- You will now enter the 32-digit SafeSport Completion Code for your Refresher 1 course.

Login to your SafeSport Account

<https://safesport.org/authentication/signin>

Click Menu

Click Your Activities

Open your Refresher 1 certificate

Enter the 32-digit code on the required screen

- Your account will automatically update

**4. Background Screening click on “Complete Screening”**

- a. If you completed your Background Screening already DO NOT click on this link. Sports Engine will automatically pull a report and update your status. Please allow 48 hours for your account to update.
- b. If you are in a position within your club that requires a Background Screening (coach, judge, club director) and you have NOT taken the screening, please use the link provided in your email to process your screening.

**\*Special Note\*** If you hold a position that does not require a Background Screen you do NOT need to take the screening. It will still appear in your account as “Member Certification Verification – **INELIGIBLE**” and “Background Screening – **REQUIRED**” but you can ignore these notifications. You are welcome to take the screen if you would like.

**Each week a report will be pulled and posted on our website [HERE](#).**

**There will be two documents posted:**

- 1. Certification List: will include CCP, Judge, First Aid and CPR training**
- 2. Background & SafeSport list: we are working to have all this information collected and maintained in Sports Engine and in 2021 all this information will be back on one list.**