

GotSport Instructions

*Please know some details may change each season, however, the basics of logging to see your dashboard will remain the same.

1) Log on to GotSport.com

- Use the same email address you use for your CSC coach correspondence
- Use the "Forgot Password" if you are logging in for the first time
- First page is your account/profile page
- Complete the form: fill in address, cell and DOB
- Upload a headshot
- Change password if needed
- Save all information at the bottom of each pop-up screen

The screenshot shows the 'Profile' page in the GotSport system. On the left is a sidebar menu with options: Account, Roles, Rosters, Registration History, Roster History, Tickets, Emergency Info, Family, Documents, Billing, and Recruiting Profile. The main content area has tabs for Profile, Themes, and Social Media Links. Under 'Profile', there are sections for Photo (with a 'Choose File' button and 'No file chosen' message), Avatar (with a 'Choose File' button and 'No file' message), and College Recruiting (with the NCSA logo and a 'Get Started' button). Below these are form fields for First Name (Paula), Middle Name (Jeanette), Last Name (Stafford), and Suffix. Further down are fields for Preferred First Name, Email/UserID (admin@culpepersoccer.org), and Contact Email (admin@culpepersc.org). At the bottom, there are dropdown menus for Gender (Female) and DOB (September 9, 1977).

2) Go to "Dashboard"

- Your list of required documents will populate on this screen below
- If it does not, check to make sure your DOB is on your profile
- Your list will show all items as "Required" at first
- The background check & SafeSport, they will show as "Pending" until reviewed and approved
- Once a task is completed, it will show as "Fulfilled"

The screenshot shows the 'Requirements' page for Culpeper Soccer Club. The page has a green header with the GotSport logo and navigation icons. The main content area shows a 'Requirements' section for the club, which is currently empty. Below that, there is a table of requirements for the 22/23 and 23/24 seasons.

USCLUB Requirements	Rolling	22/23	23/24	
Background Check	Not/Applicable	Pending	Pending	Details
Safe Sport	Not/Applicable	Required	Required	Details
Disqualification-Suspension Review (Staff)	Not/Applicable	Fulfilled	Fulfilled	Details

3) Select “Details” next to “Background Check”

- On the next page, under “Instructions” choose “Available Here”
- Read the instructions regarding this 2-step background check
- Select “Submit New Report”
- Question #2, please put VYSA for the other state associations you’ve been registered with
- Save your signature & submit form

The screenshot shows a web page with a status bar at the top indicating '22/23: Required' and '23/24: Required'. The main content area is divided into sections: 'TIMEFRAME:' (Required every other season, more specifically, to be eligible for the 2022-23 season, a background screening must be completed and passed on or after June 1, 2021.), 'INSTRUCTIONS:' (Available here, or click the Submit New Report button below and follow the instructions on the ensuing page.), 'NOTES:' (JDP is US Club Soccer's background screening provider. You may be contacted by JDP if further information is necessary.), 'ADJUDICATION & APPEALS PROCESS:' (After submission of both parts of the application (in GotSport & the subsequent application from JDP), results are usually available in 1-3 days, though the timeframe varies greatly based on factors such as the turnaround time of the specific jurisdictions/countries searched, and may exceed 7 or more days. The initial decision status is posted by JDP based upon the adjudication criteria approved by US Club Soccer's BOD. It may take up to 12 hours after results are available from JDP for one's status to auto-update in GotSport.), 'Pre-Adverse Action (GotSport status: Review):' (Applicants with a disqualifying offense(s) receive a Pre-Adverse Action Notice via JDP, usually by email, which includes instructions for filing a dispute (exc: if an offense shows that is not yours). There is a 10-day compliance timeframe for Pre-Adverse Action, during which US Club Soccer will also review its files to determine whether a previous adjudication occurred. If an applicant is not disputing the offense(s) but wants to forego the 10-day compliance timeframe to expedite the process, that person may contact JDP Client Services to do so.), 'Adverse Action/Disqualified (GotSport status: Denied):' (If a dispute is not initiated or the status is not updated within 10 days, the applicant will receive an Adverse Action Notice, also via JDP and usually by email. Included are instructions to appeal the determination.), and 'Appeal:' (Individuals may appeal a determination of Disqualified/Denied within 15 days of the Adverse Action Notice by submitting the US Club Soccer Risk Mgmt DQ Request for Appeal form. Individuals who appeal will have their case reviewed by US Club Soccer's Risk Management Committee (RMC) during an upcoming meeting.). A 'Submit New Report' button is visible at the bottom left. On the right side, there is a sidebar with the US Club Soccer logo, 'Enforced By: US Club Soccer', 'Contact Information', 'Mobile Phone Number: 8434290006', 'Address: 774 S Shelmore Blvd Ste 104, Mount Pleasant, SC 29464, US', and a yellow warning box stating 'Reports older than 05/31/2022 have expired'.

4) On the Checkout Page

- Click “Submit”
- It will ask you to complete payment
- Enter the voucher code we provided to cover the fee

The screenshot shows a web browser window displaying the GotSport checkout page. The browser's address bar shows the URL: https://system.gotsport.com/qualifications/3362261/pre_paid_payments/new. The page features a 'Risk Management' section with the US Club Soccer logo, 'Type: Background Check', 'Enforced By: US Club Soccer', 'Contact Information', 'Mobile Phone Number: 8434290006', 'Address: 774 S Shelmore Blvd Ste 104, Mount Pleasant, SC 29464, US', and a yellow warning box stating 'Reports older than 05/31/2022 have expired'. On the left side, there is a 'Voucher Code' section with a text input field containing '2022-23season' and a 'Submit' button. Below this is a 'Credit Card Checkout' section. At the top left of the checkout area, there is a summary: 'Enter Voucher Code to complete background check checkout', 'Charged Today: \$18.00', and 'Total: \$18.00'. The Windows taskbar at the bottom shows the date as 8/4/2022 and the time as 7:02 PM.

5) Return to “Dashboard”

- Click “Details” next to Background Check
- Scroll down to “Report History”
- Click “Link” to go to the 2nd portion of the background check
- The link is time sensitive and will close within 24-48 hrs.
- Follow instructions & answer all questions
- You’ll receive a confirmation page upon completion
- Background check status will show as “pending” in your list

The screenshot shows the GotSport website interface. At the top, there's a navigation bar with the GotSport logo and user profile information. Below this, there's a section with text explaining 'Pre-Adverse Action' and 'Adverse Action/Disqualified'. A 'Report History' table is visible, containing one row with the following data:

ID	Date Submitted	Date Completed	Updated	Status	Quick App
3362261	08/04/2022 19:02		08/04/2022 19:02	Pending	Link

Below the table, there's a note: 'Can resubmit on 08/01/2024'.

The screenshot shows a 'Welcome!' page with the following content:

Welcome!

Are you ready to begin the background check process?

Once you start, you will complete the following steps:

- Give consent to running your background check electronically
- Complete the necessary legal process
- Fill out the background questionnaire
- Submit your information

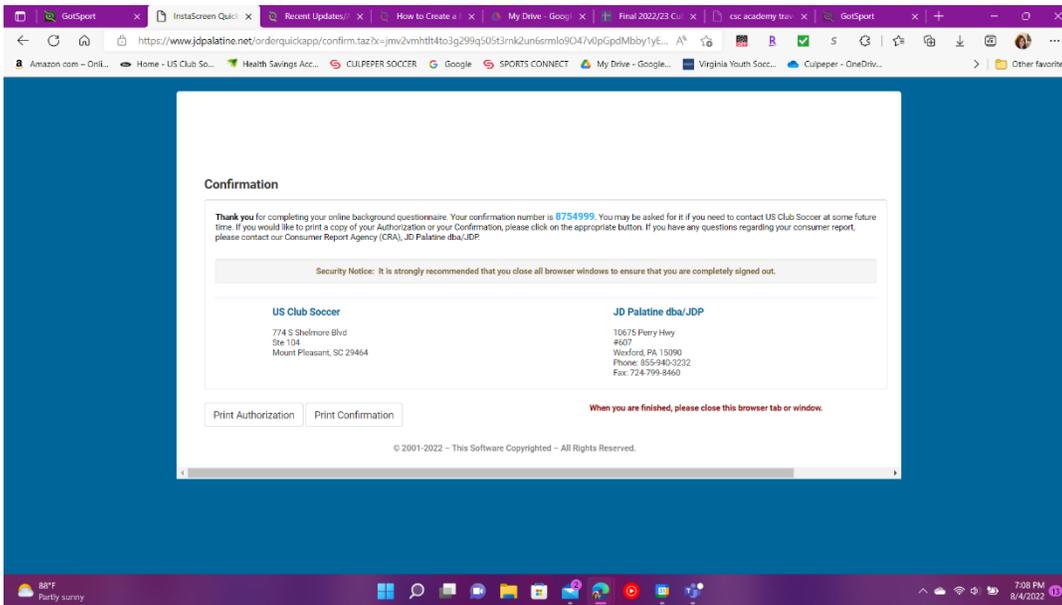
PLEASE NOTE - THIS IS NOT A CREDIT CHECK

JDP is a Consumer Reporting Agency governed by the Fair Credit Reporting Act and required to provide you information about the Fair Credit Reporting Act during the background screen. Although this information needs to be displayed to you, US Club Soccer will not be running any type of Credit Check/Report on you.

Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire

[Continue](#)

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6) Return to “Dashboard”

- Select “Details” next to SafeSport
- Choose “Start Course” if this is the first time or you need the annual refresher course
- Please log into SafeSport with the same email address you have previously used
- If your certificate is up to date, it should carry over automatically (they link through email addresses)
- To manually add it to your profile, follow the instructions below

[Start Course](#)

TIMEFRAME:

To be eligible for the 2022-23 registration year, a SafeSport Core or Refresher course must be completed on or after June 1, 2022. To be eligible for the 2021-22 registration year, a SafeSport Core or Refresher course must be completed on or after June 1, 2021.

INSTRUCTIONS - TO TAKE COURSE:

If you need to complete SafeSport training, click the **Start Course** button and follow the instructions starting with Step 4 of this help article.

INSTRUCTIONS - APPLY SAFESPORT COURSE COMPLETION TO YOUR GOTSPORE ACCOUNT VIA THIS PAGE:

There are two ways to automatically sync your training between your SafeSportTrained.org account and GotSport, as follows:

1. First, leave the completion code field blank and click the **Check Records** button below to sync based on exact match of first name, last name + email address.
2. If that doesn't work, enter your SafeSport certificate completion code (shown at the bottom of your certificate) below and then click the **Check Records** button to sync based on exact match of that code + last name. Your completion certificate is accessible via the **Transcripts** menu section of your SafeSportTrained.org account.

Once the **Check Records** button is engaged, please allow up to 15 seconds for the result to be displayed. **If a record is found/synced and the requirement is marked "fulfilled" for the applicable season**, no further action is needed.

If neither of those work, please manually upload your completion certificate by clicking the **Show Safe Sport Upload Form** link below. Please note that certificates uploaded via this method must be manually reviewed by US Club Soccer staff, which may result in a delay. Therefore, please exhaust each of the automated options described above first.

Already completed this course?
Press check records button below to search for SafeSport records

Enforced By US Club Soccer

Contact Information

Mobile Phone Number 8434290006

Address 774 S Shelmore Blvd Ste 104 Mount Pleasant, SC 29464 US

Reports older than 05/31/2022 have expired

7) Return to your “Dashboard”

- Check that all requirements have been completed