



**U.S. SOCCER
CONNECT**
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THE SAFESPORT PROCESS

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

COACHES: Registration & SafeSport Certification

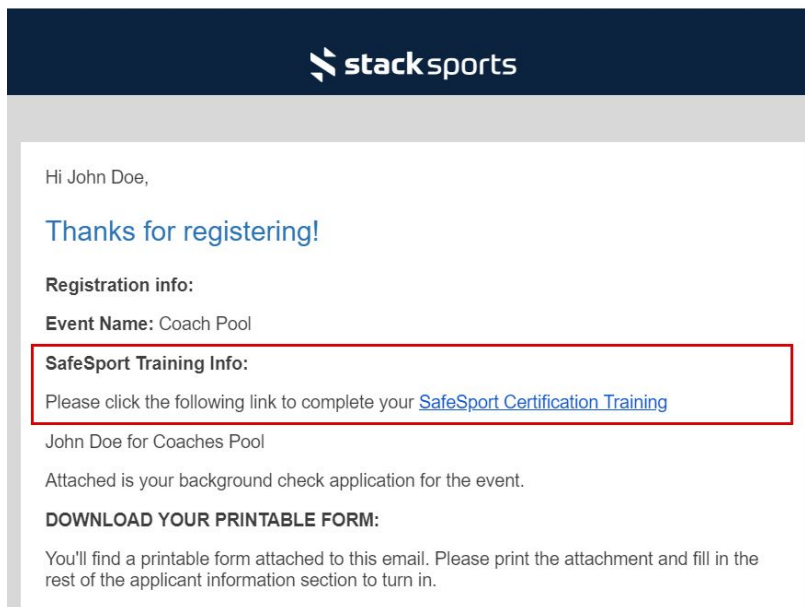
Coaches can register through Frontend Registration or be Admin Added within Club & League Connect.

OPTION 1: SafeSport via Email

1. Upon successful registration coaches will first see the SafeSport link in their Confirmation Email.

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

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



OPTION 2: SafeSport 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 "Begin Training" button next to the "Abuse/Prevention Certificate" next to the coach's name to be open the SafeSport landing page for the selected member



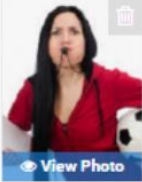
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Member Profiles

Coach Test [Edit Member Information](#)


Parent/Guardian 1, Coach



[View Photo](#)

Coaching Documents

<input checked="" type="checkbox"/> Concussion Training Certification	Manage
<input type="checkbox"/> Abuse Prevention Certificate	Begin Training
<input checked="" type="checkbox"/> Safety/Additional Certification	Manage

Background Check: 2476770 - Not Cleared 

NAVIGATING TO THE SAFESPORT WEBSITE

1. Copy the Member ID required by SafeSport to complete the SafeSport training module
Users can click the “copy” icon to the right of the member ID or by highlighting the section
2. Click the “BEGIN SAFESPORT TRAINING” button to navigate to the SafeSport training module for the appropriate Association.

NOTE: Superusers must appropriately set up the SafeSport group function with the accurate Association SafeSport link so the coach can be redirected.



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Access Your SafeSport Training

This SafeSport training course covers Sexual Misconduct Awareness Education is geared toward coaches, team volunteers, officials or team staff members (athletic trainer, team doctor, etc.). You are eligible to take this training through your sport's National Governing Body, U.S. Soccer and became a requirement due to federal legislation passed in 2018.

Copy your Member ID below.

Your Member ID is required to access your training.

Member ID

1477719310181108

Your training course is not timed and can take around 1-2 hours to complete.

[BEGIN SAFESPORT TRAINING](#)



3. Upon successful completion of the SafeSport Certification module on the SafeSport website:
 - a. The SafeSport Certificate is now visible in Connect and the Coach's member account by clicking the "Person" icon
 - b. The SafeSport Certificate is marked as "pending" by default within Connect unless auto-approve is enabled via Group Function
 - c. The SafeSport Certificate is now visible to Association and Club & League Admins
 - d. Coaches can also delete the SafeSport Certificate and re-upload if needed
 - e. From a coach's member account, if SafeSport certification has been completed, the "Begin Training icon" will change to say "Manage." The coach can view their SafeSport certificate at anytime by clicking this button.

[Register Now](#)
 [View Team Assignments](#)
 [My Registrations](#)
 [Change My Password](#)
 [Add A Family Member](#)

Member Profiles

test101 coach101 Edit Member Information	test102 coach102 Edit Member Information
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Coach</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <p>Upload Photo</p> </div> <div style="width: 80%;"> <p>Coaching Documents</p> <div style="margin-bottom: 5px;"> <input checked="" type="checkbox"/> Concussion Training Certification Manage </div> <div style="margin-bottom: 5px;"> <input checked="" type="checkbox"/> Abuse Prevention Certificate Manage </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> Safety/Additional Certification Upload </div> </div> </div> </div> <p style="font-size: small; margin-top: 5px;">Background Check: 2471494 - Not Cleared 🚫</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Coach</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <p>Upload Photo</p> </div> <div style="width: 80%;"> <p>Coaching Documents</p> <div style="margin-bottom: 5px;"> <input checked="" type="checkbox"/> Concussion Training Certification Manage </div> <div style="margin-bottom: 5px;"> <input checked="" type="checkbox"/> Abuse Prevention Certificate Manage </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> Safety/Additional Certification Upload </div> </div> </div> </div> <p style="font-size: small; margin-top: 5px;">Background Check: 2471514 - Not Cleared 🚫</p>



CLUBS: View SafeSport Certificates

Clubs can view SafeSport certificates within Club & League so they can track who has completed their online certification.

1. Click the “Find” button above the folder tree
2. Select the “Coaches” tab
3. The Abuse Prevention column will now appear next to every coach with colored dots

NOTE: See what each color represents in the approval process by clicking the “Color Codes” link above the coach results table

4. Click the colored dot in the column with the “person” icon to open a preview of the SafeSport Certificate or, if the certificate does not exist, it can be uploaded by the club admin
5. Club admins may also delete a SafeSport Certificate if needed by clicking the “Delete” button in the bottom right corner

The screenshot shows the 'COACH' tab in the U.S. Soccer Connect interface. A search bar is at the top, and a 'Find' button is visible. Below the search bar is a 'Color Codes' pop-up window with the following legend:

- 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.

The main table lists coaches with columns for Name, Date, Status, Abuse Prevention (colored dots), and a person icon. A red arrow points from a green dot in the Abuse Prevention column to a preview window on the right. The preview window shows a SafeSport Certificate for 'MANDATORY REPORTING: UNDERSTANDING YOUR RESPONSIBILITIES' with a unique ID: 1613110a-ef17-43c9-ae4a-8de9ca74d049. A 'Delete' button is in the bottom right corner of the preview window.

ASSOCIATIONS: View SafeSport Certificates

Associations can view, track, delete, upload, and approve SafeSport Certificates in Association Connect.

1. Click the “Coaches & Volunteers” tab to see coach data
2. Filter or search for coaches
3. View SafeSport Certificate information for coaches by viewing the colored dots within the Abuse Prevention column on the right hand side of the table.



4. Just as it is within Club, click the dot to view, delete, or upload SafeSport Certificates.
5. Check boxes next to coach name to update the Abuse Prevention Certificate status
6. Click “Status Update” button at the bottom of the page
7. Update all statuses for all documents or just the Abuse Prevention Certificate.
8. Upon SafeSport Approval:
 - a. Clubs and Coaches can still delete the SafeSport Certificate if needed. However, uploading a new certificate resets the status to pending.
 - b. The SafeSport “Life Preserver” icon in the member account goes away as they user no longer needs to take the SafeSport certification training. If the user is unapproved later, the icon will return.

Name	Role	Birth Date	Gender	Organization	Team	U.S. Soccer	Registration Status	Card Last Print
coach101.test101	Head Coach	247349	Not Clear	Empire Soccer	U16B Team	-	Confirmed	-
coach102.test102	Assistant Co	247351	Not Clear	Empire Soccer	U16B Team	-	Confirmed	-
test_test0205		247352	Not Clear	Empire Soccer	-	-	Pending	-
test_test0201	Head Coach	247361	Not Clear	Empire Soccer	Test Team	-	Confirmed	-
test_testCoach01111		248492	Not Clear	Empire Soccer	-	-	Confirmed	-

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--

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

Update Statuses Cancel