

**Instructions for Coaching Applications and Abuse Awareness Training
Certification Course for Adults:**

Step 1- Access the www.petalsportsassociation.com website.

Step 2- Click on “Safe Sport Act” (middle center of the page.)

Step 3- Click on the “Click Here to Complete your Free Training and Print your Certificate.” Our PSA Coaching Application can be accessed for coaches or assistant coaches who need to fill it out by using the link directly below the first one.

Step 4- You will be re-directed to sportdev.org.

Step 5- Sign into your account (if you have created one previously.)

If not, click sign in and “**Create a New Account.**” at the bottom of the page.

Step 7- Enter your personal information. Your organization is PSA. When you are done click the “save” button at the bottom of the page.

Step 8- There will be tabs across the top of the screen. Click on the “Education” tab. There will be a drop-down menu. Click the first option, Course Catalog.

Step 9- Scroll down. Click on the red button “VIEW COURSES” at the bottom of the page.

Step 10- Scroll to the 4th class: Abuse Awareness for **Adults** and click on it.

Step 11- Click the “Add to Cart” button. Scroll down and click on the “Proceed to Checkout” button. At the next screen, scroll to the bottom and click on “**Submit Order**” at the bottom right of the screen.

Step 10- There is a box at the top of the page that says: Click here to access your course: **Abuse Awareness for Adults**. CLICK ON IT! Now you will begin your course. You must hit the red arrows to continue between pages and modules.

Step 11- Once you are done watching the videos, you will take the 10-question exam. Upon successful completion of the exam, you can download your certificate. (It should appear in the bottom left-hand side of your screen.)

Step 12- Open the certificate and either save it and email it to admin@petalsportsassociation.com, print it and bring it to the office at 282 Hilltop Drive or take a picture of it with your phone and email it to admin@petalsportsassociation.com.