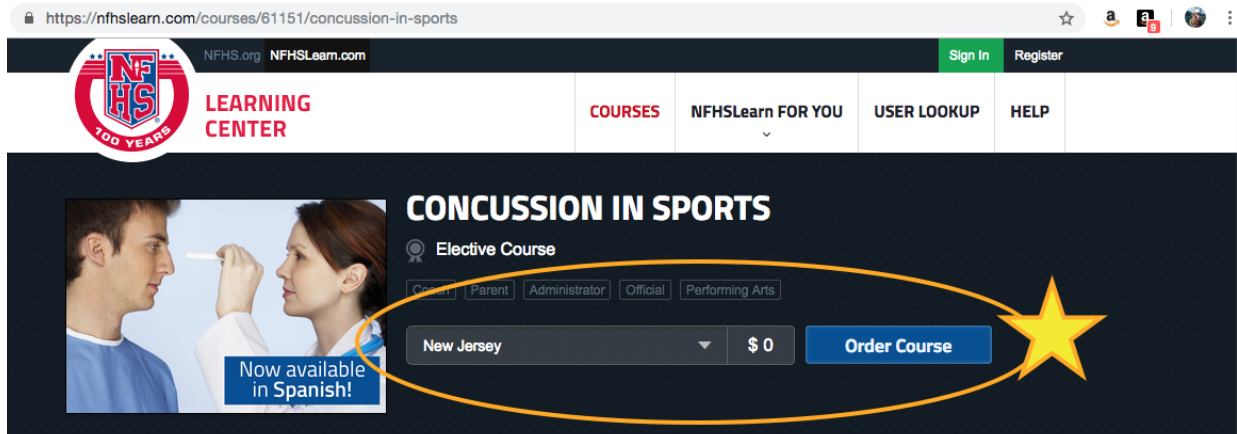
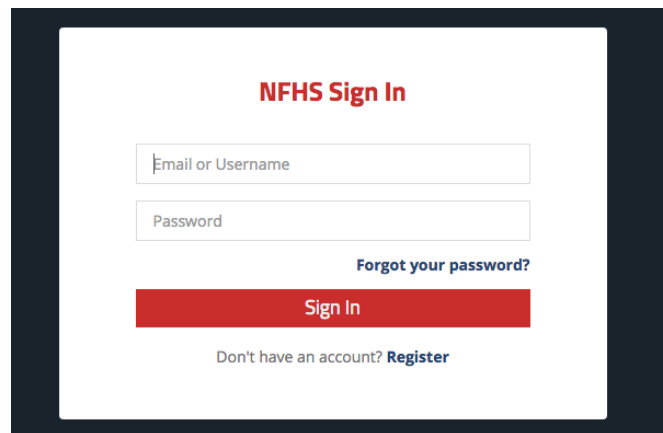


# CONCUSSION TEST INSTRUCTIONS

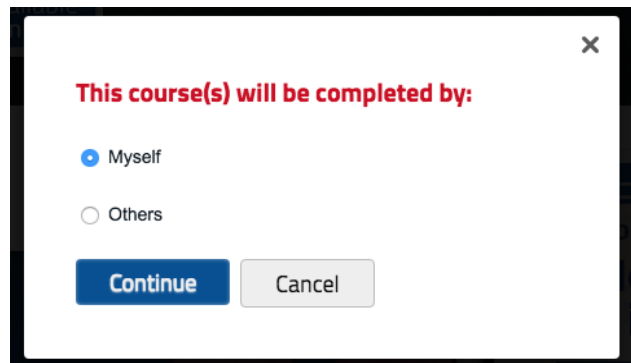
1. Go to the chapter website to find the link to the concussion test: <http://njtfoasouthern.weebly.com/>
2. Once on the website home page, click the orange button titled “NFHS: Concussion in Sports Course” -- this should open the NFHS course page in a new tab on your web browser.
3. On the NFHS course page, you will need to “order” the course.
  - a. In the drop down menu on the top of the page, select “New Jersey” for state.
  - b. Once you select the state, the price next to it should appear as \$0.
  - c. Click the blue “Order Course” button.



4. This will most likely prompt you to log into your personal NFHS account, which you created previously to take courses on the NFHS website.
  - a. If you do not remember your password, select “Forgot Password” and follow prompts.
  - b. If you have never taken the course online, you will need to create a NFHS account. Click “Register” to create your account.



5. Once you are signed in, it will most likely bounce you back to the beginning of Step 3. Please repeat the selection of “state” and click the blue “Order Course” button.
6. A new box will appear to ask who will be completing the test. Please select “Myself” and click the blue “Continue” button.



7. This will now take you to the NFHS Shopping Cart. Scroll down the webpage and click the blue “Checkout” button.



### Your Shopping Cart

**Courses for myself**

Course	State	Item Total
Concussion in Sports	New Jersey	\$0.00

Courses for myself subtotal: \$0.00

**Total: \$0.00**

[Empty Cart](#)
[Continue Shopping](#)
[Checkout](#)

8. On the next page, a review of your order will appear. Make sure to select the “I agree” box on the bottom left of the screen, and then click the blue “Continue” button.



### Your Order

**Courses for Myself**

Course	State	Price
Concussion in Sports	NJ	\$0.00


Subtotal : **\$0.00**

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**Total: \$0.00**

I agree to the NFHS No Refund Policy for online education courses, except for inadvertent duplicate purchases.

[Continue](#)



#### Order Summary [Edit](#)

Courses for Myself	\$0.00
Courses for Distribution	\$0.00
Other Items	\$0.00
<b>Total:</b>	<b>\$0.00</b>

9. Your receipt for the course will now appear. To access the course, click on the blue script “Click here” link at the end of the first paragraph on the left side of your receipt.
- a. DO **NOT** SELECT THE “OPEN PRINTABLE VERSION” BUTTON!!!

### Your Order Receipt

Your order has been processed. A receipt is shown below; which includes a link to a print friendly version. To access your course(s) please [Click here](#).

Thank you for your interest in NFHS Coach Education. Credit Card

Payment to: National Federation of State High School Associations

[Open Printable Version](#)

Invoice Num:	Your invoice # will appear here
Date:	10/30/2018
Total:	\$0.00
Name:	Your name will appear here!
Payment Method:	Free Course

10. Complete the “Concussion in Sports” course online.
- a. When finished, download your certificate.
  - b. Send your certificate by email to Kathy Hunter at [kholdmoron@gmail.com](mailto:kholdmoron@gmail.com) or print a copy to turn in at the next meeting you attend!
  - c. **ALL CERTIFICATES ARE DUE BY THE MANDATORY MEETING ON MARCH 12, 2019!!**