

Welcome CYO/Camp Howard Coach! Here are step by step instructions for purchasing the CYO/Camp Howard online course - Catholic Coaching Essentials.

Please go to the CYO/Camp Howard Portal Page on the ASEP Website:  
[http://www.asep.com/asep\\_content/org/CYOCH.cfm](http://www.asep.com/asep_content/org/CYOCH.cfm)

The screenshot shows the American Sport Education Program (ASEP) website. The header includes the ASEP logo and the tagline "Athletes First, Winning Second". Navigation tabs include "COURSES AND TESTS", "ORGANIZATION REQUIREMENTS", "FIND A COACH", and "CONTACT US". A left sidebar contains links for "ASEP Home", "About ASEP", "Store", "Free Resources from the American Sport Education Program", "For Coaches", "For Administrators", "For Instructors", "For Officials", and "For Parents". The main content area is titled "Catholic Youth Organization/Camp Howard" and features a "Welcome Camp Howard coaches!" message. It explains that ASEP is the exclusive coaching education provider for the National Catholic Youth Organization Sports (NCYOS) and provides information on required and recommended courses. A "Catholic Coaching Essentials" logo is displayed. Below, there is contact information for Jolie Phanton, Director of Communications, and a table of ASEP courses required and recommended by Camp Howard, including "Catholic Coaching Basketball Essentials - PDF".

Click on the required course link: [Catholic Coaching Essentials](#)

The screenshot shows the ASEP website's product page for "Catholic Coaching Essentials - PDF". The header and navigation are identical to the previous screenshot. The main content area is titled "Catholic Coaching Essentials - PDF" and describes the course as a self-paced online course for individual coaches. It includes a "Price" section with a "+ ADD TO CART" button, a "Level" of "Volunteer", and a "Level" of "Volunteer". The page also features a "Choose your local organization" dropdown menu, a "Choose" button, and a "Full Course Description" section. The course description states that the course is a sport-neutral course centered on general coaching principles, sport first aid, and team management. It also mentions that the course is required for coaches to be certified as a Level One NCYS coach.

To begin the order process you must first sign in to the ASEP website. The **Sign In** button is at the top right of the screen. First time users will click on the **Register** button on the right side of the screen.

Cart | Sign In

# American Sport Education Program

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## User Membership

### Sign In

Please sign in below to add an online course to your shopping cart, access your online courses, take a test, or view your transcript:

- If you have been to the ASEP Web site before and already have a registered e-mail address and password, please sign in below.
- If you do not yet have a username and password, please register here now.

**Sign in here if you have previously registered**

E-mail address or username:

Password:

Remember me

[Sign In](#)  
[Login Help](#)

**New users, please register now**

[Register](#)

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Here is the next screen you will see. Please fill out required information and click the **Finish** button.

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## User Membership

### User Information

Enter information in the spaces provided. When you are finished, be sure to click the **Finish** button to save all of your data. Fields marked with an asterisk (\*) are required.

**User Information** [Finish](#)

First Name\*  Middle Name (or Initial)  Last Name\*

Email\*  Password\*  Confirm password\*

I do wish to receive additional information from ASEP via e-mail.  
 I do wish to receive additional information from ASEP via postal mail.  
 I do wish to receive information from other companies via e-mail.  
 I do wish to receive information from other companies via postal mail.

[Finish](#)

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Please fill out required information and click the **Finish** button.

The screenshot shows the American Sport Education Program (ASEP) website. At the top, there is a navigation bar with 'Cart', 'Edit My Information', and 'Sign Out'. Below this is the ASEP logo and the tagline 'Athletes First, Winning Second'. A secondary navigation bar contains 'COURSES AND TESTS', 'ORGANIZATION REQUIREMENTS', 'FIND A COACH', and 'CONTACT US'. On the left, a sidebar menu lists various user roles: ASEP Home, About ASEP, Store, Free Resources from the American Sport Education Program, For Coaches, For Administrators, For Instructors, For Officials, and For Parents. The main content area is titled 'User Membership' and 'Address Information'. It includes a 'Finish' button at the top right. Below the title, there is a text prompt: 'Enter information in the spaces provided. When you are finished, be sure to click the Finish button to save all of your data. Fields marked with an asterisk (\*) are required.' The form fields include: Institution, Address 1\* (required), Address 2, City\* (required), State or Province\* (Required for U.S.A. Use two-letter abbreviation), Postal Code\*, Country (HK region)\* (dropdown), Phone Number\* (required), and Fax Number. A second 'Finish' button is located at the bottom right of the form area. At the bottom of the page, there are logos for HUMAN KINETICS, American Sport Education Program, Facebook, and Twitter, along with contact information: Phone: 217-351-5076, Fax: 217-351-2674, Email: asepeg@hkusa.com, and a copyright notice for 2012 Human Kinetics, Inc.

Please fill out the requested information and click the **Finish** button.

This screenshot shows the same ASEP website, but the 'User Membership' form is now on the 'Demographic Information' section. It features a 'Finish' button at the top right. The text prompt is: 'Enter information in the spaces provided. When you are finished, be sure to click the Finish button to save all of your data.' Below this is the 'Associations' section, which asks the user to 'Please contact the individual association to edit your membership to their organization.' and includes a 'Finish' button. The 'Sports' section asks the user to 'Please indicate which sports you are involved with:'. It has two columns: 'Available' and 'Currently involved with:'. The 'Available' column lists: Archery, Badminton, Basketball, Basketball, Biathlon, Bobsled, Bowling, and Boxing. There are 'add >>' and '<< remove' buttons between the columns. Below the sports section is the 'Levels Coached/Officiated' section, which asks the user to 'Please indicate which levels of sport you are involved with here.' and includes checkboxes for: Youth (up to age 14), Competitive Club (14 years and older), Scholastic (grades 5-12), College/University, and Other. A 'Finish' button is located at the bottom right of the form area. The footer of the page is identical to the first screenshot, showing logos for HUMAN KINETICS, American Sport Education Program, Facebook, and Twitter, and contact information.

You have now successfully registered. Please hit the **Continue** button.

Cart | Edit My Information | Sign Out

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### User Membership

Thank you for registering!

Please click Continue to move on: [Continue](#)

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The website will now ask you to set up an ASEP ID Number. Why? ASEP's website offers many online courses, many of which are used in University settings. The ID number system was initiated to help facilitate grading/reporting. We are sorry for the inconvenience.

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### User Membership

Member ID

#### Your ASEP ID Number

In order to track your future test records, and to ensure your ASEP transcript is accurate and complete, you will need a unique 9-digit ASEP Identification Number. At this time, we do not have an ID Number in our system for you. Please answer the next few questions, so we can record or generate a number for you. Thank you.

In lieu of having an ASEP ID number created for you, you may choose to use your Social Security Number (SSN). If you're taking the course through a state high school association or school district to coach at the high school level, you may be specifically directed by your clinic instructor or athletic director to use your SSN to make recordkeeping consistent between ASEP and your institution.

Be assured that our site is completely secure and to use your SSN is perfectly acceptable. However, to eliminate any chance of your SSN being compromised, we do recommend that new coaches and students opt for the automatically generated ASEP ID number if at all possible.

Note: If you attended a Coaching Principles and/or Sport First Aid classroom course, please be sure that the ID number you use matches the ID number you provided to your instructor during your clinic. If the numbers do not match your test results will not post online or to your transcript.

Have you ever taken an ASEP test before?

[Yes](#) [No](#)

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On this next page, go ahead and have the system create your ID number. Simply click on the **Please create my ASEP ID now** button.

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### User Membership

**Member ID**

In order to track your future test records, you will need a unique 9-digit ASEP Identification Number. You may use your Social Security Number, the number assigned to you by your instructor, or, if you prefer, we will provide you with an ID number. Please make your choice below.

**Please note:**

- If you attended a Coaching Principles and/or Sport First Aid classroom course, be sure that the ID number you use matches the ID number you provided to your instructor during your clinic.
- If you take only online ASEP courses, you will almost never need to use your 9-digit ASEP ID again. Instead, you'll just sign in to the Web site, using your e-mail address and password.
- You will need to use your ID, however, if you take a classroom ASEP course. If you plan to take classroom courses, we recommend you either use your SSN, so you can easily remember it, or carefully save the number created for you now.

**I would like to use my assigned ID number or SSN.**

**Please create my ASEP ID now.**

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This next screen will give you your ID number and ask if you want to opt out of the Registry. CYO/Camp Howard uses this Registry to run reports on coaches who have completed their courses, so please do not opt out. Simply hit the **Continue** button.

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### User Membership

**Member ID**

**ASEP ID Created Successfully**  
Below is your unique ASEP ID number:  
**123456789**

**Please keep this ID for your records.** If you ever take a classroom ASEP course, you will be asked to provide this ID.

Your record of completed courses and certifications will be available in our online Coaches and/or Officials Registry. If you choose to opt out of the Registries below, your course and certification records will not be available online. If you opt in to the Registries, you will receive a lifetime 10% discount on all non-course products you purchase on the ASEP.com Web site. If you want to opt in, [click here to continue.](#)

Check this box to opt out of the National Coaches Registry (NCR).  
 Check this box to opt out of the National Officials Registry (NOR).

**Continue**

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You have now successfully created an ID. Click on the instructions: [click here to continue](#)

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**User Membership**  
Member ID  
Thank you.  
Your ID information has been successfully registered.  
[Please click here to continue.](#)

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Once you have registered you may purchase the online course. Here is the next screen you will see. Make sure you choose your local organization. After which you may click on the **+ADD TO CART** button on the middle top right of the screen.

Cart | Sign In

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**Catholic Coaching Essentials - PDF**  
This course is a self-paced online course designed to be taken by individual coaches.  
Catholic Coaching Essentials is a sport-neutral course centering on general coaching principles, sport first aid, and team management. At its core is the coach's role as youth minister, who can use sports as a venue to teach Gospel values, instill Christian character, and build community.

Organizations Requiring or Recommending This Course  
You must be logged in to add this product to your cart.  
You have selected the Catholic Youth Organization/Camp Howard. [View This Organization's Certificate Requirements.](#)

You may change your organization below:

All ▾  
Catholic Youth Organization/Camp Howard ▾

Choose your local organization ▾  
Choose your local organization ▾  
All Saints  
Archbishop Howard  
Cathedral  
Christ the King  
Columbia Christian  
CYO High School  
Damascus Christian  
Franciscan Montessori  
Holy Cross  
Holy Family  
Holy Redeemer  
Holy Trinity  
Home School  
Madeleine  
Our Lady of Lourdes  
Our Lady of Sorrows  
Our Lady of the Lake  
Pacific Crest Academy  
Portland Christian

Price: **\$35.00 each** + ADD TO CART **V**  
ISBN: 9780735079902, C0047  
ISBN's: 9780735079902  
To change your location, please select the region where you live.  
United States | United Kingdom | US, CA, Mexico | Free shipping | [View Site](#)

Before you purchase your online course: if you're taking this course to be certified with a specific organization, you need to purchase that organization's version of the course to receive credit. Failure to purchase the correct version will jeopardize your certification status. Prior to purchasing an online course, please double-check your organization's requirements to ensure online courses are accepted for credit by your organization.

Audience: Volunteer Coaches  
Level: Volunteer

To be certified as a Level One NCCTS coach, it is required that coaches

This next page shows your order prior to checkout. Please note that nothing will be shipped to you as the course is entirely online. So disregard the shipping method. Click on the **Proceed to Checkout** button at the bottom.

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Item ID	Description	Base Price	Quantity	Ext Price
9780736075992	CYOCH Catholic Coaching Essentials Online Course-PDF	\$35.00	1	\$35.00

Currency type = U.S. dollars

Subtotal: \$35.00

Shipping Method: LPS Ground \$0.00

Applicable Sales tax will be added. Please place US tax exempt orders by phone. Contact us at 800-747-4457, M-F 7-7 CST. \$0.00

Total: \$35.00

Phone Code or Mail Code (optional):   [What a ha!](#)

Contact: 217-351-5876; info@hksa.com  
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Please confirm your billing information. Click on the **Continue** button at the bottom.

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Item ID	Description	Base Price	Quantity	Ext Price
9780736075992	CYOCH Catholic Coaching Essentials Online Course-PDF	\$35.00	1	\$35.00

Currency type = U.S. dollars

Subtotal: \$35.00

Shipping Method: LPS Ground \$0.00

Applicable Sales tax will be added. Please place US tax exempt orders by phone. Contact us at 800-747-4457, M-F 7-7 CST. \$0.00

Total: \$35.00

**Customer Billing Information**  
This information should match the billing name and address on your credit card account.

First Name\*  Middle Name (or Initial)  Last Name\*

E-mail\*

Business or Organization Name (for shipping purposes only)

This address is a PO box

Address 1\*

Address 2

City\*

Country\*

Postal Code

State or Province

Daytime Phone Number\*

**Customer Shipping Information**

The shipping address for this order is the same as the billing address.  
(If you select this option, please leave the shipping address information blank.)

An \* designates a Required Field



Here is your Continue My Courses page. Click on the name of the course to begin.

Cart | Edit My Information | Sign Out

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**For Coaches**  
Find ASEP Courses That Meet My Organization's Requirements  
Browse the Course Catalog  
Shop the ASEP Store  
Access Free Coaching Resources  
Find an ASEP Classroom Course

For Administrators  
For Instructors  
For Officials  
For Parents

### Continue My Courses

Welcome, \$000XX

To access your online course, see instructions below

ID	Title	Expires On	Test Status
	C/COO Catholic Coaching Essentials - JSC	07/01/14	Take Test

Click a course title above to access an online course. Click a Take Test link to go straight to a course's test. (You can also reach a course's test from within the course.)

If you do not see a link above to the course or test you want to view, you need to enter a key code to unlock it. Products requiring key codes include online tests for classroom courses and online courses received from a third party, such as a college bookstore or league administrator.

[View Transcript and Profile](#)

Click the button above to:

- view a list of courses completed and certifications achieved
- print course completion certificates
- print and e-mail your transcript
- update your profile (name, contact information, and so on)

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You may begin your course...

Feedback | Info | Unit

Menu | Coach's Clipboard | Library

### CATHOLIC COACHING ESSENTIALS

Course Introduction

**Welcome to Catholic Coaching Essentials!**

Hi, I'm Dobie Moser. Coaching kids is a great way to make a positive difference in their lives. Coaching in Catholic sports programs is a way to teach Gospel values through sports while having fun with young people. Welcome to a ministry that will change your life.

If you are just beginning this course, click **Next** to continue. To go directly to the course menu, click **Menu** at the top of this screen.

UNIT PROGRESS | PREVIOUS | NEXT

Should you decide to walk away and complete your course later, you may do so. Just log back into the ASEP website: <http://www.asep.com/index.cfm> Under the heading **Quick Clicks:** at the top right of the screen, click on **Continue my course**. Thank you so much for volunteering. Good luck with your season!



If you need order assistance, please do not hesitate to contact ASEP technical support at:

Call 800-747-5698 Monday through Friday, 7 am to 5 pm Central time. Or you may submit a technical support request via email - [support@asep.com](mailto:support@asep.com) or by submitting an online technical [support form](#).

Whether you call or e-mail your request, please provide the following information:

1. The type of hardware you are using
2. The operating system you are using
3. The exact wording of the error message(s) or the message number(s) appearing on screen
4. A complete description of what happened and what you were doing when the error message appeared
5. An explanation of how you tried to solve the problem
6. The type of browser you use
7. Your modem speed