



## SafeSport Tutorial Course Procedure:

USA Table Tennis is committed to maintaining safe and healthy environments for all of our members to train and compete in. Taking and passing the SafeSport tutorial course is now a mandatory requirement for all USATT Committee Members, Tournament Directors, Referees, Umpires, Officials, Club Owners, Coaches and anyone else that works with minors.

This guide will explain how to register for an account, sign up for and take the course and then provide proof once you have completed it. Please note that, until proof of completion is provided, it will be assumed you have not met the requirements and you will not be allowed to work in any capacity as a USATT certified coach, official, tournament director, etc.

The SafeSport Tutorial is a series of videos followed by quizzes and a final exam. The series may take a few hours to complete but it does not need to be completed all at once. You can stop at any point and resume where you left off.

### Step 1: Create a SafeSport account

- A. Go to <https://safesport.org/authentication/register?token=70ee27b1-f04d-44f6-ace5-840279da3128>
- B. Enter this access code: **I3D9-XP7P-VTRR-E2P3** and click “Save”
- C. Fill in the account information, on the following pages
- D. Check your email for the account confirmation link and sign in

### Step 2: Complete all Three (3) Courses

- A. There are **three (3) courses** you must pass in order to complete the SafeSport training program:
  - a. Sexual Misconduct Awareness Education
  - b. Mandatory Reporting: Understanding your responsibilities
  - c. Emotional and Physical Misconduct

- B. You will get one certificate after each course for a total of **three (3)** certificates.
- C. If you stop midway through a course, you can restart that course by opening it back up and going to the menu link in the upper left corner and selecting your chapter.

### **Step 3: Confirm Completion of all Three (3) Courses**

- A. Email [Andrew.Horn@USATT.org](mailto:Andrew.Horn@USATT.org) stating that you have completed **all three (3) courses**, we will verify your completion and update your USATT profile.