

## For coaches looking to take the copper/bronze level coaches course:

- 1. Ensure you've completed your 2017-18 coach membership annual renewal (this year it requires SafeSport certification (free), back ground check (\$15 and is good for two membership years) and annual coach membership fee (fee varies by state).
- 2. In your membership profile, select "Add online bronze course to cart."
- 3. Check out and pay for the course.
- 4. The bronze course link will be delivered within one hour to the email address on your membership profile (please ensure that is the right email).
- 5. You'll have 21 days to complete the course.
- 6. We add the certification to your profile in 2-3 business days of completion. Cards are sent 6-8 weeks after completion.
- 7. If you need proof of your certification sooner than the 6-8 week window (but after the 2-3 day window for processing), you can click "Print Card" at the bottom of your membership page and it will print your membership card and certification.
- 8. If you need proof of certification in less than the 2-3 day window, take the automated email you will receive at the end of the course to the tournament director along with your current membership card and photo ID for proof.

