

# Heads Up Concussion Training Steps

Heads Up Concussion training must be completed on an annual basis.

This course was not designed for mobile devices. If you are having issues while on a mobile device, please try a laptop or desktop. This training is only available in English.

## Step 1.

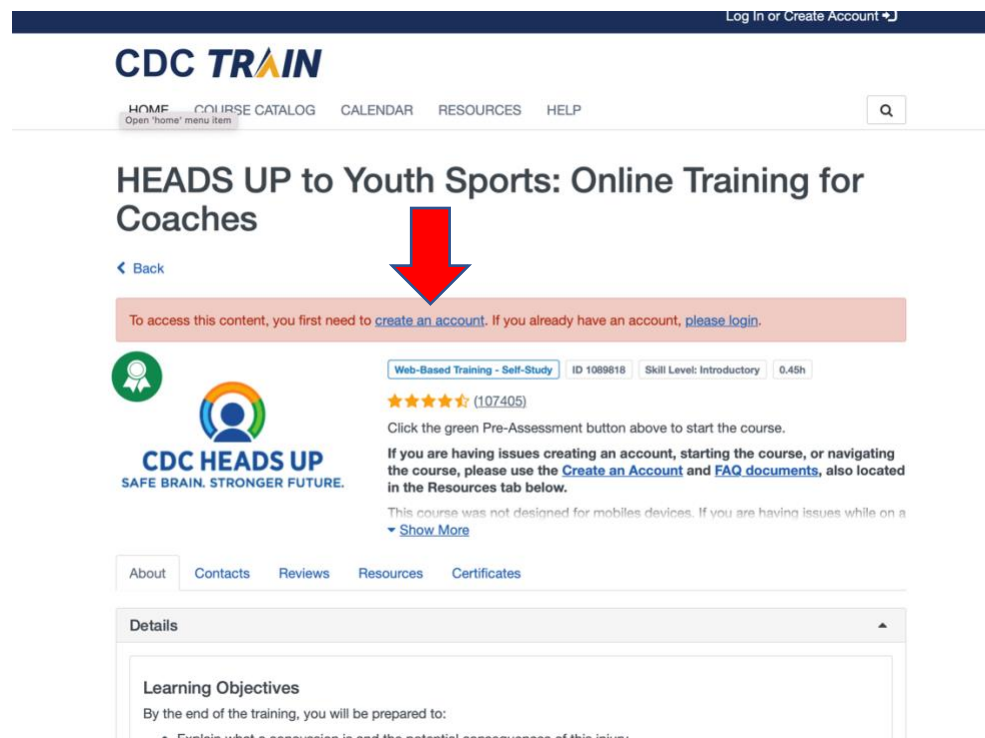
Click this link to take you to the training homepage.

[HEADS UP to Youth Sports: Online Training Course for Coaches \(course1089818\)](#)

## Step 2.

If you are a returning staff person and already have an account, please login to your account.

If you are a new BCCY employee, click the link at top of the page that says **create an account.**

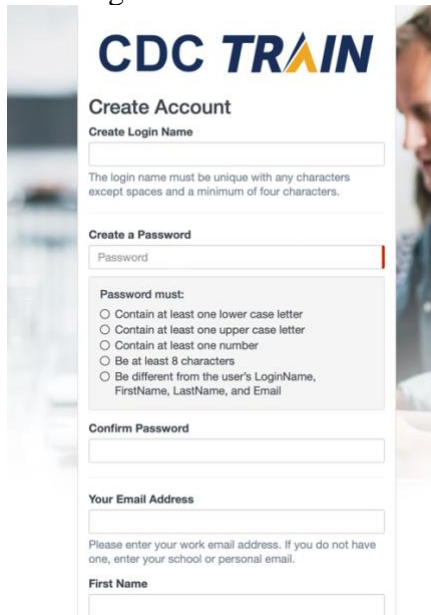


The screenshot shows the CDC TRAIN website interface. At the top right, there is a link for "Log In or Create Account". The main header includes "CDC TRAIN" and navigation links for "HOME", "COURSE CATALOG", "CALENDAR", "RESOURCES", and "HELP". The course title "HEADS UP to Youth Sports: Online Training for Coaches" is prominently displayed. Below the title, a red arrow points to a notification bar that reads: "To access this content, you first need to [create an account](#). If you already have an account, [please login](#)." The course details include "Web-Based Training - Self-Study", "ID 1089818", "Skill Level: Introductory", and "0.45h". It also features a star rating of 5 stars (107405) and a note to click the green Pre-Assessment button. A warning message states: "If you are having issues creating an account, starting the course, or navigating the course, please use the [Create an Account](#) and [FAQ documents](#), also located in the Resources tab below." A note at the bottom indicates the course is not designed for mobile devices. The "Details" section is partially visible, showing "Learning Objectives" with the text: "By the end of the training, you will be prepared to:" followed by a bullet point: "• Explain what a concussion is and the potential consequences of this injury."

### Step 3.

You will be asked to do enter the following information:

- Create Login Name
- Create a Password
- Confirm Password
- Your Email Address
- First Name
- Last Name
- Time Zone
- Zip/Postal Code (Enter 01223 in this space)
- Click agree



The screenshot shows a web form titled "CDC TRAIN Create Account". The form includes several input fields and a list of password requirements. The fields are: "Create Login Name" (with a note: "The login name must be unique with any characters except spaces and a minimum of four characters."), "Create a Password" (with a note: "Password"), "Confirm Password", "Your Email Address" (with a note: "Please enter your work email address. If you do not have one, enter your school or personal email."), and "First Name". The password requirements are: "Password must:" followed by five radio button options: "Contain at least one lower case letter", "Contain at least one upper case letter", "Contain at least one number", "Be at least 8 characters", and "Be different from the user's LoginName, FirstName, LastName, and Email".

**CDC TRAIN**

**Create Account**

**Create Login Name**

The login name must be unique with any characters except spaces and a minimum of four characters.

**Create a Password**

Password

**Password must:**

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters
- Be different from the user's LoginName, FirstName, LastName, and Email

**Confirm Password**

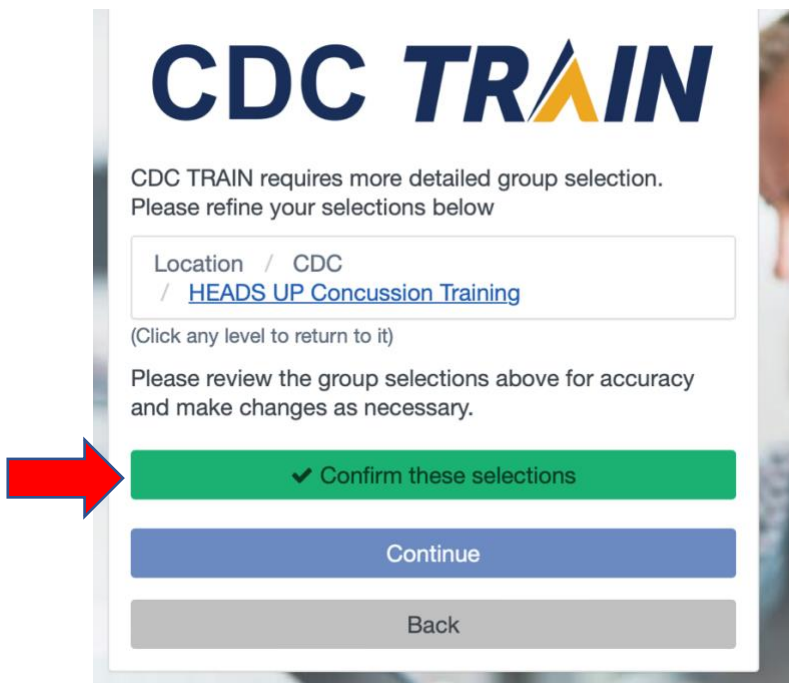
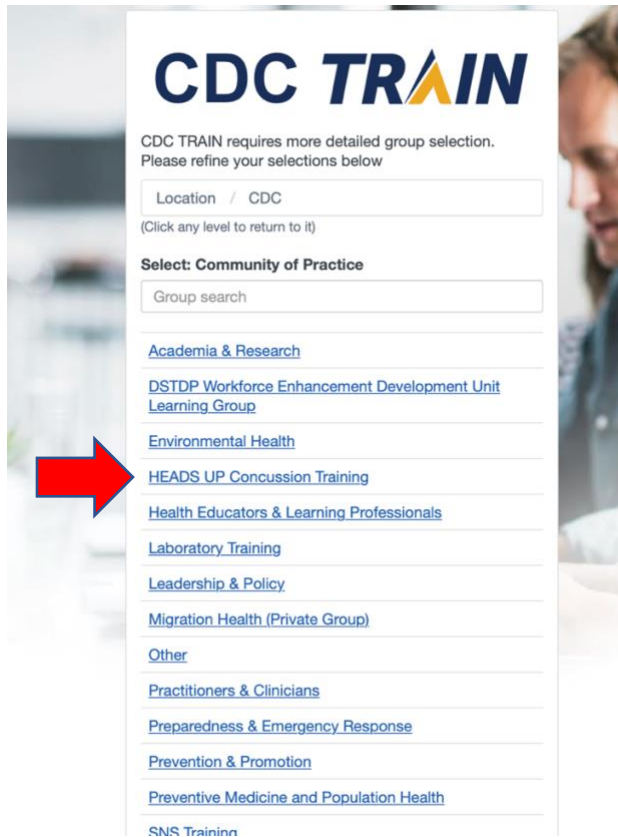
**Your Email Address**

Please enter your work email address. If you do not have one, enter your school or personal email.

**First Name**

**Step 4.**

Please select **HEADS UP Concussion Training**. Then click **Confirm These Selections**.

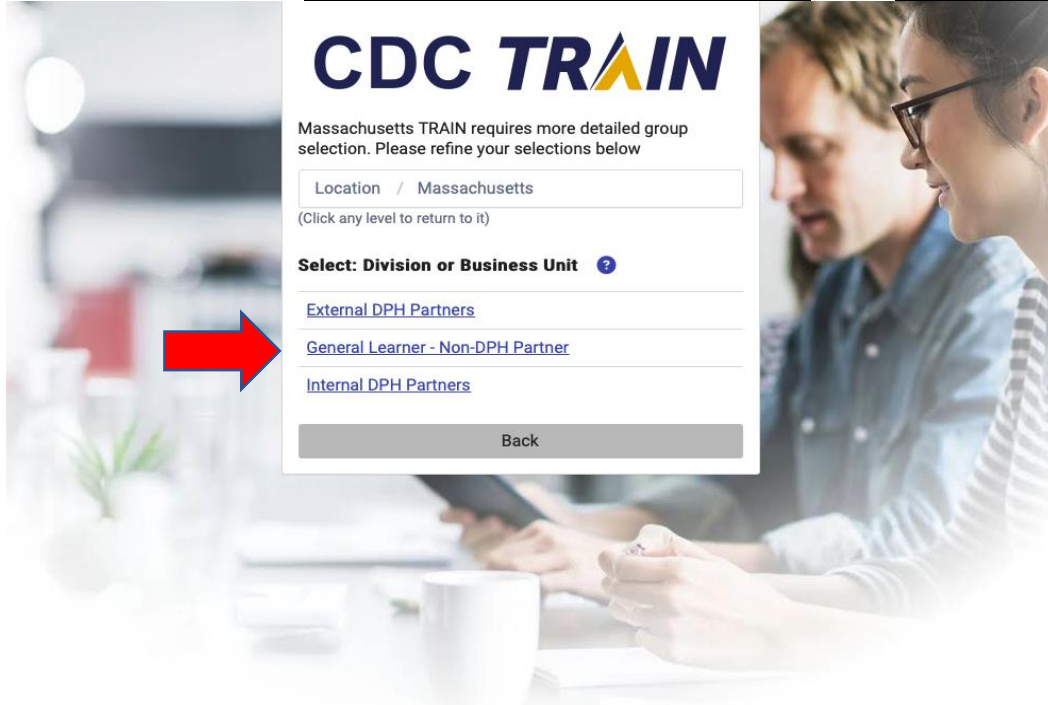


**Step 5.**

Click continue.

**Step 6.**

Select Division. Select **General Learner – Non-DPH Partner.** Click **Confirm These Selections.**

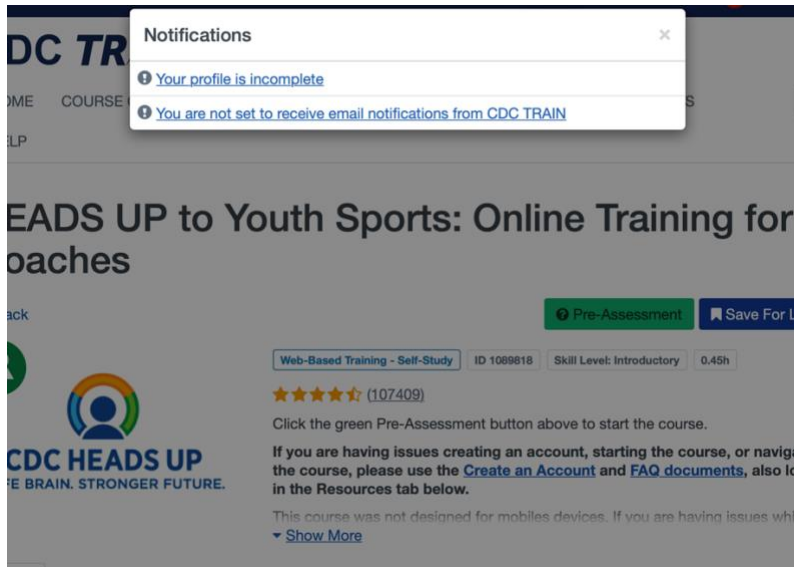


### Step 7.

Click **Finish Creating Account.**

### Step 8:

A message will appear that will state that you have 2 notifications. Click on the bell at the top of the screen. This will take you to your profile.



### Step 9.

Fill in the sections that still have a red exclamation point. You may use the camp's information to fill in most of these sections which will be listed below.

**Contact** - 413-623-8991

**Address** - Your address

**Organization** – Becket Chimney Corners YMCA

**Department/Division** – Summer Camp

**Title** – Seasonal Staff

**Professional Role** – Scroll all the way to the bottom and select **Other.** In the description box, type *Summer Camp.*

**Work Settings** – Select **Non-Profit Organization.**

## Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	Manage Groups
Account	
Contact <span style="color:red">!</span>	
Address <span style="color:red">!</span>	
Organization <span style="color:red">!</span>	
Professional License Number	
Professional Role <span style="color:red">!</span>	
Work Settings <span style="color:red">!</span>	
Demographic Information	
FEMA Student ID Number	
Professional Organization ID Number	

### Join By Group Search

CDC	<span style="color:red">x</span> <span style="color:blue">✎</span>
National/CDC ↓ HEADS UP Concussion Training	<span style="color:red">x</span> <span style="color:blue">✎</span>
National/Massachusetts ↓ Region 1/Becket	<span style="color:red">x</span> <span style="color:blue">✎</span>

+ Join Another Group

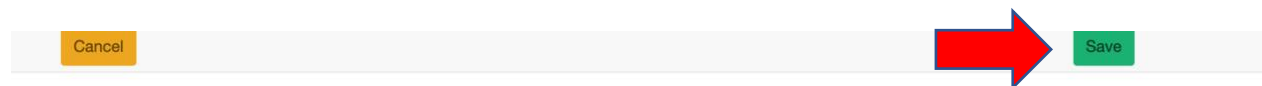
### Join By Group Code

Group Code	<span style="color:blue">Join</span>
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### Step 10.

Click the save button at the top right of the screen and use

<https://www.train.org/cdctrain/course/1089818/> to go back to the training homepage.



## Your Profile

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Manage Groups	Manage Groups
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### Step 11.

Take the pre-assessment. There are no right or wrong answers for this test. Use your best judgement.

The screenshot shows the top navigation bar of the CDC TRAIN website with 'Notifications 1' and 'Halle' profile. Below is the course title 'HEADS UP to Youth Sports: Online Training for Coaches'. A 'Pre-Assessment' button is highlighted with a red arrow. The course status is 'Pre-Assessment Pending' and 'Web-Based Training - Self-Study'. It has a skill level of 'Introductory' and a duration of '0.45h'. The course has a rating of 4.5 stars from 107411 reviews. Below the course information are tabs for 'About', 'Contacts', 'Reviews', 'Resources', 'Discussion', and 'Certificates'. A 'Details' dropdown menu is visible at the bottom.

### Step 12.

Launch training course.


The screenshot shows the same course page as in Step 11, but the status is now 'In Progress' and the 'Launch' button is highlighted with a red arrow. The course information remains the same: 'Web-Based Training - Self-Study', ID 1089818, Skill Level: Introductory, 0.45h, and a rating of 4.5 stars from 107413 reviews. The navigation and tabs are also visible.

## Step 13.

### Course Completion Instructions

#### STEP 1: Complete the Post-Test

Click the orange **"Exit"** button at the bottom of this page and return to the CDC TRAIN course webpage. Click the green **"Assessment"** button to take the post-test.



**CDC TRAIN**  
HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS  
ADMIN HELP

#### HEADS UP to Youth Sports: Online Training

[Back](#) [No sign in](#) [Assessment](#)

**CDC HEADS UP**  
SAFE BRAIN. STRONGER FUTURE.

By taking this free course—and using what you learn—you will be well-positioned to improve the culture of sports safety and prevent concussion. Your actions can help create a safe environment for young athletes to enjoy their health, active and thrive—both on and off the playing field.

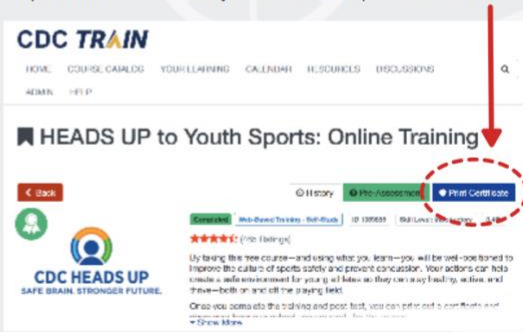
Once you complete the training and post-test, you can print out a certificate and upload it to your UltraCamp account.

[Show More](#)

**Exit**

#### STEP 2: Access Your Certificate

After you complete the post-test return to the CDC TRAIN course webpage. Click the blue **"Print Certificate"** button to print or save a PDF of your course completion certificate.



**CDC TRAIN**  
HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS  
ADMIN HELP

#### HEADS UP to Youth Sports: Online Training

[Back](#) [History](#) [No Assessment](#) [Print Certificate](#)

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[Show More](#)

## Step 14.

Upload certificate to you UltraCamp account prior to arriving at camp.