

## Step by Step instructions for: Concussion Training access

1. Click on link provided (<https://www.train.org/cdctrain/course/1089818/>)
2. Click on hyperlink entitled "Create an account" (its underlined and highlighted in light red)
3. Fill out the CDC form- choose an easy to remember password!
4. CHECK THE BOX "I agree to all TRAIN policies at the bottom of this form.
5. CLICK NEXT STEP (Blue button)
6. The next page will provide a list of further specific information- SELECT OTHER
7. Click "Other Public Health Interests"
8. Click the Teal/Green box entitled- "Confirm these selections"
9. Next box- Click the Blue box entitled "Continue"
10. Next- Select your county "Mendocino" (its in alphabetical order; so scroll down if you do not see it immediately)
11. Next click the Teal/Green box entitled- "confirm these selections"
12. Next Click blue tab/box entitled "Finish Creating Account"
13. You are immediately logged into the "HEADS UP to Youth Sports: Online Training for Coaches"
14. The site will not allow you to start the Preassessment until you finish filling out your profile. CLICK On the teal/green tab "Finish profile"
15. Finish filling out your profile as it leads you. When you get to the Organization section simply put Ukiah Youth Baseball; Manager or team manager, and Volunteer in the boxes required. THERE IS A TEAL box in the top right hand side entitled "SAVE"- click it and move onto the next section.
16. Under [Professional Role] section- scroll down to the Volunteer label and click the bubble; there is a Teal box in the top right hand corner entitled "SAVE"- Click it and move to the next section
17. Under [Work settings] section- scroll down to Other label and click the bubble- Fill in the box with "Ukiah youth baseball" or Little League
18. In the top right hand corner there is a Teal box entitled "SAVE"- click it.
19. The site will not immediately take you anywhere; there is an orange button on the top LEFT hand corner of this page entitled "CLOSE"- click it.

---YOU ARE NOT DONE YET; you simply created your account---

## To start the training;

1. Take the Preassessment test located in the middle of the page; it's a Teal box entitled "Pre-assessment"- Click it.
2. There is a grey box entitled "Start assessment"-Click it
3. You HAVE TO identify as COACH. Finish taking the preassessment.
4. You should have closed the window. There will be a TEAL button entitled "Launch"-Click it to complete the training.
5. You will be redirected to another splash page. There is a Orange button entitled "Start Training"-Click it.
6. You may need to hover over the next page until the play icon which is red and white highlights; this is clickable to start the video- Click it to start watching
7. Complete the training from here
8. When finished. You must click on the Teal colored button entitled "Assessment"- Click it.
9. Take the post test; pass with 80% of higher.

10. Once you pass you should be presented with a screen with a blue button entitled "Print certificate"- Click it.
11. Please download and or print and take a picture and send to either [andretsalas@yahoo.com](mailto:andretsalas@yahoo.com).

THANK YOU FOR YOUR TIME AND SUPPORT!!!