

## How to check if required trainings are valid for the new registration year

If you are returning user, you most likely will need to take the SafeSport Abuse Prevention refresher (yearly requirement) and retake the concussion awareness training (Mass Youth has a two-year policy).

Not sure if you have to complete either required training, log into your account by clicking <u>HERE</u>, and review the information under your" <u>Certificates</u>" tab.

- ➤ If you see a check mark and a verified date, or if you see an uploaded document and a verified date in that requirement upload field, you are good for that requirement for this registration year; no action is needed by you unless your organization informs you otherwise.
  - If you would like to upload a new certificate of completion, you will not be able to until the previous one is removed. Please contact your organizations Risk Manager.
- If you see a cloud with an upload arrow, you need to complete the requirement for that upload field.