

USA SOFTBALL

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# SafeSport How To Guide



# Getting started

1. Log into [www.RegisterUSASoftball.com](http://www.RegisterUSASoftball.com)
2. At the top of your homepage write down your member ID number.
3. Scroll down your homepage and click the “SafeSport” tab.

Background Check ACE Education **SafeSport**

SafeSport

**SafeSport has moved to a new platform! - Please be sure to review the below help**

2021 Season Compliancy for Umpires Only

Congratulations! You are good for the 2021 season; this applies to umpires only!

SafeSport

**Ready to get started?**

1 → SafeSport First Time User Account Creation

2 → SafeSport Returning User Login

Returning users will need to use the "FORGOT PASSWORD?" link on the new SafeSport site to login for the first time.

**IMPORTANT!** - If your SafeSport account is not associated with USA Softball or if you do not create an account using the "SafeSport First Time User Account Creation" above, you will not be able to sync your completed course.

SafeSport is provided **FREE** to all members of USA Softball. If you are prompted for payment, please stop the process and let us know ASAP.

1. If this is your first time to take SafeSport, click the "SafeSport First Time User Account Creation" button and proceed to page 3 of this guide.
2. If you have taken SafeSport in the past, click the "SafeSport Returning User Login" button and proceed to page 6 of this guide.

## Sign Up

To use the key PublicKey, please sign up for a new account. If you already have an account, click Login (upper right of screen) to access your existing account and then click on the Enrollment Key tile on your dashboard

First Name *Required*

Middle Name

Last Name *Required*

Email *Required*

Password *Required*

Re-enter Password *Required*

Address

Address 2

Country

State/Province

City

Postal/Zip Code

Language *Required*

MembershipID

DateOfBirth

Role

Name of Sport Organization *Required*

Sign Up

Fill out all required information exactly as it is on RegisterUSASoftball.com.

- Please use the same email address in RegisterUSASoftball.com.
- Your “Membership ID” is at the top of your RegisterUSASoftball.com homepage.
- The name of the Sport Organization is “USA Softball”

# U.S. CENTER FOR SAFESPORT

## Terms & Conditions

These terms and conditions govern your ("User" or "You") access to and use of online training courses provided by the United States Center for SafeSport ("SafeSport") (User and SafeSport are each a "Party" and collectively, the "Parties") accessed via one or more U.S. National Governing Body ("NGB"): (a) on SafeSport's online hosted Learning Management System ("LMS"); (b) through one or more websites (collectively, "Website"); or (c) via a customized Application Programming Interface ("API") ("Training"). By accessing the Training, you agree to be bound by these terms, which constitute your agreement with SafeSport (the "Agreement"). This Agreement may be updated from time to time at SafeSport's sole discretion. By accessing the Training, you agree to the SafeSport Privacy Policy: <https://www.athletesafety.org/privacy-policy>.

- **Accounts.** To access the Training, you must set up an account on SafeSport's platform. You must be 16 years of age or older to set up an account and access the Training. You have complete responsibility for your account and everything that happens on your account, including for any harm or damage (to SafeSport or anyone else) caused by someone using your account without your permission. You must keep your account information, including passwords, confidential and may not transfer your account to someone else or use someone else's account without their permission. If you share your account information with someone else, you are responsible for what happens with your account and SafeSport will not intervene in disputes between Users who have shared account login information.
- **Training Access.** SafeSport shall provide User access to the Training through the following website(s) \_\_\_\_\_. By providing such access, SafeSport grants to you, the User, a limited, non-exclusive, revocable, non-transferable license to access and view the Training and associated content solely for your personal, non-commercial, and educational purposes, in accordance with the terms of this Agreement. All other uses of the Training are expressly prohibited. You may not reproduce, redistribute, transmit, assign, sell, broadcast, rent, share, lend, modify, edit, create derivative works of, sublicense, or otherwise transfer or use any Training unless SafeSport gives you explicit permission to do so in a written agreement signed by an authorized representative of SafeSport.
- **No Warranties.** USE OF THE TRAINING OR ITEMS OBTAINED THROUGH THE TRAINING IS AT USER'S OWN RISK. TRAINING IS PROVIDED ON AN 'AS IS' AND 'AS AVAILABLE' BASIS. SAFESPORT AND ITS AFFILIATES HEREBY DISCLAIM ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR PARTICULAR PURPOSE, INCLUDING WITH RESPECT TO THE COMPLETENESS, SECURITY, RELIABILITY, QUALITY, ACCURACY OR AVAILABILITY OF THE TRAINING OR THAT THE TRAINING OR ITEMS OBTAINED THROUGH THE TRAINING WILL MEET THE USER'S NEEDS OR EXPECTATIONS.
- **Ownership and Use of Data.** User will be granted a limited, non-exclusive, revocable, non-transferable license to access the SafeSport Training. User is not permitted to sub-license this access to anyone else. All Training and content included in the Training are owned by SafeSport and are protected by United States and international copyright, trademark, patent, trade secret and other intellectual property or proprietary rights laws. Except as set forth herein, no right, title or interest in or to the Websites or the Training or any portion thereof, is transferred to the User, and all rights not expressly granted herein are reserved by SafeSport. The SafeSport name, logo, and all related names, graphics, logos, product and service names, designs and slogans are trademarks of SafeSport. You may not use such marks without the prior written permission of SafeSport. Training may not be copied, reproduced, modified, distributed, transmitted, or displayed without the prior written consent of SafeSport. User agrees that SafeSport may track, collect and store the name and email address of all Users who access the Training, as well as the specific Training courses each User starts or completes (collectively, "User Data"). User agrees and acknowledges that SafeSport is, subject to the SafeSport Data Privacy Policy and other applicable laws, authorized to make the User Data available to one or more NGB's as appropriate, in SafeSport's sole discretion.
- **Access.** SafeSport will take all commercially reasonable efforts to provide uninterrupted access to the Training. However, from time to time, Users may be unable to access the Training due to conditions beyond SafeSport's control. In response to any unavailability of the Training, SafeSport will take all commercially reasonable steps to ensure access is restored within a reasonable period of time. SafeSport takes ordinary and customary security measures in protecting customer information passing through software, web sites, e-mail, and the portions of non-public network within SafeSport's control. SafeSport accepts no responsibility beyond ordinary and customary responsibilities. Users are solely responsible for ensuring that they have sufficient and compatible hardware, software, telecommunications equipment and Internet service necessary for use of the Training.
- **Termination.** SafeSport may terminate this Agreement if: (1) User has breached any term of this Agreement; (2) if SafeSport determines, in its sole discretion, User is not making fair use of the Training or otherwise should not be provided the Training; or (3) if SafeSport determines, in its sole discretion, that it is in SafeSport's best interest to discontinue the Training. Upon termination of this Agreement, Users will no longer have access to any Training, but may retain access to their accounts for the sole purpose of viewing and downloading any available Training completion certificates.
- **Limitation of Liability and Indemnification.** User agrees to indemnify and hold harmless SafeSport and its directors, officers, employees, agents, shareholders, partners, and members against any and all claims resulting from User's improper or unlawful use of the Training. USER AGREES THAT SAFESPORT AND ITS PERSONNEL SHALL NOT BE LIABLE TO THE USER FOR ANY CLAIMS, LIABILITIES, OR EXPENSES RELATING TO THIS ENGAGEMENT FOR AN AGGREGATE AMOUNT WHICH IS THE GREATER OF (a) \$100; OR (b) THE TOTAL AMOUNT OF FEES PAID BY THE USER TO SAFESPORT PURSUANT TO THIS AGREEMENT DURING THE 12 MONTHS PRECEDING THE EVENT GIVING RISE TO THE CLAIM. IN NO EVENT SHALL SAFESPORT OR ITS PERSONNEL BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR EXEMPLARY LOSS, DAMAGE, OR EXPENSE RELATING TO THIS AGREEMENT, EVEN IF SAFESPORT HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DON'T ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, SO SOME OF THE ABOVE MAY NOT APPLY TO YOU. The provisions of this Section 8 shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise. In circumstances where all or any portion of the provisions of this Section 8 are finally judicially determined to be unavailable, SafeSport's aggregate liability for any claims, liabilities, or expenses relating to this engagement shall not exceed an amount which is proportional to the relative fault that SafeSport's conduct bears to all other conduct giving rise to such claims, liabilities, or expenses.
- **Taxes.** Unless designated as tax-exempt by the Internal Revenue Service with current and valid exemption certificate, User shall pay all applicable Federal, state, and local use and sales taxes which may be incurred in connection with this Agreement and User's use of the Training.
- **Dispute Resolution / Limitation on Actions.** Any unforeseen disputes arising under this Agreement which cannot be settled between the two Parties will be submitted to arbitration before one arbitrator by JAMS under the then-applicable American Arbitration Association procedures for commercial arbitration in Denver, Colorado. SafeSport and User agree that arbitration by JAMS will be a final and binding resolution and the prevailing Party shall be entitled to recover reasonable attorney fees in arbitration. No action, regardless of form, relating to this Agreement or the Services, may be brought by either Party more than one year after the cause of action has accrued, except that an action for non-payment may be brought by a Party not later than one year following the date of the last payment due to such Party hereunder.
- **Entire Agreement.** This Agreement supersedes any and all agreements, either oral or written, between the Parties and contains all the covenants and agreements between the Parties with respect to the Training. User acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by SafeSport, or anyone acting on behalf of SafeSport, that are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.
- **Waiver.** No term or provision hereof shall be deemed waived or no breach excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented.
- **Governing Law.** This Agreement (whether in contract, statute, tort (such as negligence), or otherwise), shall be governed by, and construed in accordance with the laws of the State of Colorado (without giving effect to the choice of law principles thereof). User submits to jurisdiction in the State of Colorado and further agrees that subject to Section 9 herein, any cause of action arising under this Agreement shall be brought exclusively in a court in Denver County, Colorado.
- **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the Parties set forth herein.
- **Updating This Agreement.** From time to time, SafeSport may update this Agreement to clarify our practices or to reflect new or different practices (such as when we add new features or different types of Training), and SafeSport reserves the right, in its sole discretion, to modify or make changes to this Agreement at any time. If SafeSport makes any material change, we will notify you using prominent means such as by email notice sent to the email address specified in your account or by posting a notice on the Website, or in the LMS or API. Modifications will become effective on the date posted unless stated otherwise. Your continued use of the Training after the changes become effective shall mean that you accept those changes. Any revised Agreement shall supersede all previous Agreements.
- **How to Contact SafeSport.** You may contact SafeSport at any time, for any reason pertaining to the Training or this Agreement by sending an email to [info@safesport.org](mailto:info@safesport.org) or contacting our online Support Team by using the following link [Help Portal](#).



# BEGIN YOUR TRAINING HERE



## Login Help



### Frequently Asked Questions

The answers to your questions

[How do I access the Tokyo 2020 Volunteer video? 東京2020のボランティアのビデオにアクセス...](#)

[How do I log into Absorb without an Enrollment Key?](#)

[What do I do if I can't login with my email address?](#)

[How do I use a coupon code?](#)

[What if I need to purchase a large number of course coupons?](#)



### Enrollment Key

Enrollment Key



### Help Portal

[Click here to access the help portal](#)

# BEGIN YOUR TRAINING HERE

If you've completed SafeSport in the past, you will need to use the "Forgot Password" link to reset your Login Information.

Login below to see all your courses.

Username

Password

Keep me logged in [Forgot Password?](#)

OR



## Login Help

### Frequently Asked Questions

The answers to your questions

- How do I access the Tokyo 2020 Volunteer video? 東京2020のボランティア動画にアクセス...
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- What do I do if I can't login with my email address?
- How do I use a coupon code?
- What if I need to purchase a large number of course coupons?



### Enrollment Key

Enrollment Key



### Help Portal

Click here to access the help portal



# BEGIN YOUR TRAINING HERE

Welcome to your SafeSport Homepage!

Welcome, FirstName LastName

to the U.S. Center for SafeSport Training.



### My Courses

See courses you are enrolled in



### Catalog

Complete list of available courses



### Help Portal

Click here to access the help portal



### Inbox

Your priority messages

0

You currently have no messages.



### Enrollment Key

Enrollment Key



### Frequently Asked Questions

The answers to your questions

- How do I access the Tokyo 2020 Volunteer video? 東京2020のボラ...
- How do I log into Absorb without an Enrollment Key?
- What do I do if I can't login with my email address?
- How do I use a coupon code?
- What if I need to purchase a large number of course coupons?



### Latest News

Keep up to date on all the hottest news.

There are no news articles at this moment.

## Catalog

30 MINUTES

SAFESPORT FOR ATHLETES WITH DISABILITIES

1

Creating Safe and Inclusive

60 MINUTES

SAFESPORT FOR HEALTH PROFESSIONALS

1

Health Professionals - NGB1

30 MINUTES

SAFESPORT PARENT'S GUIDE TO MISCONDUCT IN SPORT

1

Parents Guide to Misconduct in

30 MINUTES

SAFESPORT REFRESHER ONE

1

Refresher 1: Recognizing and

30 MINUTES

SAFESPORT REFRESHER TWO

1

Refresher 2: Preventing

30 MINUTES

SAFESPORT REFRESHER THREE

1

Refresher 3: Creating a Positive

15 MINUTES

SAFESPORT FOR HIGH SCHOOL ATHLETES

1

SafeSport for High School

30 MINUTES

SAFESPORT TRAINERS

1

SafeSport Tr



# CATALOG

Alphabetical

Course cards with titles and durations:

- Creating Safe and Inclusive Environments for Athletes with Disabilities - 30 MINUTES
- Health Professionals - NGB1 Curriculum - 60 MINUTES
- Parents Guide to Misconduct in Sport - NGB1 Curriculum - 30 MINUTES
- Refresher 1: Recognizing and Reporting Misconduct - NGB1 Curriculum - 30 MINUTES
- Refresher 2: Preventing Misconduct - NGB1 Curriculum - 30 MINUTES
- Refresher 3: Creating a Positive Sport Environment - NGB1 Curriculum - 30 MINUTES
- SafeSport for High School Athletes - NGB Online Course - 15 MINUTES
- SafeSport Trained - NGB1 Curriculum - 90 MINUTES
- SafeSport Training for Adult Athletes - NGB1 Curriculum - 30 MINUTES

2nd Season

3rd Season

4th Season

1st Season

5th Season

Click the blue button to enroll in your pertaining course and click the blue button a second time to open the course's page.

# SafeSport Trained - NGB1

Curriculum



## Course Content



SafeSport™ Trained Core

Time to Allot: 90 minutes

Required for most U.S. Olympic and Paralympic Movement Adult Participants, this course provides a broad understanding of core requirements and principles for creating a safe and positive sport environment. You will learn to identify, report,

## Course Content



Group1

You must complete 1 of the following course(s).

0 of 1 Course(s)



SafeSport Trained - NGB

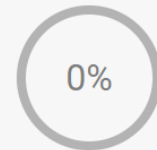
Online Course

Start



Not Started

0/1 Courses



Tags

90 Minutes

Broad Understanding

Core Requirements And Principles

Course

Safesport Trained



MENU

Introduction

Welcome ✓

Language Selection 🔒

ENGLISH 🔒

ESPAÑOL 🔒

FRANÇAIS 🔒

日本語 🔒

DEUTSCH 🔒

РУССКИЙ 🔒

普通话 🔒



# Update [www.RegisterUSASoftball.com](http://www.RegisterUSASoftball.com)

There's just one more step! Once you've passed your SafeSport exam, return to your [RegisterUSASoftball.com](http://www.RegisterUSASoftball.com) homepage and enter your SafeSport username and password to import your SafeSport certificate.

### SafeSport

**SafeSport has moved to a new platform!** - Please be sure to review the below help guide before proceeding.

#### 2022 Season Compliance

It appears that you still need to complete your SafeSport training. Please use the buttons below to access the training.  
If you have completed the training, [click here](#) to manually sync your account.

#### 2022 Season Compliance for Umpires Only

It appears that you still need to complete your SafeSport training. Please use the buttons below to access the training or if you have completed the training, please verify your certificate has a completion date on or after 8/18/2021 and send it to [safesport1@usasoftball.com](mailto:safesport1@usasoftball.com) or [click here](#) to manually sync your account.



**Click**

#### Help Guide: Start and Complete SafeSport

**Important!** In order to be compliant, your certificate must have a completion date between 8/18/2021 and 8/18/2022. Courses identified on page 1 of the course list are required.

**Your certificate will need to be dated within the current season to be applied to RegisterUSA.**

**ONE** course is required. All other courses are optional.

**Ready to get started?**

SafeSport First Time User Account Creation

SafeSport Returning User Login

Returning users will need to use the "FORGOT PASSWORD?" link on the new SafeSport site to login for the first time.

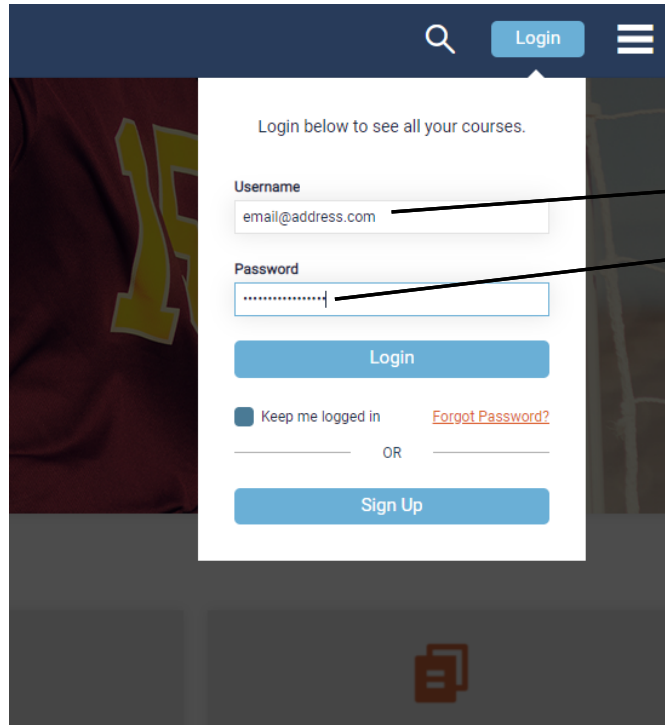
If you do not create an account using the "SafeSport First Time User Account Creation" above, you will not be able to sync your completed course.

SafeSport is provided **FREE** to all members of USA Softball. If you are prompted for payment, please stop the process and let us know ASAP.

**Enter the Username and Password that was used on the SafeSport website. Then click the “Sync My Account” button.**

to sync the owner of this RegisterUSASoftball.com account's  
ing of any SafeSport account not belonging to the owner of this  
account may result in removal from play and potential  
and submitting credentials below, you are confirming that you  
accounts.

will only work with accounts that are able to logon to the new  
SafeSport Trained platform. To locate the correct credentials, please visit [SafeSport](#)  
and utilize the tools provided to learn what your credentials are.



Please enter your SafeSport login credentials below:

Username:

Password:

If you continue to have issues, please reach out or send a copy of your certificates to [safesport1@usasoftball.com](mailto:safesport1@usasoftball.com).



Background Check ACE Education **SafeSport** Registration Status My Teams

## SafeSport

**SafeSport has moved to a new platform!** - Please be sure to review the below help guide before proceeding.

2022 Season Compliancy

Congratulations! You are good for the 2022 season!

2021 Season Compliancy for Umpires Only

Congratulations! You are good for the 2021 season; this applies to umpires only!

[Help Guide: How to Start and Complete SafeSport](#)

**Important!** In order to be compliant with the SafeSport requirements, you must have a completion date between 8/18/2021 and 8/31/2021 as identified on page 9 of the above help document (indicated in red). Please let us know by submitting a help ticket.

### Ready to get started?

[SafeSport First Time User Account Creation](#)

[SafeSport Returning User Login](#)

Returning users will need to use the "FORGOT PASSWORD?" link on the new SafeSport site to login for the first time.

**IMPORTANT!** - If your SafeSport account is not associated with USA Softball or if you do not create an account using the "SafeSport First Time User Account Creation" above, you will not be able to sync your completed course.


**SafeSport is provided FREE to all members of USA Softball. If you are prompted for payment, please stop the process and let us know ASAP.**

**Once SafeSport is Synced, your homepage will be updated.**

# FAQ

- **What if syncing my account didn't work?** Go into your SafeSport profile to confirm or add your USA Softball Affiliation and try again. If you continue to experience issues, please download your SafeSport certificate and email it to [SafeSport1@usasoftball.com](mailto:SafeSport1@usasoftball.com). From there, our team will manually update your profile. For instructions on downloading your SafeSport certificate, please see the next page.
- **How long is SafeSport Valid?** SafeSport must be completed each season you register.
- **How much does SafeSport cost?** SafeSport is free for USA Softball members.
- **How long does SafeSport take?** The Core training course takes about 90 minutes. The refresher courses take about 30 minutes.
- **How many courses are required per season?** Only one course.
- **What course do I take?** (See page 9)
  - Year 1 – SafeSport Trained Core
  - Year 2 – Refresher 1
  - Year 3 – Refresher 2
  - Year 4 – Refresher 3
  - On your 5<sup>th</sup> year, you start again at the SafeSport Trained Core
- **Why do I have to take SafeSport?** Not only is it for the protection of our Athletes, but it is a federally mandated law passed by the United States Congress and signed into law under the Sexual Abuse and Safe Sport Authorization Act of 2017.

# How Download Your SafeSport Certificate

1. Select the Menu icon at the top right. 
2. From the list of options select “Transcript.”
3. The Transcript page displays. Locate the most current completion for the curriculum under the Certificates section.
4. Download the certificate by selecting the Download button at the right of the completed curriculum 