STEP 1   CONNECT TO YOUR ACCOUNT

Returning Learners: Click "Log In Now" button below to sign into your existing account.

LOG IN NOW

STEP 2   IDENTIFY YOUR COURSE

From your Home Page, go to **"Catalog"** and select your course. Click the cart at the bottom of the tile to purchase. **Do not select any course that indicates "Completed" or "Re-Enroll." To access this course, you must have taken Refresher 2 in the last year.**

Below are the selected courses required by your organization.

☐ ☐ ☐ ☒ ☐ ☐

SAFESPORT TRAINED CORE | SAFESPORT REFRESHER ONE | SAFESPORT REFRESHER TWO | SAFESPORT REFRESHER THREE | SAFESPORT FOR VOLUNTEERS | SAFESPORT ABUSE PREVENTION FOR ADULT ATHLETES

STEP 3   SHOPPING CART

Select shopping cart at the top right corner. The selected course will be displayed.

Click on "View Shopping cart" button.

If purchasing for others, click the "purchase on behalf of others" checkbox (see example on the right).

Update the seat quantity, and this will update the total

☐ Purchase on behalf of others	
Subtotal	$12.99
Total	$12.99
Proceed to Checkout	

STEP 4   CHECKOUT

Click the "Proceed to Checkout" button on the right. Follow the prompts to complete your purchase. **Single purchases on behalf of others and multi-seat purchases will be issued a link and enrollment key to share with staff.**

Proceed to Checkout

STEP 5 ACCESS TRAINING

Purchased for others: After you complete your purchase, you will receive an Enrollment Key & URL. Share the URL with learners that don't have an account yet. Share the Enrollment Key with learners that have an account. The course will show under "My Courses"

Individual Purchase: After you complete your purchase, refresh your browser. The course you purchased will show up automatically under "My Courses".

Reminders:

• Purchase one course type per transaction.

• Purchases are final, unused enrollment keys are valid for 12 months.

• An enrollment key is considered used once the user enrolls in the course, not when completed.

• You will receive an email receipt with a template and enrollment key. Add your enrollment key to the template, save and then share instructions.

CHAMPION RESPECT.
END ABUSE.®