

## Directions for completing ALL the necessary steps to be a coach/manager for a USA Hockey team

Please send all information together:

First register with USAH

[https://www.usahockeyregistration.com/login\\_input.action](https://www.usahockeyregistration.com/login_input.action)

Keep that confirmation # you will need it for the module and the SafeSport training as well as provide it to the club registrar.

– Screen <http://www.commercialinvestigationsllc.com/VSSNYSAHA> (send the screening confirmation email with screening # to the club registrar)

– SafeSport:

<https://training.teamusa.org/accounts/register?v=true&o=0b17625e-9331-41c3-a769-c54e7785beb8>

Person will need to put in the confirmation # on the opening screen

Confirm their membership on the next screen

Register for the USAH SafeSport refresher course on the next screen by completing the rest of the info

Save the data, then select the SafeSport refresher or training for USAH. It might say purchase, if so go ahead there is no charge.

Send the certificate of completion to the club registrar

– Module:

[http://usahcepm\\_modules.flexcoach.com/](http://usahcepm_modules.flexcoach.com/)

You will need to set up an account username and password etc.

Select the age appropriate module

Next screen you will need the confirmation # again credit card info - modules are \$10

After all the preliminary items are done the coach will be able to start and complete the module.