ACCESSING THE REQUIRED SAFESPORT CORE TRAINING
(Please have your USEF member number available for this process.)

1. Go to https://www.safesport.org/authentication/signin
2. Click **REGISTER** to create a NEW account
3. Fill out the required fields and click next
4. On the second "Register" page:
   a. You do not need to upload a photo.
   b. Select your "Primary Position" with USEF. If you are an owner, please select "athlete."
   c. You **MUST** add your membership to US Equestrian and member ID in order to show up in our system as Safe Sport Trained. If you participate in another National Governing Body (NGB) organization, you can add that membership at this time. This will ensure that all USOPC NGBs you participate in are notified that you have completed the training.
   d. After adding your membership information, you must certify that you are that individual and click "Save."
5. **You MUST check the email you registered your account with to verify your account. The email comes from "no-reply@safesport.org." Click the link in the email and it will take you back to the U.S. Center for SafeSport's website.**
6. Enter your email and password and login to complete the SafeSport Trained course.
7. After the SafeSport Training is complete, print your "SafeSport Trained" certificate to keep for verification purposes.

ACCESSING THE REQUIRED SAFESPORT REFRESHER TRAINING
1. Go to https://www.safesport.org/authentication/signin
2. Enter your email and password and login to complete the Refresher training module.
3. If you have forgotten your password, please click the "Forgot Password?"
   a. You will be prompted to enter the email address you registered your account with the U.S. Center for SafeSport and click "Continue"
   b. **You MUST check the email you registered your account with to reset your password. The email comes from "no-reply@safesport.org." Click the link in the email and it will prompt you to reset your password and it will take you back to the U.S. Center for SafeSport's website.**
4. After the Refresher Training is complete, print your training certificate to keep for verification purposes.