**RNST Online Concussion Training**

**Step-by-Step Guide to take the Course**

*Below are the steps to take the CDC’s HEADS UP to Youth Sports: Online Concussion Training for Coaches course. In order to take the 45 minute course, you first have to set up a new profile on their system. Follow the steps below and let me know if you have any problems or questions. Thanks! David Herbert, RNST Head Coach*

1. Go to: <https://www.cdc.gov/headsup/youthsports/training/>
2. Scroll down to the first sentence of the 1st paragraph and click on: [HEADS UP to Youth Sports: Online Concussion Training for Coaches](https://www.train.org/cdctrain/course/1089818/).
3. This will bring up a box that says “To access this content, you first need to create an account.” Click on that box.
4. Fill out the fields on the page (account name, password, email address, name, time zone, zip) and click on the box to agree to TRAIN policies. Then click Next Step.
5. This screen asks for your “Community of Practice.” Scroll down and Click on “HEADS UP CONCUSSION TRAINING”
6. This will take you to a screen to confirm your selection (of HEADS UP Concussion Training). Scroll down and click on button that says “Confirm these selections”. This will have a check mark next to it but click on it anyway.
7. This will take you to a screen that shows “National/CDC HEADS UP Concussion Training” at the top. Scroll down and click on the Continue button.
8. This will take you to a screen that says “Minnesota TRAIN requires more detailed group selection.” Scroll down and click on “Not a State Employee”
9. This will take you to a screen that asks for your Region. Click ”Southeast”
10. This will take you to a screen that asks for your County. Click “Olmsted” (or different county if you don’t live in Olmsted).
11. On the next screen near the top, click on “Confirm these selections”
12. On the next screen click on “Finish Creating Account”
13. You will then be brought back to the CDC TRAIN home page and you will be signed in.
14. In the upper right part of the CDC TRAIN home page, under Notifications you will likely have a note that says “your profile is incomplete” Click on that.
15. This will take you to your profile page. On the left side, the incomplete profile items have a red mark next to them. (such as: Contact phone, address, organization, professional role, work settings). Enter info for each.
	1. For “Organization”: enter Rochester Nordic Ski Team as the organization as well as the Dept/Div; and for title enter “Coach”.
	2. Then go back to the left of the screen and click on remaining red items.
	3. For “Professional Role” scroll to the bottom of the list and check the box for “Other (specify)” and enter “Coach” in the space provided
	4. For Work Settings, scroll down to “Non-Profit Organization” and click the box.
	5. When finished entering all the Profile items with a red mark next to them, click the green “save” box in the upper right of the screen.
	6. You’ll get a message saying “your changes have been saved”
16. Go to <https://www.train.org/cdctrain/course/1089818/> This will take you to the home page for “HEADS UP to Youth Sports: Online Training for Coaches.” You can also get to this page by going to the CDC TRAIN home page and ins the SEARCH box entering “HEADS UP to Youth Sports: Online Training for Coaches”
17. Click on the green “Pre Assessment” button in the upper right of the page.
18. This will take you to a Pre-Test section. If you’ve taken earlier concussion training courses, you’ll be familiar with many of the questions. The Pre-Test is just to create a baseline. You’ll be asked the same questions after you take the course and you can see how you improved.
19. At the end of the Pre Test, you will see a page with your score. Click on the “Continue” button.
20. This will take you to a screen with a box to “Open” the course. Click on the box.
21. You will now be in the Course. There are buttons to click to play videos or expand info on the screen items. Also buttons to advance to the next screen. At the end all the Course sections, you’ll take a test and then receive your score. Assuming you pass you will received a course completed certificate. If you don’t pass the test, you’ll have the opportunity to take the test one more time.
22. Once you have successfully completed the course, please send an email to Coaches Michael O’Connor at mkoconnor@mayo.edu and David Herbert at rnst3128@gmail.com so we can update our records.
23. Please email rnst3128@gmail.com if you have any questions.