



In accordance with the SafeSport Act of 2017.

# EXISTING COACHES HELP GUIDE



TRUSTED  
COACHES®

"Existing Coaches" = Coaches that have registered and are in your roster of coaches.

1

Go to [www.trustedcoaches.org](http://www.trustedcoaches.org) and [log in to your Admin account](#).

2

Go to your Admin Dashboard and click the 'Renewal Center' tab.

## ADMIN DASHBOARD

My Information

My Codes

My Coaches

Renewal Center

Send Coach Invites

View Sent Invites

Claim a Coach

3

Select "Trusted Coaches Child Safety Training Course" from the drop-down menu.

My Information

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Claim a Coach

### Select Renewal Product

Trusted Coaches Child Safety Training Course

4

Select all coaches that are required by your organization to complete the Child Safety Training. Click the checkboxes next to the coach's name to select them.

You may select multiple coaches.

<input type="checkbox"/>	LAST	FIRST	MEMBERSHIP EXPIRES ▲	LAST BACKGROUND CHECK	DAYS SINCE LAST BACKGROUND CHECK	COMMUNICATION
<input type="checkbox"/>	Klinkhammer	Adam	Dec 4 2018	Aug 10 2018	88 Days	Email Coach



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5

Once coaches have been selected, click orange 'Add to Cart' button.

Select Coaches to receive the Renewal Product  
Purchase

ADD TO CART

6

Click 'View Cart'.

✔ Items added to cart. [View Cart](#) to finalize purchase.

7

Review your Cart. Once confirmed, click 'Proceed to Checkout'. Complete order.

## CART

BEFORE YOU CHECK-OUT, DO YOU WANT TO PURCHASE MEMBERSHIPS FOR NEW COACHES? YES  NO

	PRODUCT	PRICE	QUANTITY	TOTAL
	Trusted Coaches Child Safety Training Course • Adam Klinkhammer - (adam@me.com) - Remove	\$4.00	1	\$4.00
Coupon:	<input type="text" value="Coupon code"/>	<input type="button" value="APPLY COUPON"/>	<input type="button" value="UPDATE CART"/>	<input type="button" value="PROCEED TO CHECKOUT"/>

8

Once your order has been processed, the Child Safety course will automatically be enabled on their Trusted Coaches account(s). Coaches will receive notification that new courses are available with a link to login to their account to complete the course.

You are **NOT** required to send invites to existing coaches.

