

Oregon Youth Soccer Association-

U.S. Center for SafeSport Certification

Overview

First Time Certificate Upload

- Each team administrator (head coach, assistant coach and team manager) and club administrator is required to complete their SafeSport Training.
- Once you have completed the three required training modules you will receive an all-inclusive certificate.
- All team and club administrators are required to upload their all-inclusive SafeSport Training Certificate into Affinity.
- OYSA is currently working on an API within Affinity so that the step of uploading this document will be done automatically when you do your background check each year. More information to come on this after May 2019.

Account Setup in SafeSport

- You will be asked to create an account within the SafeSport portal
- Select U.S. Soccer as the organization
- Contact your Risk Management Coordinator for the required access code

Annual Certificate Upload and Training

- All coaches and team administrators are required to complete the SafeSport refresher course each year following their initial completion.
- The refresher course is titled Recognizing and Reporting Misconduct.
- Once you have completed the refresher course you will receive a certificate of completion to upload in Affinity.
- The initial year will always be the full training, followed by the refresher, followed by the full training, and so on.

EST. 1974

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Creating a SafeSport Training Account

- Visit www.safesport.org
- Click the Sign In button

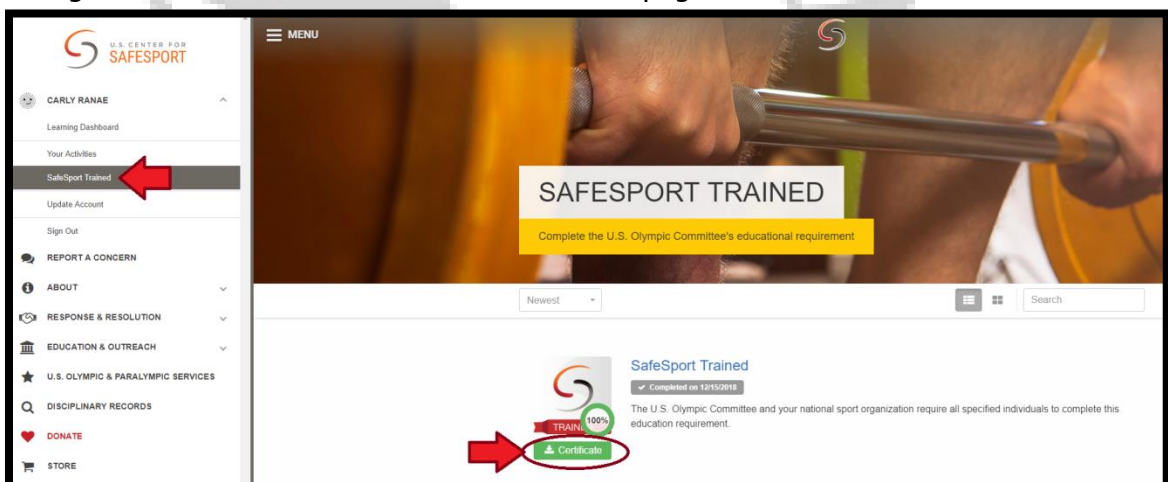


- Create a new account by clicking the Register button
- Follow the registration process
- Select **U.S. Soccer** as the Organization
- Access Code – contact your club's Risk Management Coordinator for your access code.

A screenshot of the 'Add Membership' form. The form has a title bar with 'Add Membership' and a close button. Below the title bar, there are two main sections: 'Organization *' with a dropdown menu showing 'U.S. Soccer', and 'Access Code *' with a text input field. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

Generating your Master Certificate

- After completing the 3 SafeSport modules, your all-inclusive certificate will be created
- Using the Menu button on the left side of your SafeSport account, select the drop down icon to the right of your name
- Click the green Certificate button in the center of the page



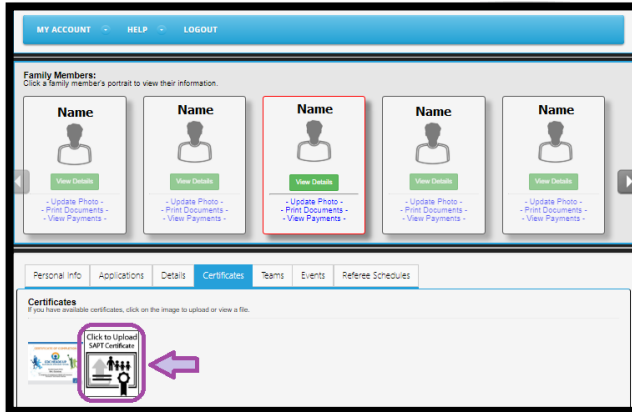
Uploading the SafeSport Trained Master Certificate

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After completing the 3 SafeSport modules, your all-inclusive certificate will be generated for you.

1. Log into your Affinity Sports administrator account
2. Click the View Details button under your coaching name to ensure that you have selected the correct account. There should be a red line boarding your account.
3. Click on the Certificates tab below your account.
4. Click on the SAPT box



5. Click Choose File to upload your certificate
6. Click on the green Upload Image
7. Your certificate will include your name (must match Affinity user account) and show your completion date. The certificate will say TRAINED once the 3 modules are completed.

