

SELF PURCHASE – NEW PROFILE

These instructions are for the user profile that would like to self-purchase their training. Your profile must be set-up in order to continue.

1. **Connect to your account.** You will connect either as a new or returning learner.

New Learners:

- a. Go to this [link](#) to begin.
- b. A “Sign Up” page will appear. Add your information and click **Sign Up**.

Returning Learners

- a. log into account at <https://safesporttrained.org/>

***Please note:** As a DCI location, you are required to complete fields during your sign-up:

- Include your primary “Role” with DCI. If you are unsure of your role or need additional assistance, please contact your DCI admin.
Options: Athlete (Performer), Official (Judge), Volunteer, Instructor (Corps Instructor), or Staff (Event Staff, General Staff)

2. You are logged into your <https://safesporttrained.org/> account. On the Home Page, select the **Catalog** tile.



3. Select the course you want to purchase by clicking the cart in the course tile. Your course will appear as **SafeSport Trained – DCI Purchase 1 course type at a time**. Contact your admin if you are unsure of what course to take.



***Please note:** if you have already taken the Core course you can take the next refresher course. The cadence of courses are as follows:

Year 1	Year 2	Year 3	Year 4
SafeSport Trained Core	Refresher 1	Refresher 2	Refresher 3



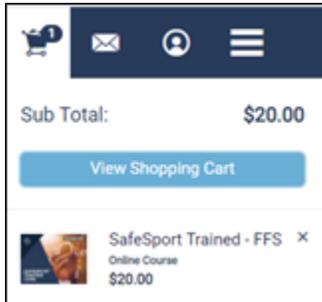
4. A Shopping Cart icon displays at the top right.

5. Select the Shopping Cart icon.



6. The course you selected displays. **Select the View Shopping Cart** button.

Note: If you want to remove a course from your cart, select the **X** icon at the right of that course.



7. The Shopping Cart information displays. Enter the coupon code `DCISST17.2023`. This only applies to the SafeSport Trained course. Then select the **Apply** button.



8. Select the **Proceed to Checkout** button at the right. Complete and fill out the purchase form.

Proceed to Checkout

9. Follow the prompts to complete your purchase.
10. Locate the course by selecting either **My Courses** or **Catalog** on the Home screen after purchase.
11. If you do not see the course, contact the help portal below with your DCI, your location, and your issue. Share these instructions that you received as well. Our help desk team will follow-up with support. Please allow for 48 hours in response time.

*Need technical assistance? You can contact our Help Desk by clicking here: [Help Portal](#).
The Help Desk hours are: M – F: 8am – 9pm EST; Weekends: noon – 5pm EST.*

Thank you for being part of the U.S. Center for SafeSport training. Champion Respect. End Abuse