

## Athlete Protection Training Instructions

### **To complete the training:**

1. Go to [www.usaswimming.org/protect](http://www.usaswimming.org/protect) and click on the “Learn More” button under the “Take the Athlete Protection Course” header.
2. Click the “Athlete Protection Training Course” button. You will be taken to the instructions page.
3. Enter your first name, last name, and birthday. Make sure to use your legal name. Then click the “Locate APT Info” button.
4. If you get a “No Results Found” message, one of two things has happened.
  - a. You typed something incorrectly, so double check your entries, or
  - b. If everything is correct, there may be a typo in your name or birthday with how you are registered with USA Swimming. Please contact your LSC Registrar.
  - c. You have never been registered (in the last 17 years) with USA Swimming. You must be in the national database. Please contact your LSC Registrar.
5. When the system finds you, click the “This is me” link. If there are multiple results displayed, make sure you pick yourself. This is not likely to happen, but it might.
6. The system will refresh, bringing back information about you. Check the information displayed, and if it NOT you, click the “This Is Not Me” button, otherwise click the “Athlete Protection Training Course” button.
7. You will be taken to a page that displays a warning about not completing the Athlete Protection Training. After reviewing this page click the “Yes, Continue with Athlete Protection Training” button.
8. A pop-up window will appear (make sure you allow for pop-up windows for USA Swimming) which takes you to the Praesidium web site. It should pre-populate your name and USA ID number (for members who have not been registered in the last 10 years, your USA ID number may be blank and you will have to provide it to continue), and a user login. The password box will be blank.
9. The Employee/Volunteer combo box will default to Employee. Disregard this, it doesn’t make any difference what you select.
10. It is optional to enter your email address.
- 11. To get your password, select your state. The password will then be displayed. Write down your username and password. Then click the “Click Here to Enroll” button.**
12. You will now be taken to a “Congratulations!” page. You have a couple of options at this juncture.
  - a. Click on the “begin Armatus Online Training (login required)” link. Go to Step 13.
  - b. Click on the “click here” link or click on the (x) button in the upper right hand corner to close your browser. Go to Step XX.
13. You will now be taken to the “Welcome to Armatus” page. Log in using the user name and password you just wrote down and click the Submit button.
14. You will be taken to the “Welcome to USA Swimming’s Athlete Protection Education!” page. There is quite a bit of information on this page, so take a moment to review it. About midway down the page you will see a photo with a link, which will be “Establishing & Maintaining Healthy Relationships With Athletes”. Click this link to start the course.
15. The course takes about an hour to complete. You will need to do it before December 31, 2011 in order to keep your membership current.

### **If training is interrupted:**

1. Your training may get interrupted because:
  - a. You have to go do something else or you get knocked out
  - b. the system asks for a registration code,
  - c. it tells you your login is invalid
2. If it is interrupted don't go back through on the USA Swimming site. Use the steps below to get back in
  - a. You will need that username and password
  - b. This should not be a problem if you wrote them down or you provided an email address to have them sent to you.

**If you need to log back in, please follow these instructions:**

3. Clear the cache of temporary Internet files and cookies on your computer.
  - a. In Internet Explorer:
    - i. From the Tools drop down menu select Internet Options
    - ii. On the General tab, click the Delete button
    - iii. Select "Temporary Internet Files" and "Cookies", then click Delete button
  - b. In Firefox:
    - i. From the Tools drop down menu, select Clear Recent History
    - ii. In the "Time range to clear" combo box, select the time frame that will cover the last time you were on the Praesidium website.
    - iii. If there is a down arrow button next to Details, click I to expose the details of what to clear.
    - iv. Select "Cookies" and "Cache", then click "Clear Now"
4. When they files are cleared, closed all internet browser windows.
5. Open your internet browser and go to *Praesidiuminc.com*.
6. Enter your login and password and click submit.
7. Click on the course title. The course will resume at the beginning of the last section where you left off.
8. Follow the orange arrows and buttons to proceed.