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"

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"