

How to complete Ohio AYSO Concussion Training for Head Coaches, Assistant Coaches, Volunteers, and Referees

To complete this training, you will need your AYSO ID number.

Where do I find my AYSO ID Number?

Go to www.eAYSO.org. If you already have an account, log in.

Once you log into eAYSO, click on the VIEW CERTIFICATIONS link. In the table on the next page, click the link under CERTIFICATIONS. Your ID number will be located in the top right of the next page. The image below shows the location in a red box.



What if I do not have an eAYSO account?

If you do not have an account with eAYSO, go to www.eAYSO.org and follow the prompts to set up an account.

How do I get an AYSO ID number?

If you have not yet submitted a Volunteer Application, you may begin the process by using AYSO's online system at www.eAYSO.org. The system provides you the ability to create a profile consisting of your email and personal password.

Click on the "New to AYSO" button and follow the instructions in the subsequent pages to apply to be an AYSO Volunteer. When you've completed the online Volunteer Application, print two (2) copies, sign them and give them to personnel in the Region in which you hope to volunteer. (Twinsburg is Region 1026.) The Region must accept your application for you to begin volunteering.

There will be an ID number generated by the system. It can be used to access the online training.

I still can't find my AYSO ID number.

If you have previously submitted a Volunteer Application to your Region or know you are currently registered but do not know or have forgotten your AYSO I.D. number, please fill out our [contact form](http://www.aysotraining.org/contact.asp) (go to <http://www.aysotraining.org/contact.asp>) with your full name, Region number (Twinsburg is Region 1026) and home phone number.

1. Go to <http://www.aysotraining.org/>

You will need your AYSO number and last name to log in.

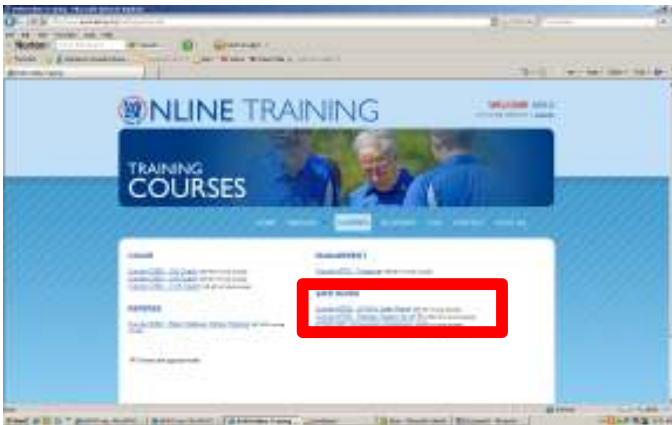


2. Once you are logged into AYSO training, click on the “Courses” tab.



3. Select “[AYSO CDC Concussion Awareness \(45-60 minute course\)](#)”

This will be found under the SAFE HAVEN section. The same course is used for all coaches, volunteers, and referees. (If you are a U-6, U-8, or U-10 coach, this is also the location you will find your coaches training courses.)



4. You will be asked to confirm your information. Be sure your name and AYSO ID Number are correct then click “Enter AYSO Online Training.”



5. This will take you to the CDC – Heads Up Concussion In Youth Sports Training page.

Complete all parts of this video course. It will take between 30-45 minutes. You cannot save your progress mid-way through so please allow enough time once you begin. There will be a short quiz after each section. You must get at least an 80% on the posttest to pass and receive credit for the certification.

This training requires Adobe Flash Player so it will not be viewable on an iPad or an iPhone.



6. Once you have finished your training, you will receive a printable certificate. Print a copy of this certificate, but do not close this window yet!!

IT IS VERY IMPORTANT THAT YOU PRINT YOUR CERTIFICATE AT THE END OF THE COURSE TO ENSURE YOUR CERTIFICATION IS SUBMITTED TO eAYS.



You will want to keep a copy of this certification for your records. Ohio Law now requires that youth coaches complete concussion awareness training every three years. If you coach other sports, you may use this certification as proof of training and should not have to take this course again until your certification expires.

7. The CDC site does not allow you to save a .pdf copy of your Concussion Training Certificate, so we're also going to save a screen shot of your certificate in case it is needed at a later date.

DO NOT JUST SEND US A COPY OF THIS .PDF – IT WILL SHOW UP BLANK AND YOU WILL NOT RECEIVE CREDIT FOR COMPLETING THE TRAINING.



To save a screen shot of your certificate:

1. Open the .pdf of your Concussion Training Certificate and maximize (make it as big as your monitor screen) this window.
2. Click "Alt + PrintScreen". (The PrintScreen button is located at the top of your keyboard usually to the right of the "F1, F2, F3..." buttons and above the arrow keys)
3. Now open a program such as Paint or Word that will allow you to save a picture.
4. In a new document, click "Ctrl + V". You are essentially pasting the screen shot into a new document. You should see your certificate now in the new document. If you don't go back to the original certificate and capture the screen shot again by clicking "Alt + PrintScreen".
5. Save this file to your computer using the format "YourLastName_YourFirstName_ConcussionCert2013". You can save this document as a .bmp, .gif, .jpeg, or a word document. Just remember where you save this document on your computer.

8. Finally, send an email to ayso1026safety@gmail.com and attach this file. Put "YourLastName_YourFirstName_ConcussionCert2013" in the subject line.

This helps us confirm that you have taken the training and lets us keep an electronic copy of your certification. You will receive acknowledgement from Twinsburg AYSO that we've received your certificate.

By Ohio Law, all youth coaches and referees are required to complete training before they are allowed to coach or referee. Please insure that you or your team are not prevented from practicing, playing in games, or refereeing by completing your training as soon as possible and emailing a screen shot of your certification to the league.

If you have any further questions, email us at ayso1026safety@gmail.com.