

# NWBA Member SafeSport Training Instructions

## SafeSport Training Access for Junior Athlete and Non-Athlete Individual Membership Registration(s)

1. **Review the SafeSport Policies and Resources**
  - a. [Click here to review the SafeSport Code, the Minor Athlete Abuse Prevention Policies \(MAAPP\) and the NWBA and U.S. Center for SafeSport Resources](#)
2. **Complete the U.S. Center for SafeSport training**
  - a. [Click here to access the SafeSport Training](#)
  - b. Be sure that “National Wheelchair Basketball Association” is the organization selected
  - c. Use the NWBA Access Code provided in the SafeSport Training and Requirements email received within 24 hours after submitting the membership registration.
  - d. Click “Sign In” (top right side of the screen) to access the member’s SafeSport.org account. *(To access the “Refresher 1 or 2” Training: enter the email and password used to create the member’s SafeSport account when the previous Training was completed.)* OR fill-in the registration information if this is the first time completing a SafeSport Training *(to access the “Core” Training)*.
  - e. Completion codes and certificates are saved in the SafeSport Dashboard so take note of the email and password used to create the SafeSport account so that information can be accessed if needed in the future. It is best to use the same email for both the NWBA Membership Registration and the SafeSport.org account.
  - f. At the end of the training, be sure to save and/or print the completion certificate and keep it on file.

## SafeSport Training Access for Adult Athlete Individual Membership Registration

1. Review the SafeSport Policies and Resources  
[Click here to review the SafeSport Code, the Minor Athlete Abuse Prevention Policies and the NWBA and U.S. Center for SafeSport Resources](#)
2. Complete the U.S. Center for SafeSport Training  
Click the SafeSport “Complete Certification” button provided in the eligibility/confirmation email received within 24 hours after submitting an NWBA membership registration. The link will go to a “Yes/No” screen.
3. Click “No” if the U.S. Center for SafeSport “Core” Training has not been completed, and then click “Continue” to go directly to the training website.
  - a. At the end of the training, be sure to save and/or print the completion certificate and keep it on file
  - b. The “Core” training is approximately 90 minutes and can be paused if needed to complete it in more than one session. To access the training again:
    - i. Click the SafeSport “Complete Certification” button provided in the NWBA membership registration eligibility/confirmation email OR
    - ii. Click the appropriate “Core, Refresher 1 or Refresher 2” button from the member’s SportsEngine account/profile [https://user.sportngin.com/users/sign\\_in](https://user.sportngin.com/users/sign_in) (instructions below: #4 a-f).
4. Click “Yes” if the U.S. Center for SafeSport “Core” Training has been completed, enter the 32-digit completion code from the completion certificate and then click “Continue”.

*To look-up a completion certificate, login to [Safesport.org](https://safesport.org) with the email and password used to create a SafeSport account when the Training was completed.*

[Click here to review the NWBA Member SafeSport Training FAQ which includes additional instructions on many topics such as: how to look up the completion code\(s\)/completion certificate\(s\) and how to add an NWBA membership to a SafeSport.org account to ensure that the completion codes will work in the NWBA Membership Registration/SportsEngine system.](#)

Please note that the completion codes must be entered in sequential order of the Trainings: “Core” then “Refresher 1” then “Refresher 2” then “Refresher 3”.

- a. The next screen will go to the member’s SportsEngine account/profile where the Refresher 1 Training can be accessed, or the Refresher 1 completion code can be entered. (*Members may be required to then enter their log-in credentials-email and password to access their SportsEngine account/profile*)
  - b. Click “Household” from the left menu screen.
  - c. Click the name/profile of the person needed to complete the training.
  - d. The NWBA Membership will be listed in the section on the right, scroll to the bottom and click “View Details”
  - e. Click the wording of the current Membership
  - f. Scroll to “SafeSport Certification” within the Requirements section and then click “Refresher 1 Training”
  - g. A “Yes/No” screen will appear (similar to the “Core” yes/no screen referenced previously but this time the question applies to “Refresher 1”)
    - i. Click “Yes” to enter the Refresher 1 completion code and then click “Continue”  
OR
    - ii. Click “No” to go directly to the Refresher 1 Training. At the end of the training, be sure to save and/or print the completion certificate and keep it on file
      1. The Refresher 1 training is approximately 30 minutes and can be paused if needed to complete it in more than one session. To access the Training again:
        - a. Click the SafeSport “Complete Certification” button provided in the NWBA Membership Registration eligibility/welcome email OR
        - b. Use the appropriate “Core, Refresher 1 or Refresher 2” button from the member’s SportsEngine account/profile  
[https://user.sportngin.com/users/sign in](https://user.sportngin.com/users/sign_in) to go back to the training (instructions above: #4, a-g).
5. Repeat the instructions from “a-g” above to access “Refresher 2” (if applicable)

**SafeSport Training Help Articles:**

<https://help.sportsengine.com/en/articles/1724>

<https://help.sportsengine.com/en/articles/1725>