

Below are step-by-step instructions for taking the APT, when you might be asked for a password, and why you should write it down when you first get it. Hope this helps as you field the inevitable questions you are going to get over the next few months.

If you get a question that is not solved following the steps below, ask the member to contact Susan directly at [swoessner@usaswimming.org](mailto:swoessner@usaswimming.org). Thanks!

## Cathy Durance

*Member Services Coordinator*

*USA Swimming*

*1 Olympic Plaza*

*Colorado Springs, CO 80909*

*719/866-3563 (direct)*

*719/866-4050 (fax)*

To complete the training, go to

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1960&Alias=Rainbow&Lang=en-US>.

Click on the link that says “Take Athlete Protection Training Course”.

You will input your first, last, and birthday. Make sure to use your legal name. When the system finds you, click “This is me”. The system will refresh, bring back information about you and you will need to click on “Athlete Protection Training Course”. Click through this and the next page to Continue with Athlete Protection Training.

Now you will go to the Praesidium web site. It should pre populate your name and USA ID number, and a user login. The password box will be blank. To get your password, select your state. The password will then populate. **Write down your username and password.** Click the “Click Here to Enroll” button.

Log in at the log in page using the user name and password you just wrote down. The next page will have the course on it – Establishing Healthy Coach Athlete Boundaries. This is the one you need ... it’s the same course for everyone!

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.

PS – if you get knocked out, if it asks for a registration code, or if it tells you your login is invalid, don’t go back through on the USA Swimming site. Use these steps to get back in ... you’ll need that username and password ... shouldn’t be a problem since you wrote it down, right?

If you encountered technical difficulties with the course and need to log back in, please follow these instructions:

1. Clear the cache of temporary Internet files and cookies on your computer. In Internet Explorer you do this by going to Tools/Internet Options/General/Delete and then selecting “Temporary Internet Files” and “Cookies” and clicking “Delete.”
2. When the files are cleared, close all open Internet browser windows.
3. Open your Internet browser and go to [Praesidiuminc.com](http://Praesidiuminc.com)
4. Enter your login and password and click submit.
5. Click on the course title. The course will resume at the beginning of the last section where you left off.