

Complete the free online concussion course at the National Federation of State High School Associations (NFHS) at:
<https://nfhslearn.com/courses/61064/concussion-in-sports>

For new users: select order course for '**Concussion In Sports**'. Click on the "**Register**" button top right of the screen. Complete the **Account Setup** (email, password)

Complete Personal Information

Complete Profile Information. **Primary position** = "coach". **What sports are you involved with?** You may fill this line in or leave it blank.

Your School/Organization - select your **State** from the dropdown , type in your city

Full name of school/organization – "Diocese of Toledo"

Nfhs* select this box (required). Select Finish at the bottom

Verify Your Account – select one of two options: This Email is Accurate or Update Account Information

Select NFHSLearn FOR YOU at the top, select coaches, select your state

Home – this box will pop up in the middle of the screen. Click on the "**X**" upper right corner of this box.

For all coaches: Select: **Concussion in Sports - Order course**

Click on **Order Course** again

This course will be completed by: (select one)

- Myself
- Others

Continue

Your Shopping Cart. Select your **State**. Select **Checkout** bottom right corner.

Your Order screen. Below the Total:

- I agree to the NFHS no Refund Policy for online education courses (select the box).

Select **Continue** bottom left

Your '**Order Receipt**' will come up. The 2nd sentence starts: "To access your course(s) please click here". Please select **click here** in that sentence. Select **My Courses** on left in blue box. (Concussion in Sports). Turn up the volume. View the tour. You will be prompted to select NEXT (bottom right) on some screens to continue.

Unit 1 – Concussion Overview.

Answer 11 pre-test questions. Video will begin. You will be prompted to select **next** at the beginning of each unit to continue the video. In Unit 3 – "Your Responsibilities", to continue slide #3, select the school and then select the home. Select Next. View all units. Unit 4 is Review: answer 11 post-test questions. Select **Next** bottom right. The video concludes. Select **Next** bottom right. Complete the **Course Evaluation**. **Submit** bottom left. At this time, the certificate will show on the screen. You will be prompted to print or download the certificate. The certificate will auto-fill with your name, date of completion, state and completion code. (all individuals will have a different completion code). You may save it to your computer or print it. Please submit your certificate electronically to: CYO@toledodiocese.org

Exit and then logout top right.

The course, from registration to completion should take approximately 30 minutes