

sports connect

All volunteers, including coaches and assistant coaches must maintain current in their SafeSport training. There is the initial SafeSport training which takes about 90 minutes, and there is also an annual 20 minute refresher training which is due each year.

**DO NOT USE YOUR SMART PHONE** TO COMPLETE THIS PROCESS. Get on a computer and use either Google Chrome or Firefox. We've seen the most success with those browsers.

## HOW TO COMPLETE YOUR INITIAL OR ANNUAL REFRESHER SAFESPORT TRAINING (see screenshot below):

- 1. Go to our registration site by clicking on the *Member Login* button on our <u>BYSA site</u>.
- 2. Log in and click on *Volunteer* tab on the left. (Give this page 30 seconds to fully load. It will look like nothing is happening, but that page is accessing external databases and will need a minute to pull it all together.) Once it loads, you will see something like the screenshot below.
- 3. Check the *SafeSport* checkbox. That is the where the background checks are initiated or updated. Then click on "Renew & Update".
- 4. For background checks, the system will require your **social security number**. (NOTE: Neither BYSA nor Sports Connect store your social security number. It is immediately encrypted and transmitted to the vendor for processing.)

## HOW TO COMPLETE YOUR INITIAL OR ANNUAL REFRESHER SAFESPORT TRAINING (see screenshot below):

- 1. Go to the <u>BYSA web site</u> and click on the *Member Login* button.
- Log in and click on "VOLUNTEER" NOTE: Give this page at least 30 seconds to fully load. It will look like nothing is happening, but that page is accessing external databases and will need a minute to pull it all together. Once it loads, you will see something like the screenshot below.
- 3. Check the *SafeSport* checkbox. Then click on *Renew & Update*.
- Look for the link to the SafeSport training and complete your training from this link. Doing so will automatically link and update your account to the SafeSport account. (REMEMBER TO USE YOUR FULL LEGAL NAME AND EMAIL ADDRESS IN BOTH PLACES)

our er	nail address is registrar@bysa.org.			
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DAR	Ron Test - Head		ls	
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