# **GSSA Coach Registration**

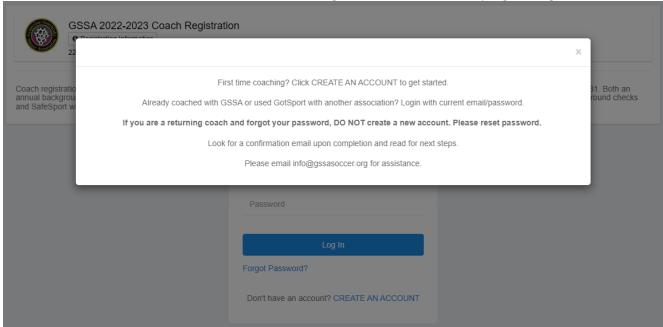
Please follow these steps to create or login to your account and register as a coach.

#### Step 1

To begin, click the coach registration link provided on the GSSA website.

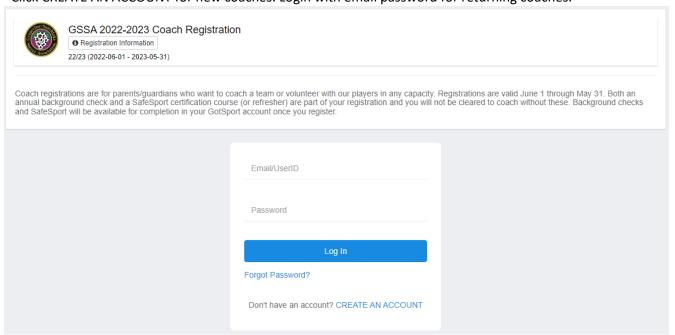
#### Step 2

Please read the note and then close the window to begin account creation and program registration.



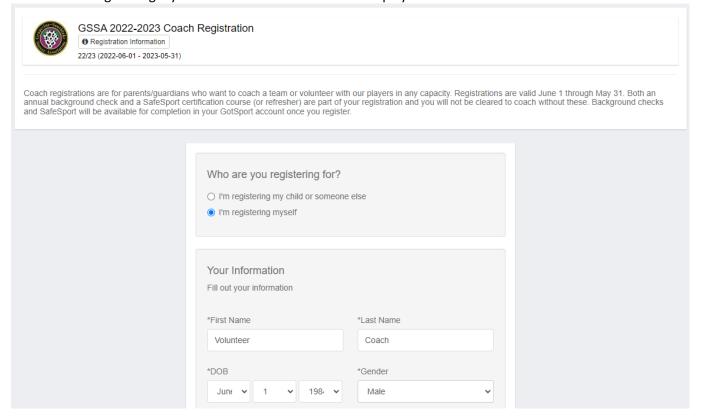
#### Step 3

Click CREATE AN ACCOUNT for new coaches. Login with email password for returning coaches.



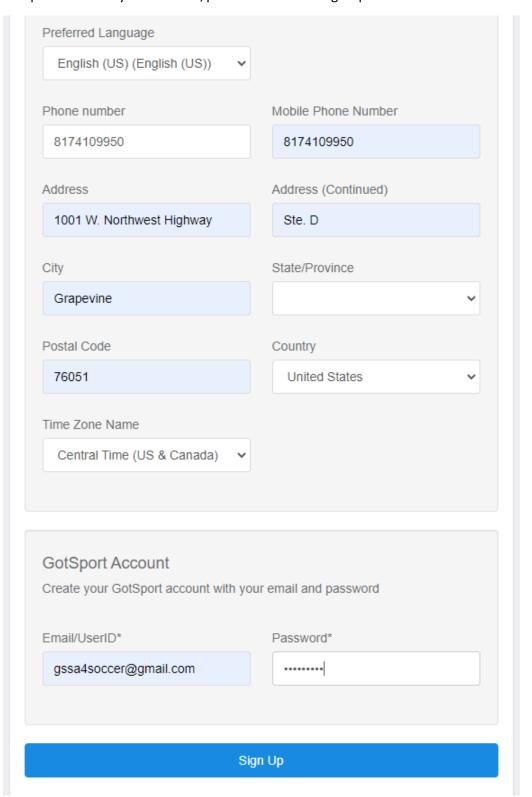
## Step 4 (for new accounts; returning coaches skip to step 5)

Select "I am registering myself" and information fields will display.

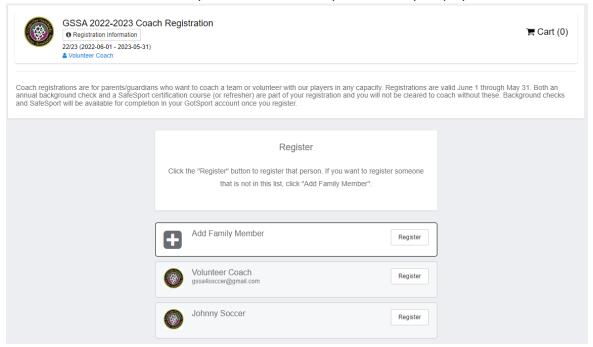


## Step 4 – continued

Complete data entry. Enter email/password and click Sign Up.

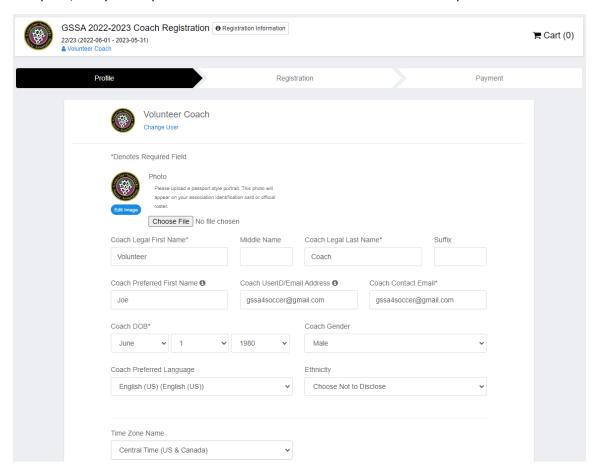


Once logged in, continue with registration for yourself by clicking the "Register" button by your name. Note: There is no need to addadditional family members. Your family account for your player has that information.

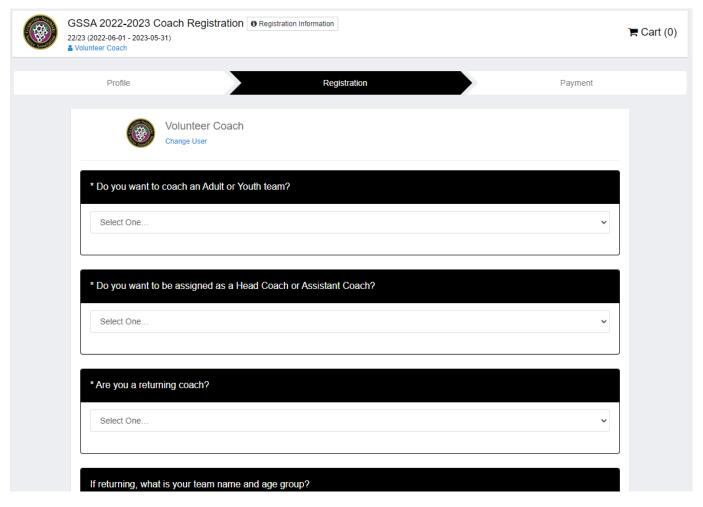


#### Step 6

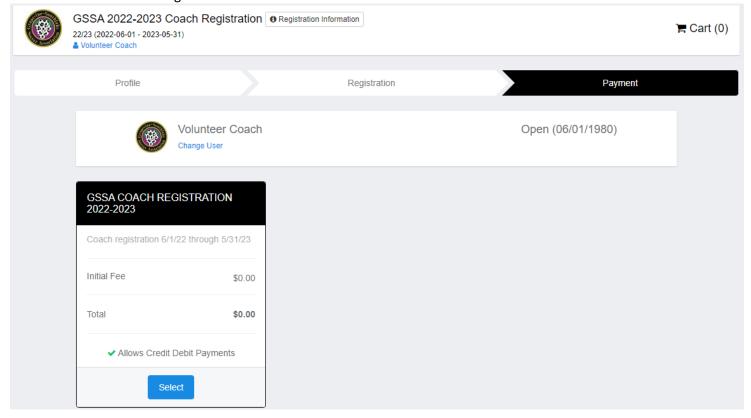
Complete/verify coach profile info and Save to move on. Note: Photo is required.



**Step 7**Enter information into the registration pages and save.

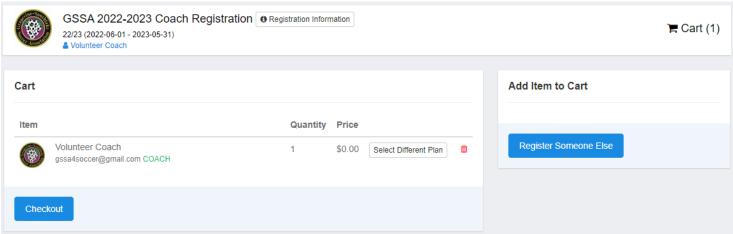


There is no fee for coaching. Click select.

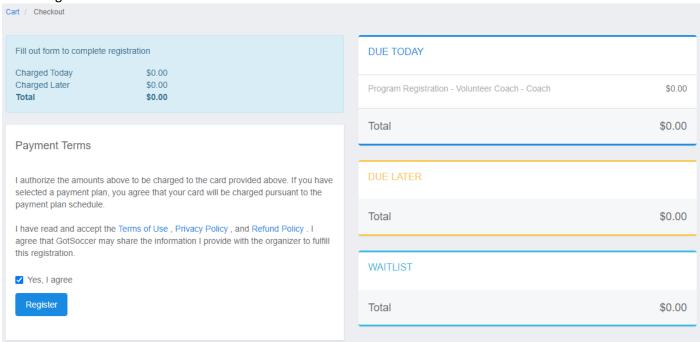


#### Step 9

Review Cart and click checkout. Note: Other parents in the same family should create their own account for coach registration.



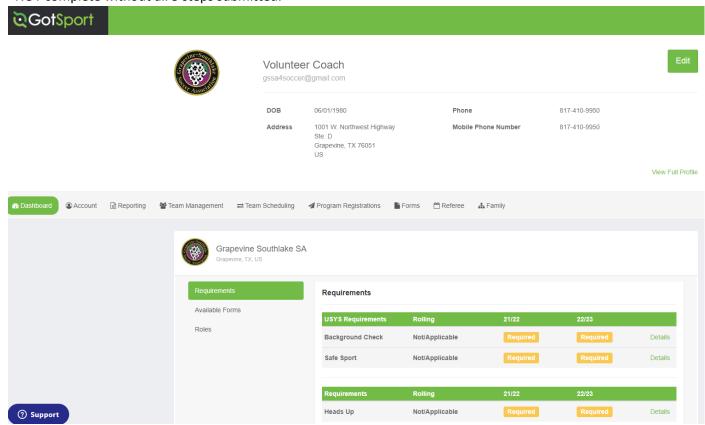
#### Click Register.



#### Step 11

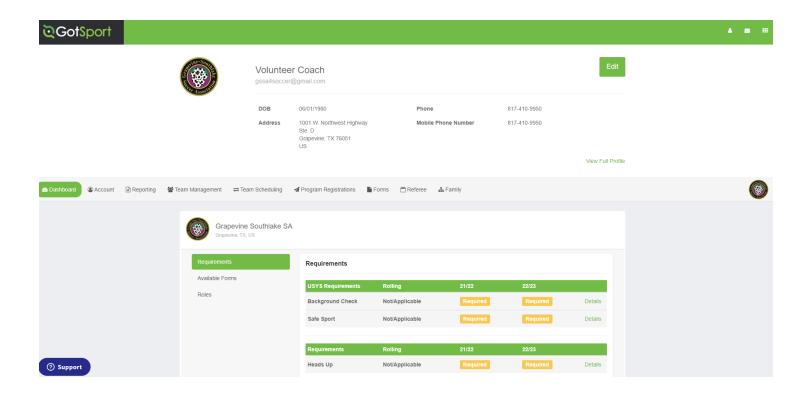
Registration is complete. IMPORTANT: You are now in the Dashboard of your GotSport account.

Now complete the required background check (step 2) and SafeSport certification (step 3). Coach registration is NOT complete without all 3 steps submitted.

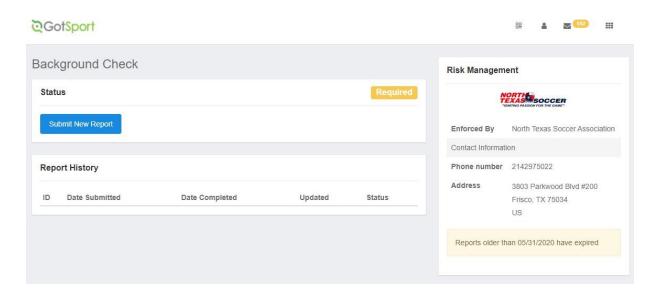


Click **Details** to start each requirement. After completing each piece, if you are not directed back to your Dashboard automatically, use the person icon in the upper right corner to get back to your user profile.

Note: Only Background Check and SafeSport are required by NTSSA. Heads Up Concussion training is encouraged but OPTIONAL.



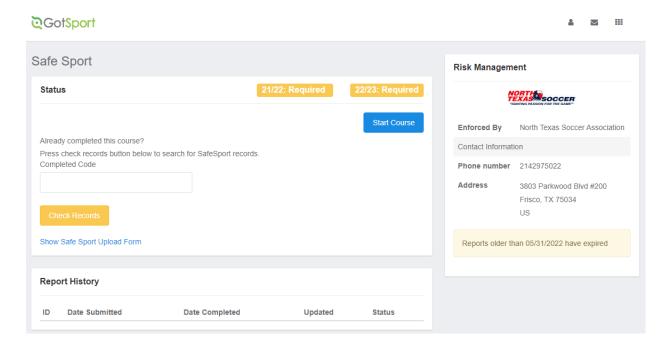
# Step 13 Background Check: Click Submit New Report to begin.



Safe Sport: Click Start Course to begin and U.S. Center for SAFESPORT website will open.

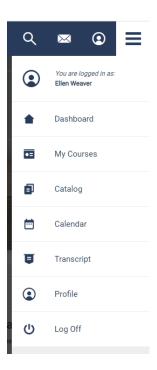
New coaches will create an account. Returning coaches will login with existing credentials.

NOTE: New coaches complete the entire core course. Returning coaches complete one refresher annually. After initial course and 3 refreshers, coaches will be required to take the full core course again.



**Step 14 SAVE AND UPLOAD SAFESPORT COMPLETION CERTIFICATE.**See next page for final steps.

To access completion certificate in SafeSport (safesporttrained.org), use the menu in the top right and access Transcript.



Download/save the corresponding certificate.

In GotSport, you can use the *Check Records* button to update status, but it is recommended to upload your completion certificate for quicker update. To upload, use the *Show SafeSport Upload Form* button under the Check Records.

