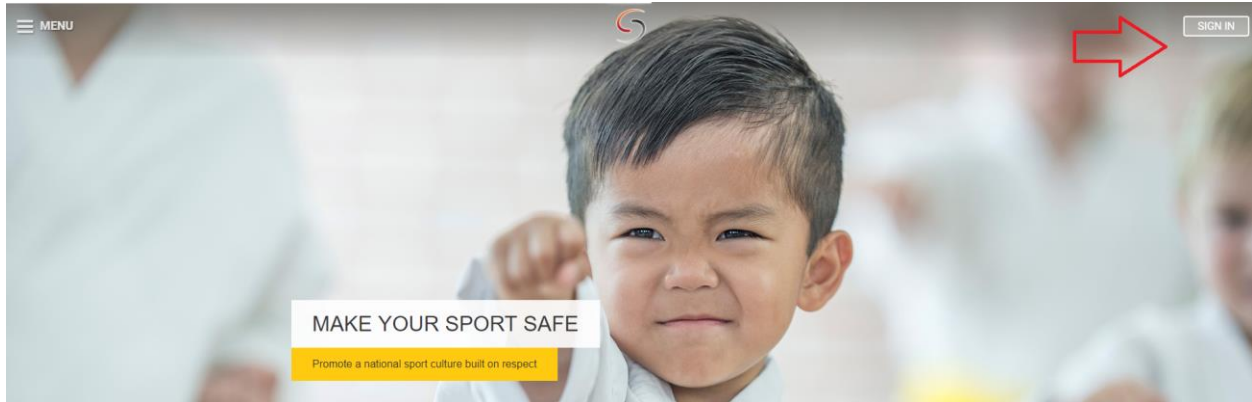


## SafeSport Tutorial Instructions

**Step 1:** Go to <https://safesport.org/> and click “Sign In” on the top right corner of the screen. Either sign in with existing credentials or select the option to register.

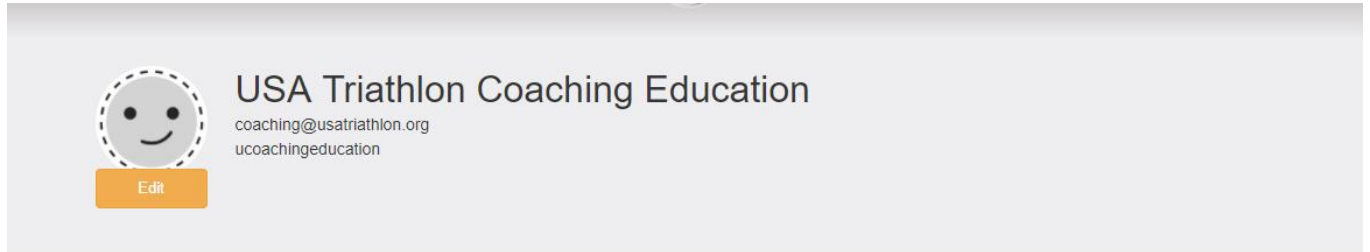


**Step 2:** If creating a new account, fill in your information and when prompted, select “Add Membership”. Select USA Triathlon from the organization drop down, and enter the access code **FDV2-N6TL-T4GA-SWNZ**.

A screenshot of the 'Register : Account' form. The form has a title 'Register : Account' with a user icon. It contains several input fields: 'First Name \*' with 'USA Triathlon', 'Last Name \*' with 'Coaching Education', 'Email \*' with 'coaching@usatriathlon.org', 'Password \*' with a strength indicator showing 'Medium', and 'Confirm Password \*'. At the bottom, there are 'Cancel' and 'Next >' buttons.A screenshot of the 'Add Membership' form. The form has a title 'Add Membership' with a close button. It contains two input fields: 'Organization \*' with a dropdown menu showing 'USA Triathlon' and 'Access Code \*' with the text 'FDV2-N6TL-T4GA-SWNZ'. At the bottom, there are 'Cancel' and 'Save' buttons.


**Step 3:** Once your account is created, you’ll receive a confirmation email asking to verify your email address. Once verified, you should be able to login with the account you just created.

**Step 4:** Under your account, select the “Sexual Misconduct Awareness Education” program and complete. Then select “Mandatory Reporting” program and complete. Finally, select “Emotional and Physical Misconduct” program and complete.




The header shows a profile for "USA Triathlon Coaching Education". It includes a circular profile picture of a smiling face, an "Edit" button, the email address "coaching@usatriathlon.org", and the website "ucoachingeducation".


**Recent Activities**



Sexual Misconduct Awareness Education



Mandatory Reporting  
Understanding Your Responsibilities



Emotional and Physical Misconduct

Complete	Incomplete
0	3

**Step 5:** Once you have completed all sections, you will see you are able to print a completion certificate for each section you have completed. You can also print one certificate saying you completed all three sections successfully. This is the certificate that needs to be email to USA Triathlon (not the individual certificates). Please email this to [Amanda.duke@usatriathlon.org](mailto:Amanda.duke@usatriathlon.org). This course needs to be completed once every 2 years.

The screenshot displays a user interface for course completion. It features three main sections, each with a play button icon and a 'Certificate' download button:

- Emotional and Physical Misconduct**: null
- Mandatory Reporting**: Understanding Your Responsibilities
- Sexual Misconduct Awareness Education**: null

Below these sections is a progress summary table:

Complete	Incomplete
3	0

The bottom section, **SafeSport Trained**, is circled in yellow and includes a '100%' completion badge and a yellow arrow pointing to it. The text below the title reads: "The U.S. Olympic Committee and your national sport organization require all specified individuals to complete this education requirement."