

Upload Concussion Certificates

Instructions for Uploading Concussion Certificates:





July 02, 2023

Welcome to the concussion upload page. Every official is required to submit proof of completion of the NFHS concussion class every season. You can find the NFHS class [here](#). You will need to setup an account with NFHS or use an existing account from prior years. The course is free and they provide support to officials who do not have an account or are having trouble logging in. Please contact NFHS directly for any issues you have completing the concussion course.

Here are Step-By-Step instructions to follow

- 1.) Complete the concussion course at [NFHSLearn.com](#) and save to your hard drive
 - 2.) If you already know your Online PIN, skip to step 5. Otherwise, proceed to step 3
 - 3.) Type in your email address and press "Send me my PIN"
 - 4.) After clicking this button, check your email for the PIN; it will be delivered within a few minutes. If unsuccessful, check SPAM folders and/or add donotreply@refsec.com to your contacts / safe senders
 - 5.) Type in your email address as your login and PIN number
 - 6.) Click the [Choose File] button. A pop-up window to choose files will open up
 - 7.) Find concussion certificate from step 1 and click the icon/filename for it in the window
 - 8.) Click the [OK] (Windows) or [Choose] (Mac) button. The pop-up window will go away.
 - 9.) Click the [Upload File] button
 - 10.) Check your email for a confirmation receipt. You will also see a message in red that says "File Uploaded Successfully" upon completion
- Please note. Concussions loaded after July 1 are automatically applied to your other RefSec membership(s) for other sports for the year.

Please select the concussion file from your local device that you wish to upload

No file selected.

Concussion submission

Email:

Online PIN:

WARNING! Unauthorized access to this computer system is prohibited, and is subject to criminal and civil penalties. Your information is captured during each visit and will be reviewed by system administrators.

[For Help](#) [E-mail the membership secretary](#) [Bergen County Umpire Association Homepage](#) [Terms and Conditions](#) [Privacy Policy](#)

If you have any issues or need help with any of the instructions below, **please email John at: jicalg@aol.com.**

1. Complete the concussion course at [NFHSLearn.com](#) and save to your hard drive.

Open the RefSec Concussion Certificate Portal using this link:

<https://bcua.refsec.com/web/concussion.aspx>

2. Type in your e-mail address into the **Directory Number or Email** field and press [**Send me my PIN**].
3. After clicking this button, check your e-mail for the PIN; it will be delivered within a few minutes. It may go into your junk mail or spam , so check there
4. After receiving the PIN, type in the PIN number into the **PIN** field.

5. Click the [**Browse**] button. A pop-up window to choose files will open up.

Please select the concussion file from your local device that you wish to upload

No file selected.

Concussion submission

Email:

Online PIN:

6. Find concussion certificate from step 1 and click the icon/filename for it in the window.
7. Click the [**OK**] (Windows), or [**Choose**] (Mac) button. The pop-up window will go away.
8. Click the [**Upload File**] button.
9. It will say in red: **File Uploaded successful**
10. Check your e-mail for a confirmation receipt.

