

INSTRUCTIONS:

New learners will complete Year 1 – SafeSport Trained course. Any new users will be directed to complete the SafeSport Trained Course.

New Learners:

1. Go to this [link](#) to begin.
2. A “Sign Up” page will appear. Add your *information and click **Sign Up**.
 - Please enter the Record ID: **RID4029690923** in the field labeled “Organization Member ID”. This is a required field.

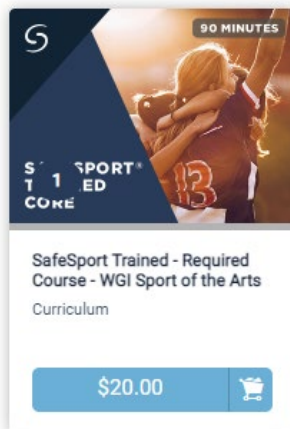
Organization Member ID (or enter N/A)	Required
<input type="text"/>	

- Enter the name of your program under “Name of Sport or Community Organization”. This is not your circuit name. (ex: *Northwest High School*)
- Include your primary “Role” with WGI. If you are unsure of your role or need additional assistance, please contact your WGI admin.

Official = Judge | Athlete = Performer, Volunteer, Parent, Staff, Coach, Other, Admin, or Instructor.

- You will be navigated back to your dashboard once you complete sign up.
3. **Identify your course.**

From your home page, go to the **Catalog** and select the course title with *SafeSport Trained – WGI*. Select “**Shopping Cart**” at the bottom of the tile to add the course to your cart for purchasing. (Do not select any course that indicates Completed)



4. Proceed to check out by selecting the **Shopping Cart** icon on the top right of your page. Select View Shopping Cart.

5. A coupon code option will display. Enter the coupon code: **FWGI17SST032221**

Then select the **Apply** button to receive the training for \$17.



Coupon Code

6. Select the **Proceed to Checkout** button at the right. Follow the prompts to complete your purchase.



Proceed to Checkout

7. **Begin your training.** From your homepage, go to **My Courses** and select your purchased course *SafeSport Trained – WGI*. Click “**Start**” to begin your training. (You can pause and resume the course as needed.)

8. **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.