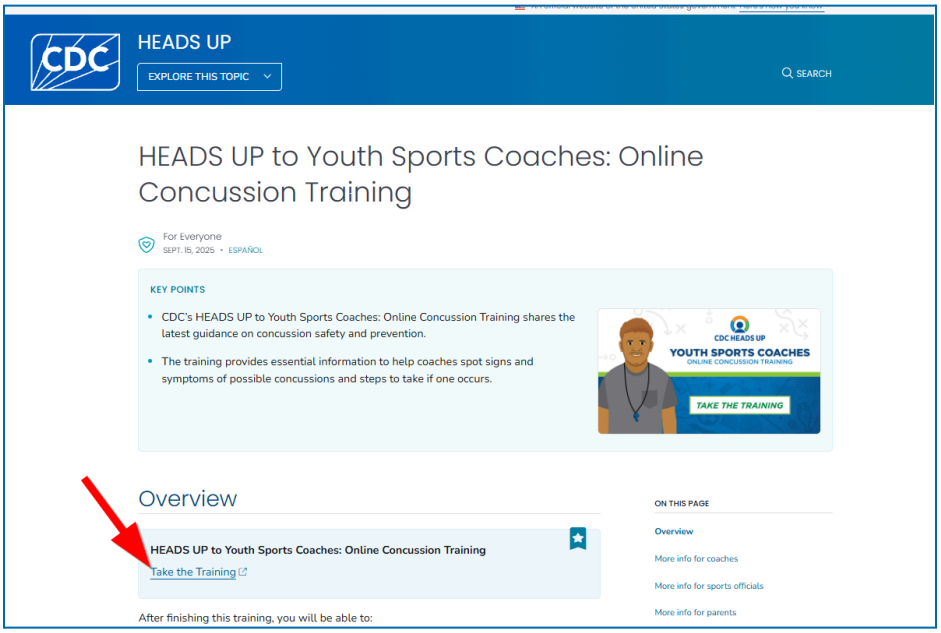
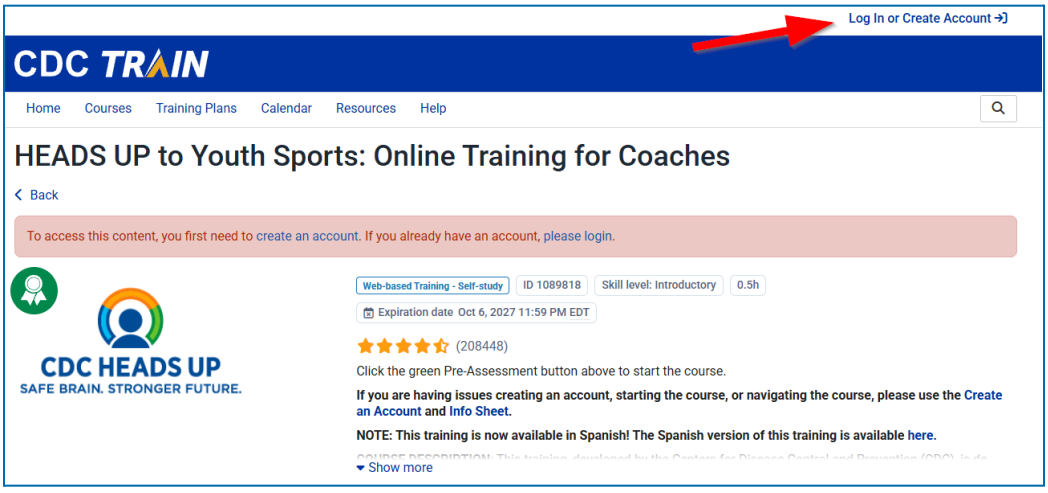
Instructions:

1. In a web browser, navigate to https://www.cdc.gov/heads-up/training/youth-sports.html
2. Click on the **Take the Training** link:



3. Click the **Log in or Create Account** link:



4. First time users will need to register an account. If you already have an account, you will need to Login

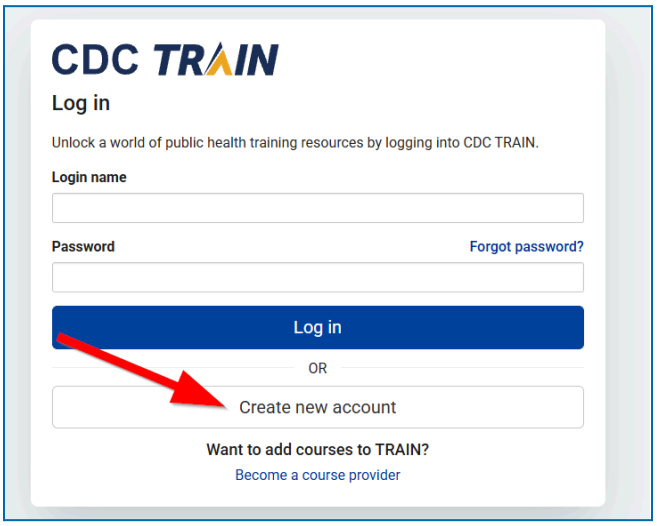
Login

1. Enter Login name and Password and click the Log in button:

2. Once logged in, you can now register for a course.

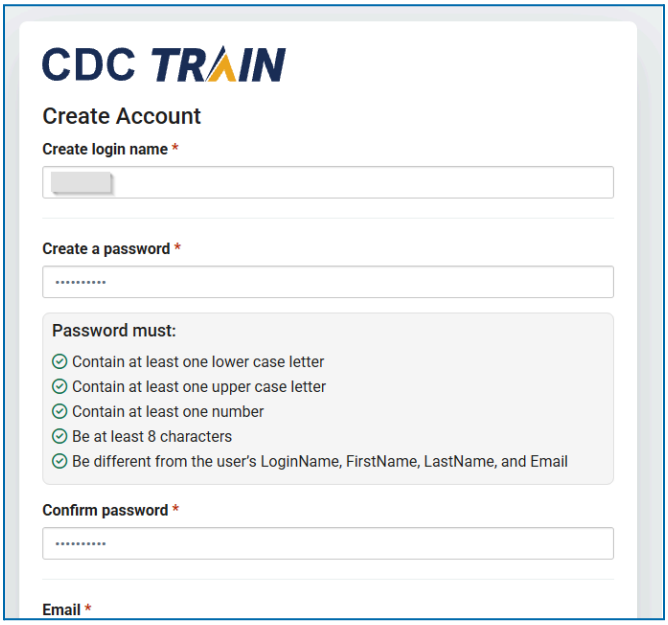
First Time User Registration:

1. Click the **Create New Account** button:

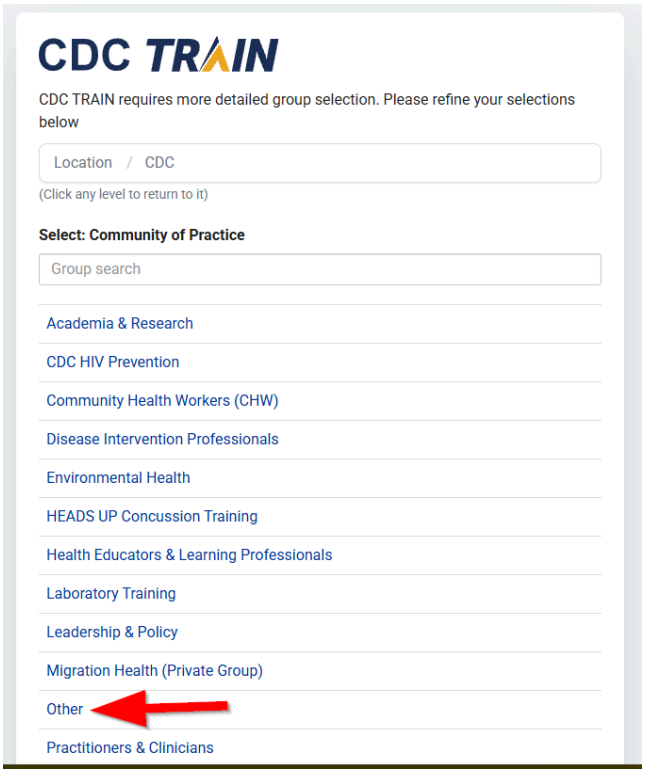


2. Complete the Create Account Form and Click **Next Step** button

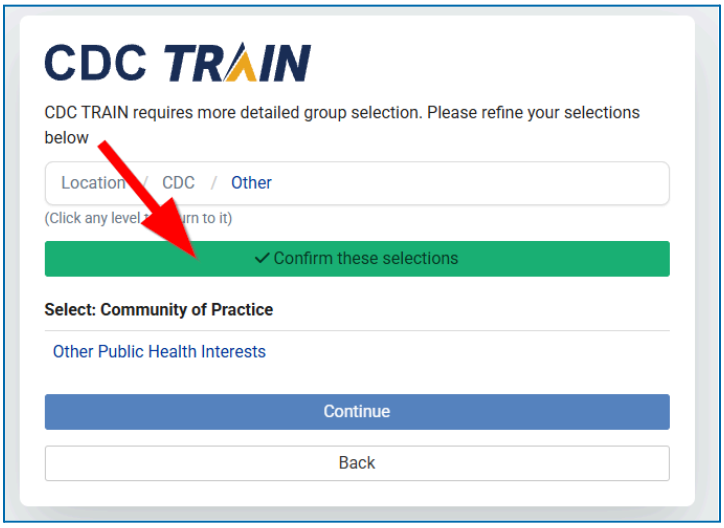
a. Create login name
b. Create password
c. Confirm password
d. Email
e. First name
f. Last name
g. Time zone
h. Zip code
i. Agree to TRAIN policies



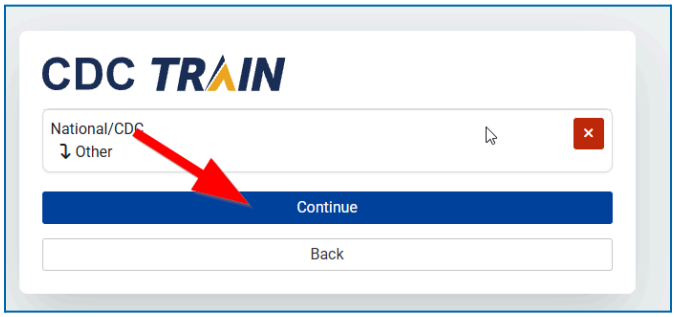
3. On the Next screen, click **Other** for **Community of Practice** selection.



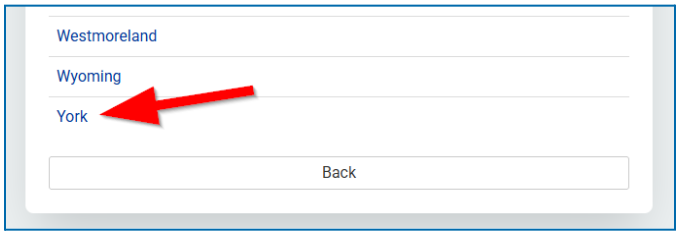
4. On the next screen, click the **Confirm these selections** button:



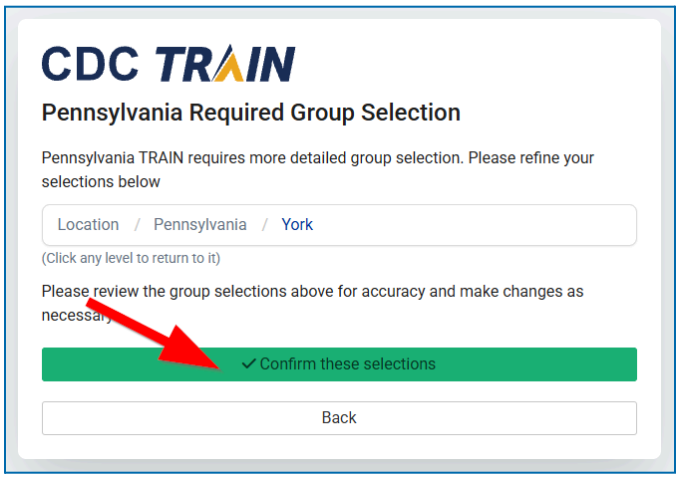
5. On the next screen, click the **Continue** button:



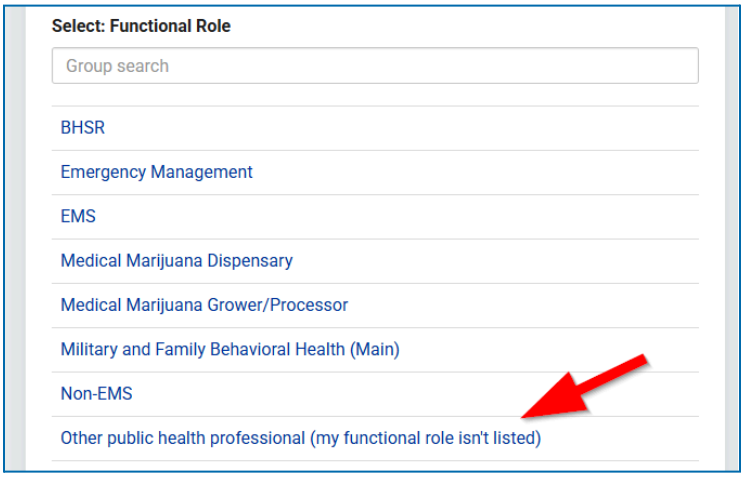
6. On the Group Selection screen, scroll down and select **York** for **County**



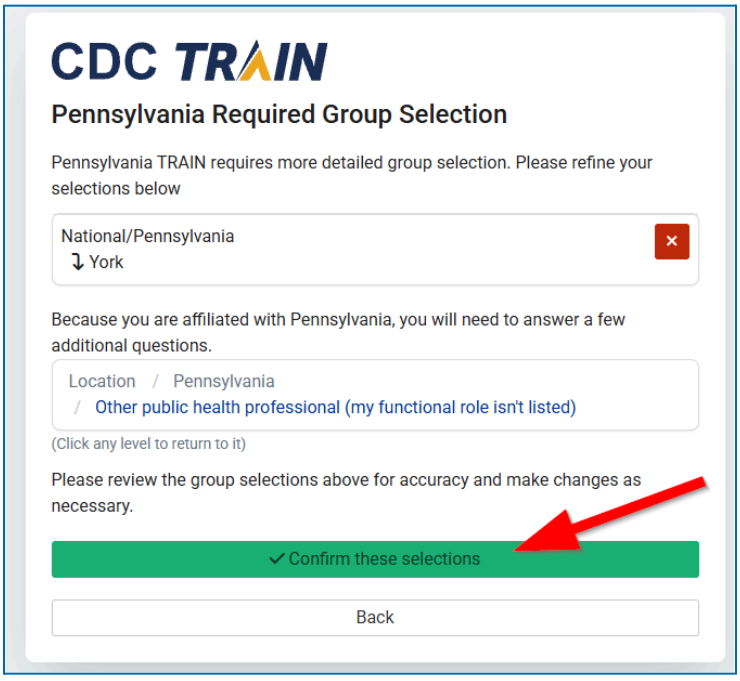
7. On the next screen, click the **Confirm these selections** button



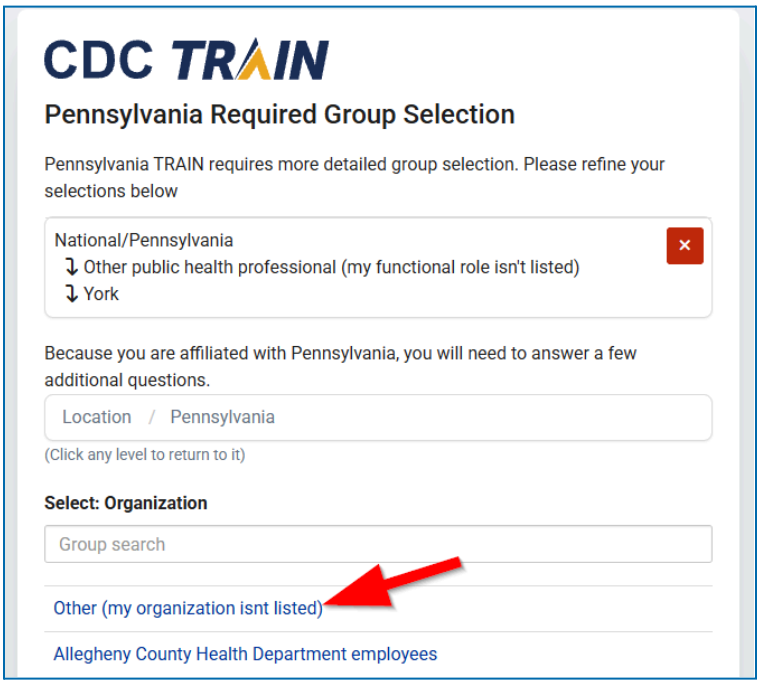
8. On the next screen, select **Other public health professional (my functional role isn't listed)** option.



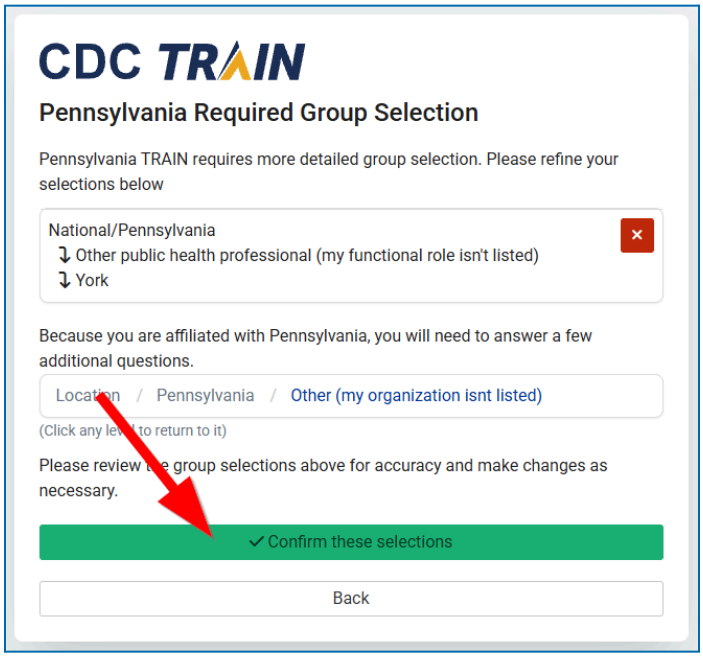
9. On the next screen, click the **Confirm these selections** button:



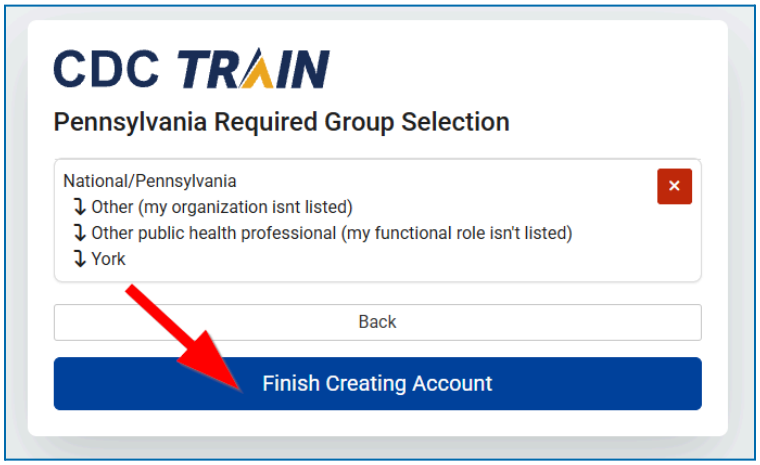
10. On the select Organization screen, click the **Other (my organization isnt listed)** option:



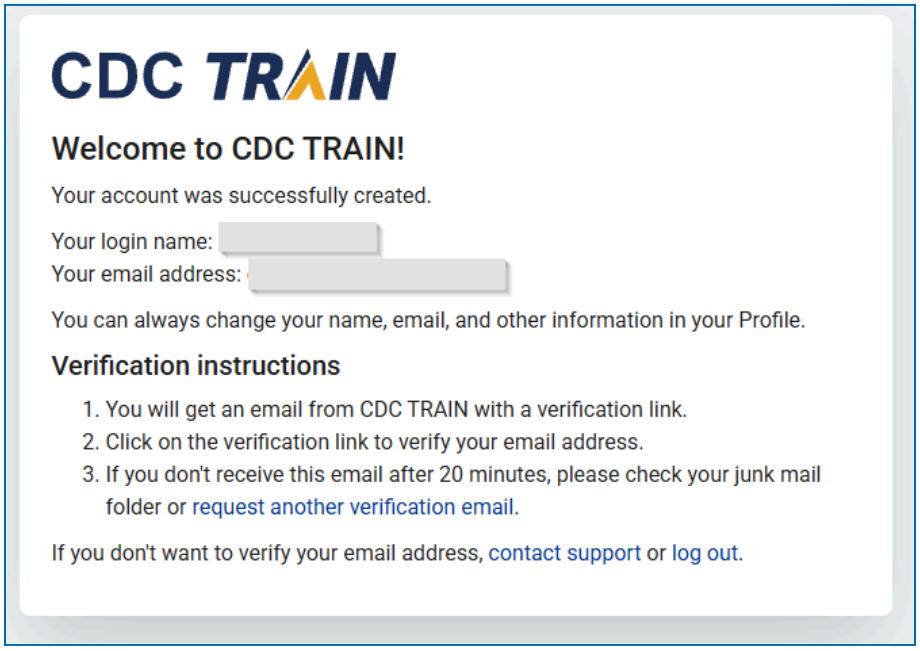
11. On the next screen, click the **Confirm these selections** button:



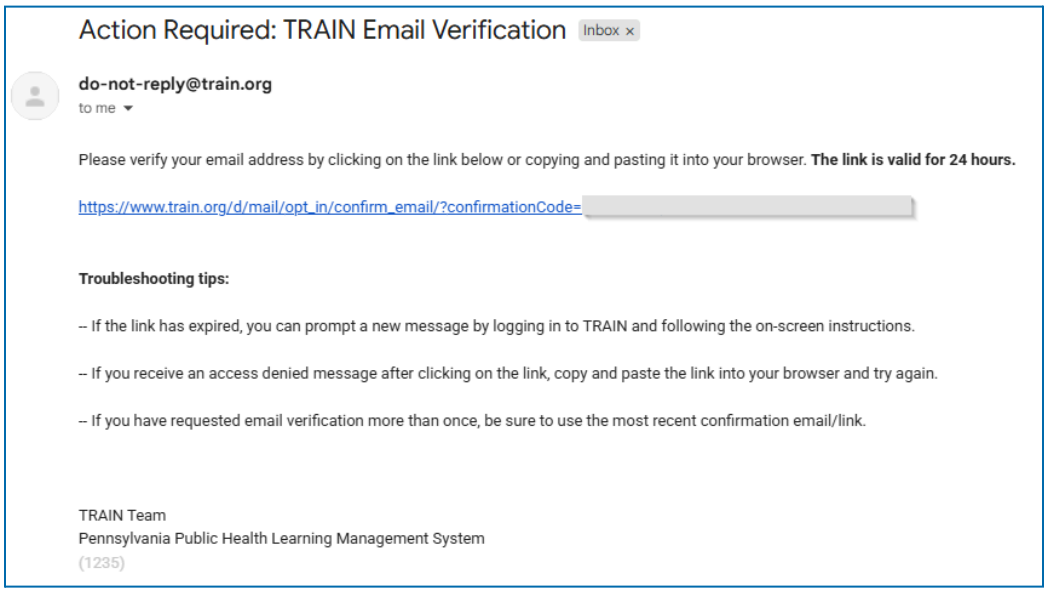
12. Click the **Finish Creating Account** button:



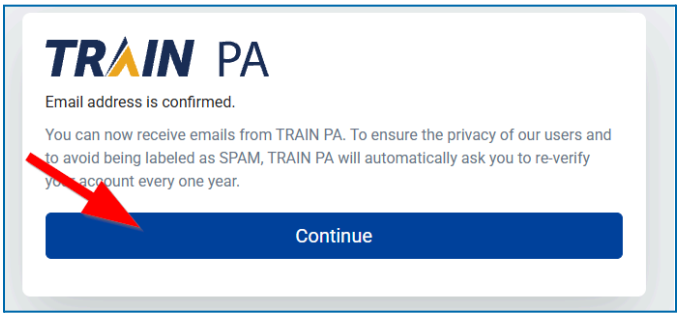
13. You will be redirected to a confirmation screen indicating to check you email to verify your account:



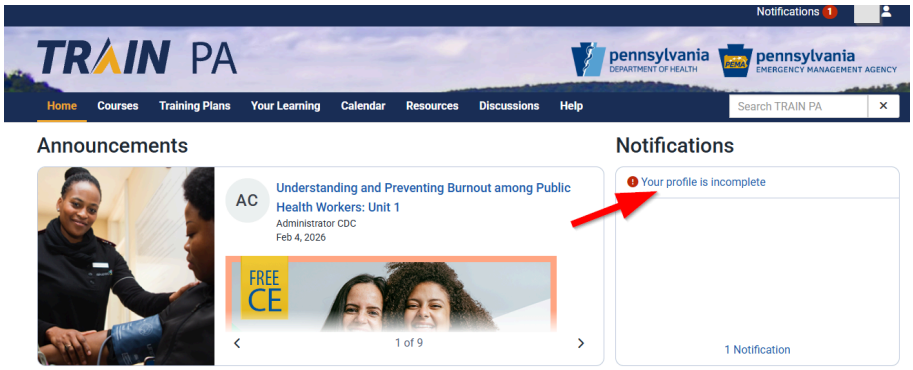
14. The confirmation email will contain a verification link, click the link in the email:



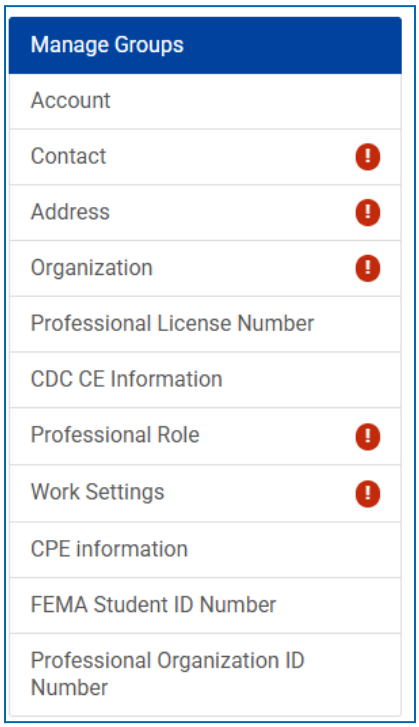
15. You will be redirected to a confirmation page and click the **Continue** button.



16. At the Train PA home page, you will see a notification indicating your profile is incomplete. Click the link for the notification.

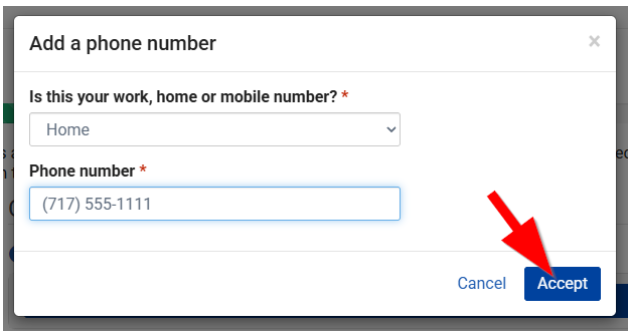


17. On the Profile page, you will see ❗ next to a few items to address:

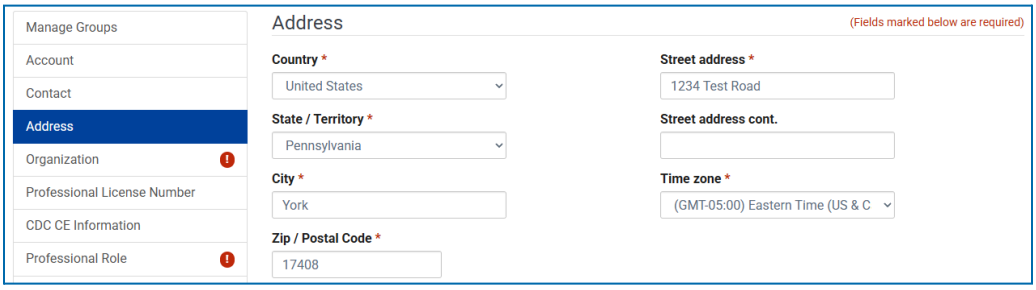


a. Click **Contact** and follow the instructions to add a phone number:

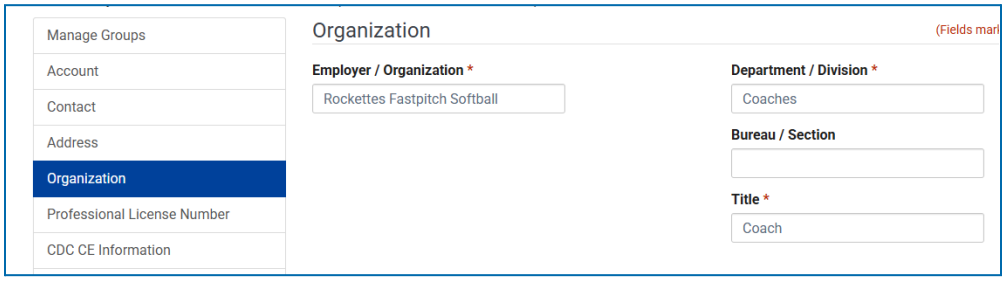
b. Enter Phone number and click **Accept**:



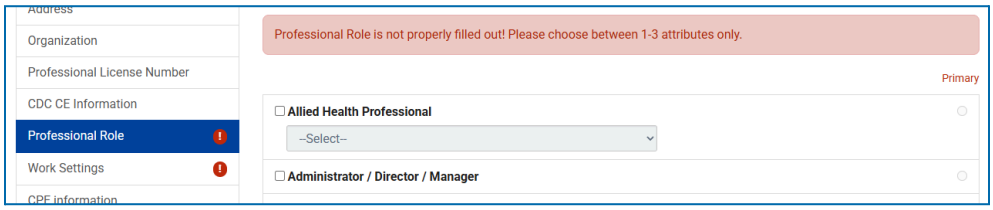
c. Click **Address** and follow the instructions to add an address:

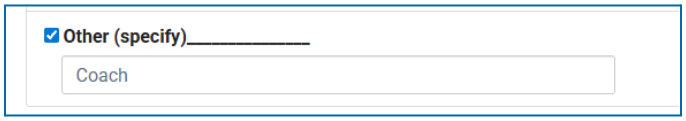


d. Click **Organization** and enter the following:
   i. Employer / Organization - select **Rockets Fastpitch Softball**
   ii. Department / Division - type **Coaches**
   iii. Title - type **Coach**

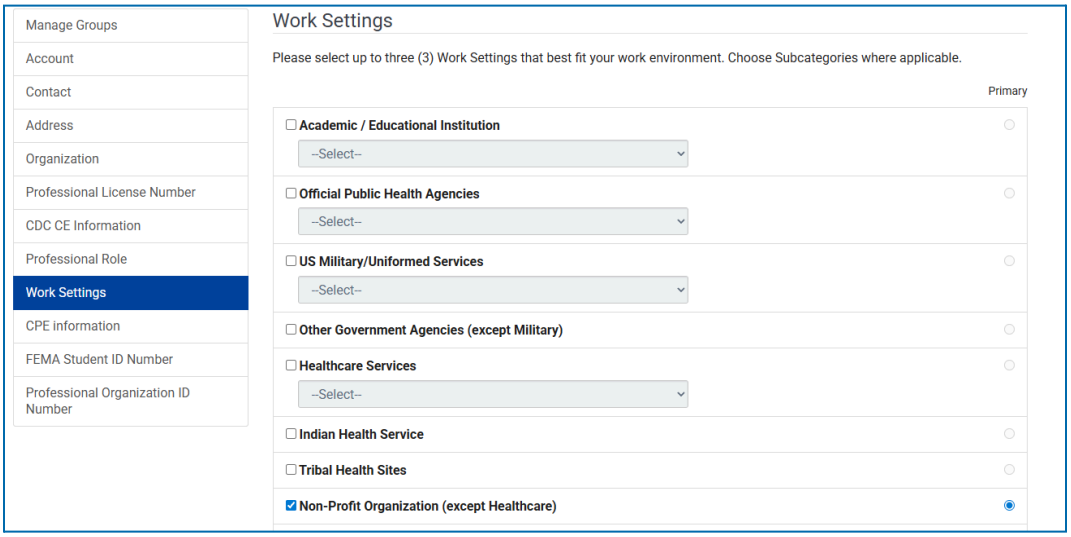


e. Click **Professional Role**, scroll down to **Other (specify)** and type **Coach** in the text box.

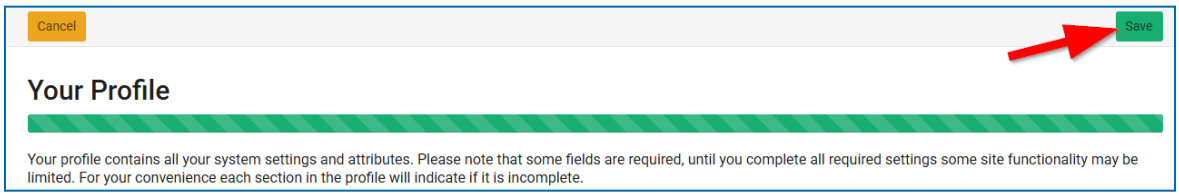




f. Click **Work Settings** and click the checkbox for **Non-profit Organization (except Healthcare)**



18. Your profile is now complete. To save click the **Save** button in the upper right corner of the page:

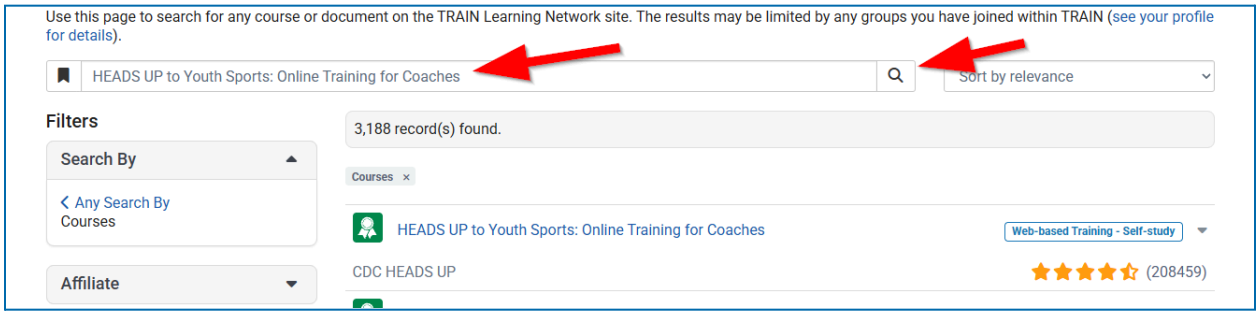


19. You will be redirected to the home page where you can now register for a course.

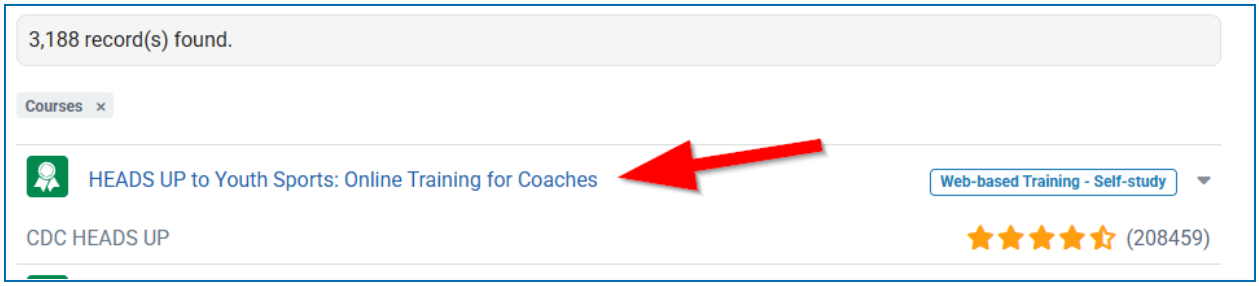
Register for Course

1. At the home page, click **Courses** on the side navigation bar:

2. At the Course search page, type **HEADS UP to Youth Sports: Online Training for Coaches** and click the search button.

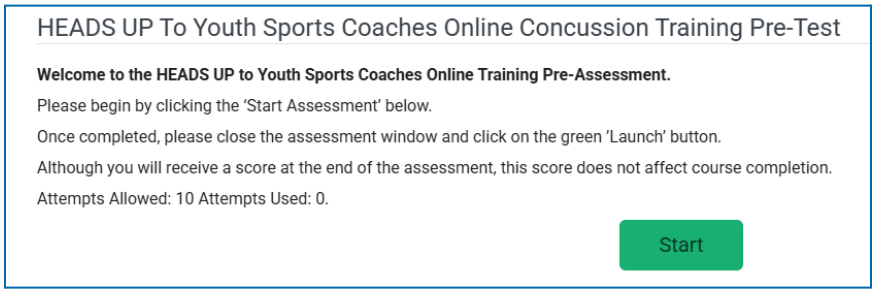


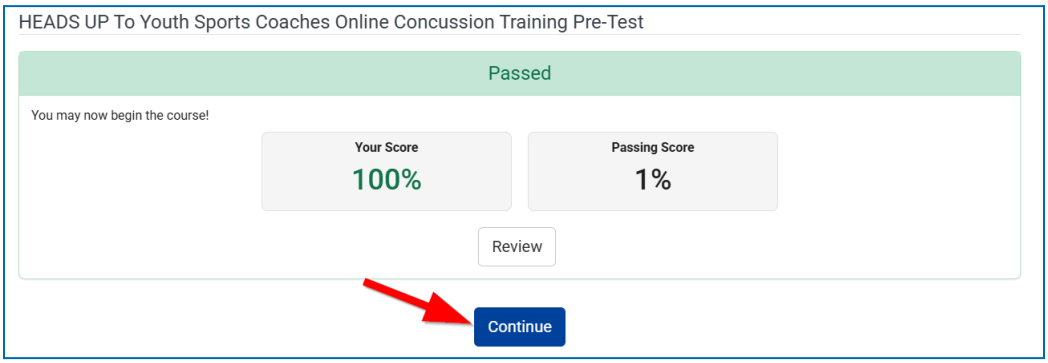
3. The **HEADS UP to Youth Sports: Online Training for Coaches** course should be the first result that is displayed and click the link for it.



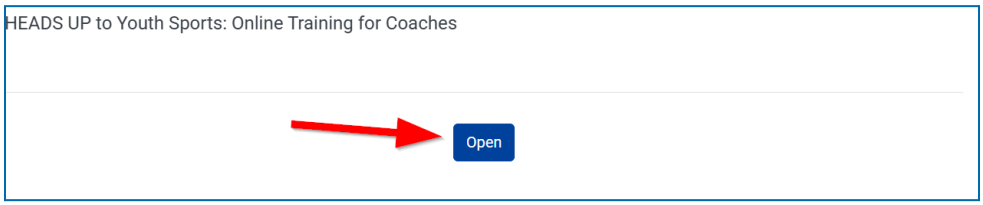
4. You are now able to start the course by click the **Pre-Assesment** button:

5. Follow the screens for the Pre-Assessment work. At the end of the Pre-Test, click the **Continue** button:

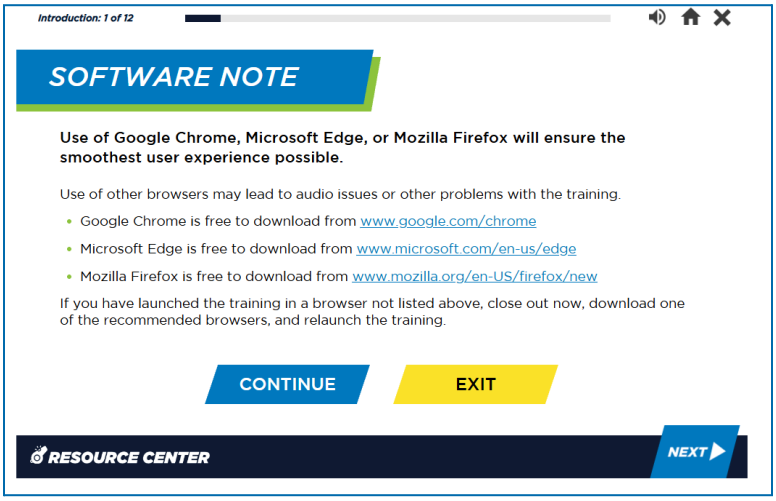




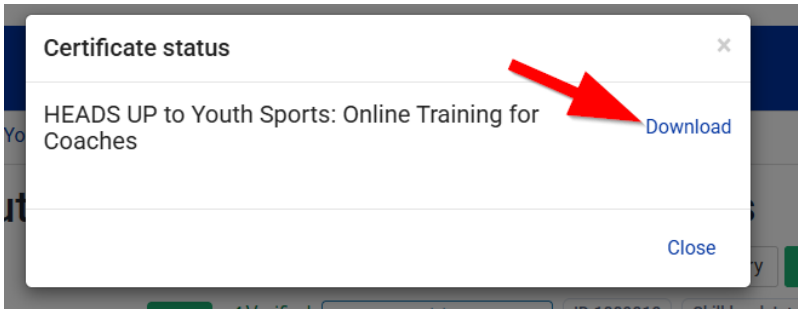
6. At the next screen, click the **Open** button:



7. The course will begin and follow the content until completed:



8. Once completed, at the course page, a **Certificate** button will appear. Here you can download a PDF version of the certificate.



9. Email the PDF of your certificate to cl@rockettesfastpitch.com