

## INSTRUCTIONS:

Returning learners will complete the Refresher 1 course. Returning users who have completed SafeSport Trained between the dates **January 1<sup>st</sup>, 2020 – June 1<sup>st</sup>, 2023**, will be required to complete the Refresher 1 Course.

### Returning Learners

1. Go to this [link](#) to begin and log into your current account.
2. **Identify your course.** From your home page, go to the **Catalog** and select the course title with *Refresher 1: Recognizing and Reporting Misconduct – WGI*. Select **“Shopping Cart”** at the bottom of the tile to add the course to your cart for purchase. (Do not select any course that indicates Completed)



3. Proceed to check out by selecting the **Shopping Cart** icon on the top right of your page. Select View Shopping Cart.
4. Select the **Proceed to Checkout** button at the right. Follow the prompts to complete your purchase.

Proceed to Checkout

5. **Begin your training.** From your homepage, go to **My Courses** and select your purchased course *Refresher 1 – WGI*. Click **“Start”** to begin your training. (You can pause and resume the course as needed.)
6. **Complete your course.** Remember to save this certificate and send to [your group administrator](#).

**REMINDER:**

Contact the [Help Portal](#) if you have already completed the course under a previous organization. You can request to have your completion associated to WGI Sport of the Arts.

Need technical assistance? You can contact our Help Desk by clicking here: [Help Portal](#).  
The Help Desk hours are: M – F: 8am – 9pm EST; Weekends: noon – 5pm EST.

Thank you for being part of the U.S. Center for SafeSport training. Champion Respect. End Abuse.