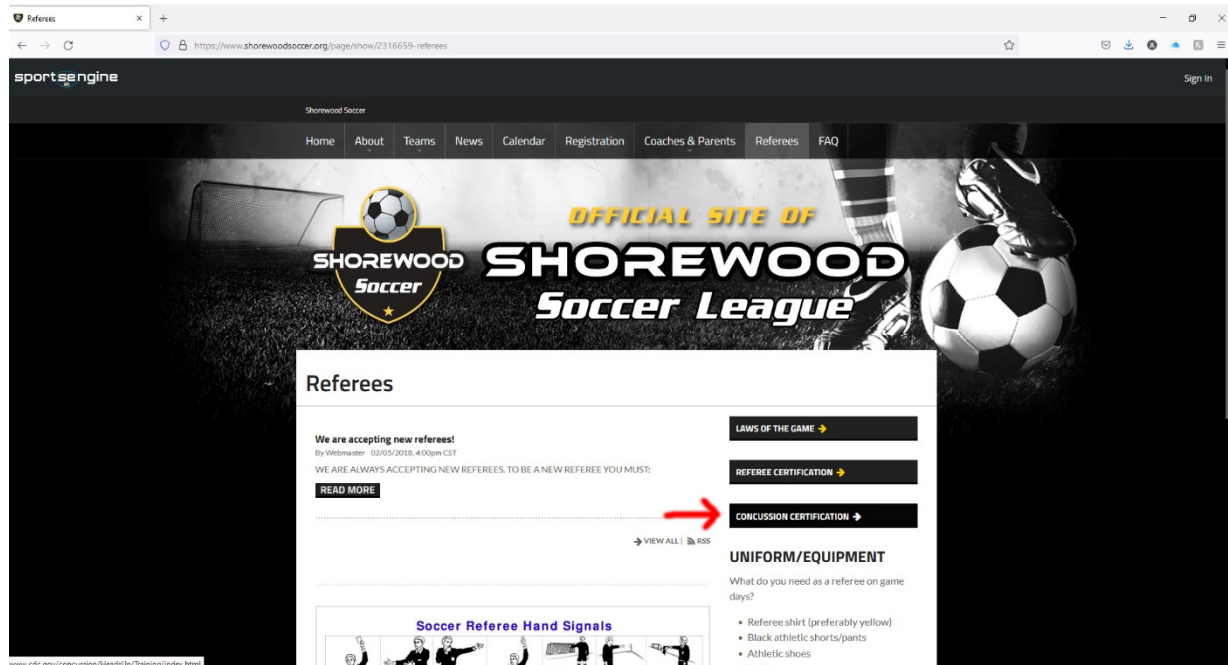
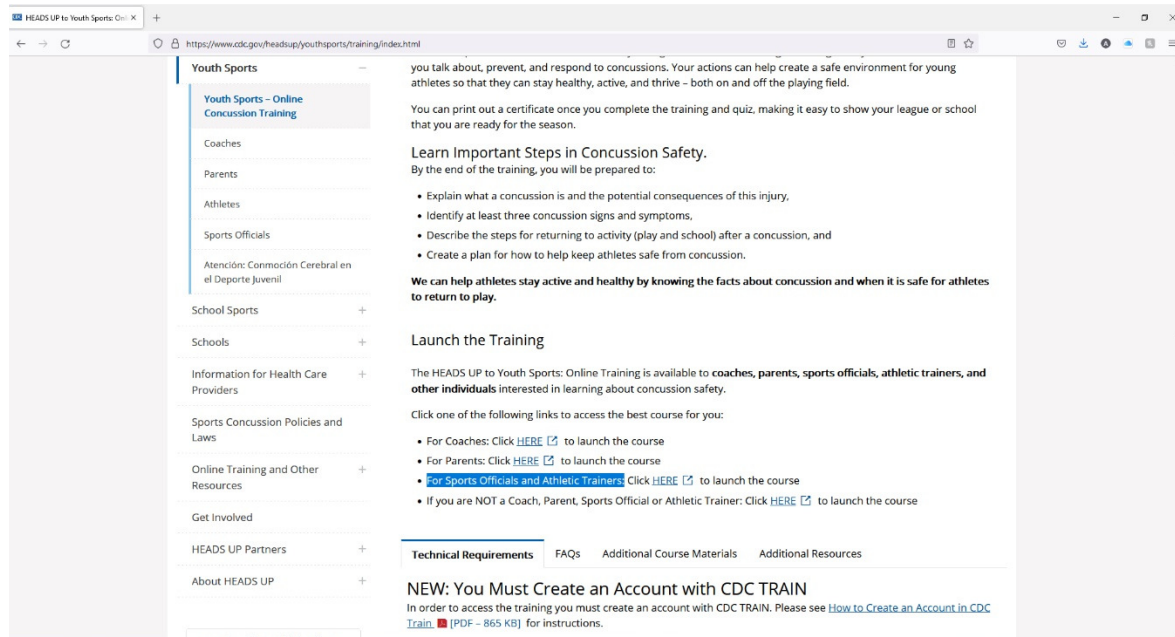


# CDC Concussion Training Instructions

**Step 1:** Visit the Referee page of the Shorewood Soccer League website and click on Concussion Certification.



**Step 2:** Scroll down on the CDC website to the Launch the Training section. Click the link for Sports Officials to launch the course.



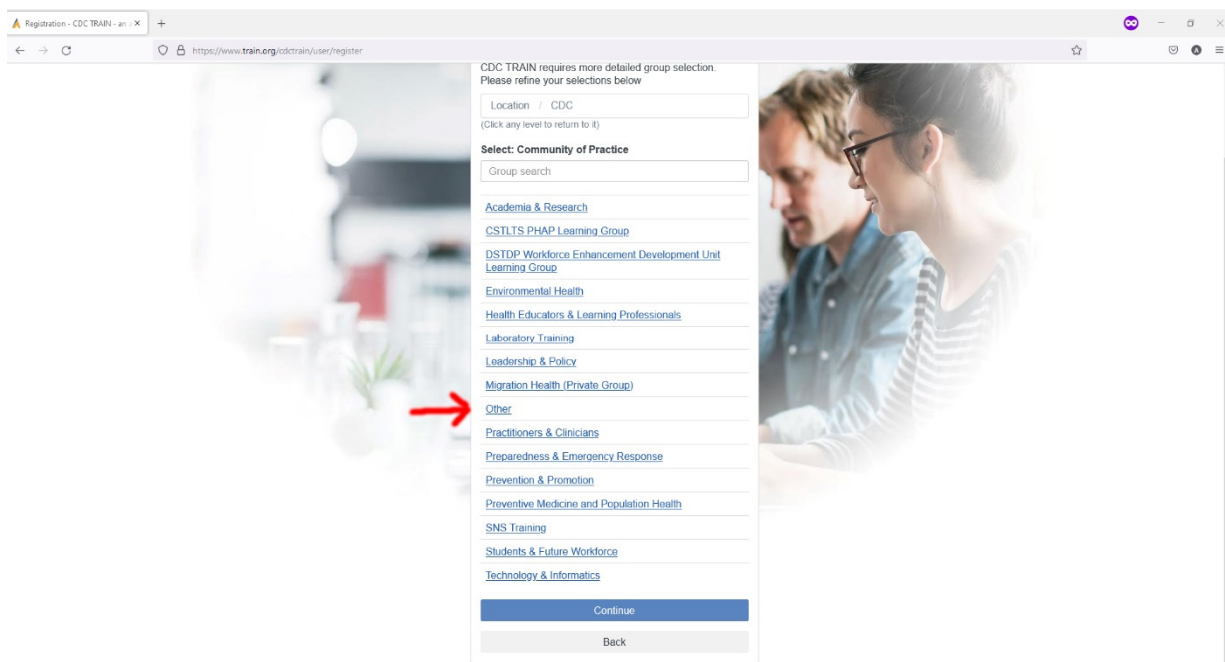
**Step 3:** Fill in informational fields to create an account **for the referee**. Click Continue when done.



The screenshot shows a web browser window with the URL <https://www.train.org/codtrain/user/register>. The page features the CDC TRAIN logo and a "Create Account" form. The form includes the following fields and instructions:

- Create Login Name**: A text input field. Below it, a note states: "The login name must be unique with any characters except spaces and a minimum of four characters."
- Create a Password**: A text input field. Below it, a note states: "Password must be at least 8 characters in length and contain at least one lower case letter, one capital letter, and one number."
- Confirm Password**: A text input field.
- Your Email Address**: A text input field. Below it, a note states: "Please enter your work email address. If you do not have one, enter your school or personal email."
- First Name**: A text input field.
- Last Name**: A text input field.
- Time Zone**: A dropdown menu with the text "--Select Time Zone--".
- Zip/Postal Code**: A text input field.

**Step 4:** Scroll down in the list and click **Other**



The screenshot shows the same web browser window, but the page has scrolled down to the "CDC TRAIN requires more detailed group selection. Please refine your selections below" section. A red arrow points to the "Other" link in the list of categories. The categories listed are:

- Location / CDC (Click any level to return to it)
- Select: Community of Practice
- Group search
- Academia & Research
- CSLTLS PHAP Learning Group
- DSTDP Workforce Enhancement Development Unit Learning Group
- Environmental Health
- Health Educators & Learning Professionals
- Laboratory Training
- Leadership & Policy
- Migration Health (Private Group)
- Other** (indicated by a red arrow)
- Practitioners & Clinicians
- Preparedness & Emergency Response
- Prevention & Promotion
- Preventive Medicine and Population Health
- SNS Training
- Students & Future Workforce
- Technology & Informatics

At the bottom of the list are two buttons: "Continue" (blue) and "Back" (grey).

**Step 5:** The next page will load showing a green bar. Click the bar to confirm your selection.



The screenshot shows a web browser window with the URL <https://www.train.org/codctrain/user/register>. The page features the CDC TRAIN logo and a form for group selection. A red arrow points to a green bar with a checkmark and the text "Confirm these selections". Below this bar, the text "Select: Community of Practice" is displayed, followed by a link for "Other Public Health Interests". At the bottom of the form are "Continue" and "Back" buttons.

CDC TRAIN requires more detailed group selection.  
Please refine your selections below

Location / CDC / [Other](#)  
(Click any level to return to it)

✓ Confirm these selections

Select: Community of Practice  
[Other Public Health Interests](#)

Continue

Back

**Step 6:** Click Continue



The screenshot shows the same web browser window as in Step 5. The form now shows "National/CDC" selected with a dropdown arrow, and "Other" is listed below it. A red arrow points to the "Continue" button.

CDC TRAIN

National/CDC  
▼ Other

Continue

Back

**Step 7:** Fill in your contact information. Title can be Referee and Department can say Shorewood Soccer

The screenshot shows a web browser window with the URL <https://www.train.org/cdctrain/user/register>. The page displays the CDC TRAIN logo and a form titled "Account information". The form fields are as follows:

- Title:** Referee
- Department:** Shorewood Soccer
- Street Address:** 123 Main St
- Street Address Cont.:** (empty)
- City:** Shorewood
- State / Territory:** Illinois
- Zip / Postal Code:** 60404
- Country:** United States
- Phone Number:** (815) 582-1234
- Work, Home, or Mobile:** Work
- Extension:** (empty)

At the bottom of the form are two buttons: "Add Account Information" (in blue) and "Back" (in grey).

**Step 8:** Click green Pre-Assessment box. If prompted to fix issues in Profile, go to your profile and continue with Step 9. If the assessment starts, you can complete it.

The screenshot shows the CDC TRAIN course page for "HEADS UP to Youth Sports: Online Training for Sports Officials and Athletic Trainers". The page includes a navigation bar with links: HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, DISCUSSIONS, and a search icon. Below the navigation bar, the course title is displayed, followed by a "Back" button and a "Pre-Assessment" button (highlighted with a red arrow). A "Save For Later" button is also present. The course is identified as "Web-based Training - Self study", "ID 1089861", "Skill Level: Introductory", and "0.45h". It has a rating of "★★★★★ (1905 Ratings)". A note states: "If you are having issues creating an account, starting the course, or navigating the course, please use the Create an Account and FAQ documents located in the Resources tab below." Another note mentions: "This course was not designed for mobiles devices. If you are having issues while on a mobile device, please try a laptop or desktop." A "Show More" link is provided. Below the course details, there is a "Details" section with a "Learning Objectives" subsection. The objectives are:

- By the end of the training, you will be prepared to:
- Explain what a concussion is and the potential consequences of this injury,
- Identify at least three concussion signs and symptoms,
- Describe the steps for returning to activity (play and school) after a concussion, and
- Create a plan for how to help keep athletes safe from concussion.

**Step 9:** In your profile, Organization, Professional Role, & Work Settings may have information required. Fill in Organization as shown.

The screenshot shows a web browser window with the URL <https://www.train.org/cdctrain/edit/account>. The page title is "Your Profile" and it indicates "Is incomplete". A progress bar shows that the Organization section is partially completed. The left sidebar contains a list of profile sections: Manage Groups, Account, Contact, Address, Organization (highlighted), Professional License Number, Professional Role, Work Settings, Demographic Information, Illinois License/Specialty, FEMA Student ID Number, and Professional Organization ID Number. The Organization section is expanded, showing fields for Organization Name (Shorewood soccer league), Department / Division (Shorewood Soccer), Bureau / Section (empty), and Title (Referee). A red error message at the bottom of the Organization section states: "Professional Role is not properly filled out! Please choose between 1-3 attributes only".

In Professional Role, scroll to the bottom of the page, click the box for Other and enter Referee in the text box.

The screenshot shows the same web browser window, but now the Professional Role section is expanded. The left sidebar is the same, but the Professional Role section is highlighted. The Professional Role section is expanded, showing a list of professional roles with checkboxes and radio buttons. The roles are: Allied Health Professional, Administrator / Director / Manager, Administrative Support Staff, Animal Control Specialist / Veterinarian, Biostatistician, Childcare Provider, Communicable Disease / Infection Control Staff, Computer / Information Systems Specialist, and Dental Professional. A red error message at the top of the Professional Role section states: "Professional Role is not properly filled out! Please choose between 1-3 attributes only".

Under Work Settings, click the check box for Non-Profit Organization. Click the green Save button at the top right of the page and then the yellow Cancel/Close button at the upper left.

The screenshot shows a web browser window with the URL <https://www.train.org/cdctrain/edit/account>. The page has a sidebar on the left with a menu containing: Manage Groups, Account, Contact, Address, Organization, Professional License Number, Professional Role, **Work Settings** (highlighted in blue), Demographic Information, Illinois License/Specialty, FEMA Student ID Number, and Professional Organization ID Number. The main content area is titled "Work Settings" with a note "(Fields marked below are required)". Below this, it says "Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable." There is a "Primary" label on the right. The list of settings includes: 

- ☐ Academic / Educational Institution (with a dropdown menu showing "--Select--")
- ☐ Official Public Health Agencies (with a dropdown menu showing "--Select--")
- ☐ Military
- ☐ Other Government Agencies (except Military)
- ☐ Healthcare Services (with a dropdown menu showing "--Select--")
- ☐ Indian Health Service
- ☐ Tribal Health Sites
- ☒ Non-Profit Organization (except Healthcare) (with a blue eye icon)
- ☐ Private Industry (except Healthcare)
- ☐ Other (specify) (with a text input field)

 At the top of the page, there are two buttons: a yellow "Cancel" button on the left and a green "Save" button on the right. A green bar is visible above the "Work Settings" section.

**Step 10:** You should now be able to click the green Pre-Assessment button and proceed through the training.

Upon completion of the training, please save and/or take a picture of the certificate of completion and send it to the Head of Referees for Shorewood Soccer.