

# CONCUSSION TRAINING INTEGRATION

## CDC CONCUSSION TRAINING:

The steps below outline the CDC Concussion Training workflow in Connect. It will show what the coach sees after registration, how the Clubs can review and manage the Concussion Training Certificates, and how Associations can approve coach documents.

## COACHES: Registration & Certificate Upload

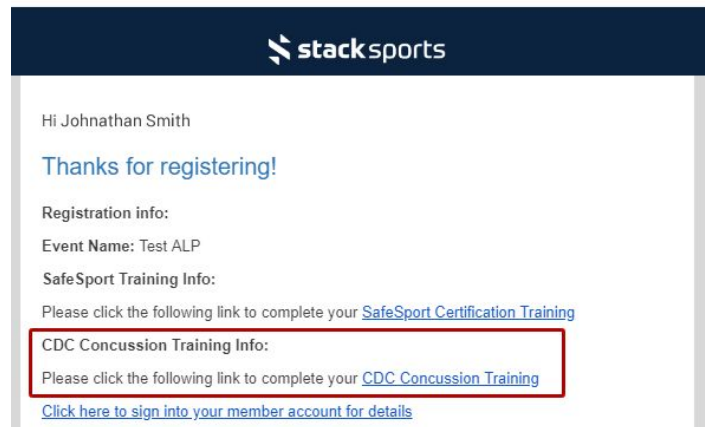
Coaches can register through Frontend Registration or be Admin Added within Club & League Connect. \*All coaches requiring an authorization for background checks must register online through frontend registration.

### OPTION 1: CDC Concussion Training via Email

1. Upon successful registration coaches will first see the CDC Concussion Training link in their Confirmation Email.

**NOTE:** If they are not confirmed they will not receive this notice until updated by an admin user.

2. Click the link in the email to be redirected to the CDC Concussion Training landing page for the member affiliated with that confirmation email



### OPTION 2: CDC Concussion Training via Member Account

1. Log in to the coach's member account or return to member account home if already logged in.

2. Click the Concussion Training “Learn More” button next to the coach’s name to open the Concussion Training landing page for the selected member.

**Niles Almarinez** [Edit Member Information](#)

Parent/Guardian 1, Coach

**Coaching Documents**

- Concussion Training Certification [Learn More >](#)
- Abuse Prevention Certificate [Begin Training >](#)
- Safety/Additional Certification [Upload](#)

Background Check: 703603 - Cleared 👍

## NAVIGATE TO CDC TRAINING & UPLOAD CERTIFICATION

1. Click the “Start Your Training” button to navigate to the CDC Concussion Training module
2. Complete the CDC Concussion Training Course  
Download a copy of the CDC Concussion Training Certificate
3. Upload a copy of the CDC Concussion Training Certificate by clicking the “Upload Certificate”

**stackconnect**  
CLUB & LEAGUE

**1. Access Your HEADS UP Concussion Training**  
By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field.

[START YOUR TRAINING](#)

**2. Once complete, upload your certificate below**

[UPLOAD CERTIFICATE](#)

**CERTIFICATE OF COMPLETION**

**CDC HEADS UP**  
SAFE BRAIN. STRONGER FUTURE.

Awarded December 2018 to  
**MY NAME HERE**

Name

In recognition of completing the HEADS UP Concussion Training for Youth Sports Coaches

**CDC** **HEADS UP COACHES**

## ADMINS: Approving Concussion Training Certificates

Once certifications have been uploaded, they are viewable by both Association and Club administrators. Most often, Association admins want to view the validity of the certificates and approve them so they cannot be changed throughout the season.

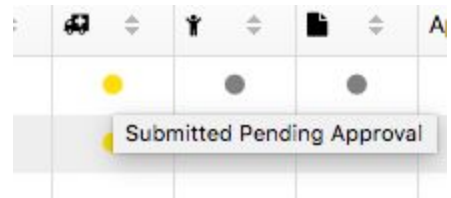
With this new CDC Concussion Training workflow, we've cut down the work for Association admins by implementing automatic certificate approval using "Metadata". Metadata is information included in the certificate uploads that we use to verify the user's name and the date of certification.

If the system can match the name on the certificate and the certification date with the member and the current season then Connect will auto-approve the certificate.

If the certificate cannot be verified then it is left as pending and will need to be reviewed by an administrator who can choose to approve, reject, delete, or re-upload a different Concussion Certificate for that member.

### CLUBS: View Certificates

1. Log into Club & League Connect
2. Select an event in the Folder Tree
3. Click the green "Find" button
4. Review coach information
5. See the "Ambulance" icon to view the status of the current Concussion Training Certificate



**NOTE:** See the "Color Codes" link above the table to see what each color represents as part of the document approval process.

#### Color Codes

- **Draft:** Default status when a file is missing or not applicable to the registrant, or this is a new registration.
- **Submitted Pending Approval:** The file or registration has been added and is pending approval.
- **Approved:** The file or registration has been reviewed and approved.
- **Rejected:** The file or registration has been reviewed and rejected.
- **Requires Action:** The file or registration has been reviewed and requires further action before being approved.

6. Click the icon to open the Concussion Training Certification
  - a. View previously uploaded certificates
  - b. Upload certificates if they are missing
  - c. Delete existing certificates
  - d. Club Admins CANNOT change the document status (association only function)



### **ASSOCIATIONS: Manage Certificates**

1. Log into Association Connect
2. Select an organization in the Navigation Tree
3. Select the “Coaches” tab and filter accordingly
4. Review coach information
5. See the “Ambulance” icon to view the status of the current Concussion Training Document

**NOTE:** See the “Color Codes” link to see what each color represents as part of the document approval process.

6. Click on colored dot for individual view and manage concussion training documents:
  - a. View previously uploaded certificates
  - b. Upload certificates if they are missing
  - c. Delete existing certificates
  - d. Admins cannot update the status from the view/upload screen (see Bulk options below)
7. Bulk manage concussion training documents:
  - a. Select coaches using the checkboxes on the far left of each coach row
  - b. Click the blue “Status Update” button in the bottom right of the page

- c. Update the status for the Concussion Document - the new status will be applied to all coaches currently selected

The image shows a web interface for 'Cal North Test Club' with a navigation bar containing 'ABOUT', 'PLAYERS', and 'COACHES & VOLUNTEERS'. The 'COACHES & VOLUNTEERS' section is active, displaying a table of coaches for the '2017-2018 Season'. The table has columns for 'Approvals', 'Name', 'Role', and 'Background'. Five coaches are listed, all with 'Head Coach' roles. A 'Status Update' button at the bottom of the table is circled in red. An inset window titled 'Bulk Status Update' is overlaid on the right, showing a dropdown menu for 'Concussion Document' with options: Draft, Submitted Pending Approval, Action Required, Approved, and Rejected. The 'Update Status' button in the modal is partially visible.

Approvals	Name	Role	Background
<input checked="" type="checkbox"/>	McCoach, Coachy	Head Coach	778442
<input checked="" type="checkbox"/>	McCoach, Coachy	Head Coach	778442
<input checked="" type="checkbox"/>	Test, Coach		1279774
<input checked="" type="checkbox"/>	Test, Coach	Head Coach	1279774
<input checked="" type="checkbox"/>	Coach, Test	Head Coach	1341334

50 results per page

View Statistics

▲ Status Update

### Bulk Status Update

For the coaches selected choose a status for the option you wish to update. If you attempt to choose a status for a file that has yet to be added to a selected coach your change will not be applied and will remain with a status of "draft".

Quick Set: --Choose Status--

Coach Photo: --Choose Status--

Sexual Abuse Training: --Choose Status--

Concussion Document: --Choose Status--

Safety Certificate: --Choose Status--

Update Status

- Draft
- Submitted Pending Approval
- Action Required
- Approved
- Rejected