



U.S. Soccer Learning Center: Concussion and SafeSport Training Help Guide

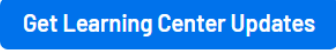
Use your full legal name and the same email address when creating both your U.S. Soccer Learning Center (USSF LC) and Sports Connect account. This should set up automatic approval and status for your training(s) between platforms.

1. [Click here](#) to create an account or login. In the Learning Center, you can take concussion training (called **"Introduction to Safe and Healthy Playing Environments"**) and/or your required SafeSport training.
 - a. Click on the **"Safeguarding"** box in the top menu to view the courses..
 - b. Take course(s).
 - c. Copy and save your USSF ID# as it may be needed later.
 - d. You do NOT receive a certificate when training has been completed.
 - e. ** The **"Introduction to Safe and Healthy Playing Environments"** is a course covering your concussion education requirement and is to be updated every two years for MA Youth Soccer. Check your 'Valid through' date and add a year to determine when you will need to retake this course.

Once the Course is Completed:

1. Log into your [Sports Connect](#) account.
2. Click on the "Certificates" tab under your photo to verify auto-approval/verification of your course completion; you should see a checkmark in that field:



- a. **If you don't see a checkmark, you are not auto approved/verified; go to step 3.**
3. **Click on the "Licenses" tab under your photo.**
 - a. **If you do not see a "Licenses" tab, review step 6 b below.**
 4. Click on the "GET LEARNING CENTER UPDATES" button at the bottom of the page.
 ; this should initiate the connection between the two accounts.
 - a. You should see your USSF ID# here.
 5. Go back to your "Certificates" tab; you should see a checkmark in that field:



6. If you don't see your USSF ID #, or the USSF Learning Center concussion training showing as completed, verify that your first and last name and email address in your U.S. Soccer Learning Center account matches your Sports Connect account.
 - a. If your name and email address *doesn't match* in both accounts, you will need to update one of the accounts to establish the connection, then complete steps 1-4 again.
 - b. If your Sports Connect account does not have the USSF ID # field populated, contact Sports Connect Support, provide them with your ID #, and have them add it to your account; this will update your concussion/SafeSport training to approved/verified.

IMPORTANT: If all information matches and the account is not auto updated, call Sports Connect at (855) 703-2558. Please note that U.S. Soccer cannot assist with problems inside Sports Connect. **If you are sure** there is something incorrect on your Learning Center profile, please contact U.S. Soccer at learningcentersupport@ussoccer.org

NOTE: you won't see an expiration date in your adult registration account for either training. The expiration date is based on **Mass Youth Soccer policy information and is different then the expiration date in the USSF LC**; see below.

- If you see a cloud with an upload arrow, it is time to take/retake that training.
- If you see a check mark and 'verified,' you are in compliance for this registration year.

If you are unsure how to proceed or need assistance, contact your organization's Risk Manager.

Mass Youth Soccer Concussion Training Policy **(is not the same as U.S. Soccer's)**:

Mass Youth Soccer has a **two-year approval** policy for concussion training. If you completed your training June 1st or later, of the prior year you are registering into, you are in fulfillment of the Mass Youth Soccer policy of two years.

Mass Youth Soccer SafeSport Training Policy:

SafeSport Abuse Prevention Training is a yearly requirement. SafeSport has a four-year course cycle - the first course is Core Training (1.5 hours). Adults who continue to participate must complete a refresher course (30 minutes) each year (Refresher 1, 2, or 3). After the 3rd refresher course, they will take Core Training again and start the cycle anew.