



How to Check Risk Status and Safesport Certification for Administrators

You can run a report to verify which of your administrators have completed their background Check, Concussion Certification, and Safesport Certification

Step 1: Under Reports select “Count Reports”



Step 2: Under Count Reports and Report Type select “Admin Credentials Print Status”

COUNTS REPORTS 2019-2020 Principal Season

Select a League [Redacted] [Click for report definitions](#)

Select a Club
All Clubs In The Selected League

Report Type
Admin Credentials Print Status

Generate Report Save Report

Step 3: Click “Generate Report”

Step 4: Export the report into Excel file

Step 5: Risk Status shows in column “K”

Step 6: Concussion Certificate Upload date shows in column “Q”

Step 7: Safesport Certificate Upload date shows in column “U”