

# Submitting User Requirements:

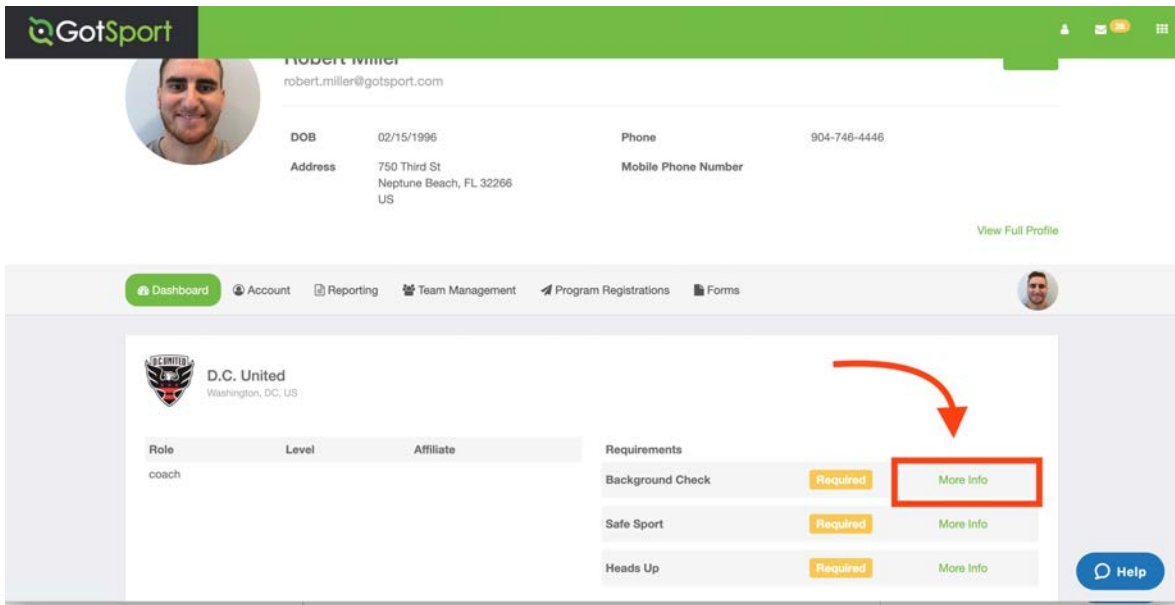
## Background Checks

### STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

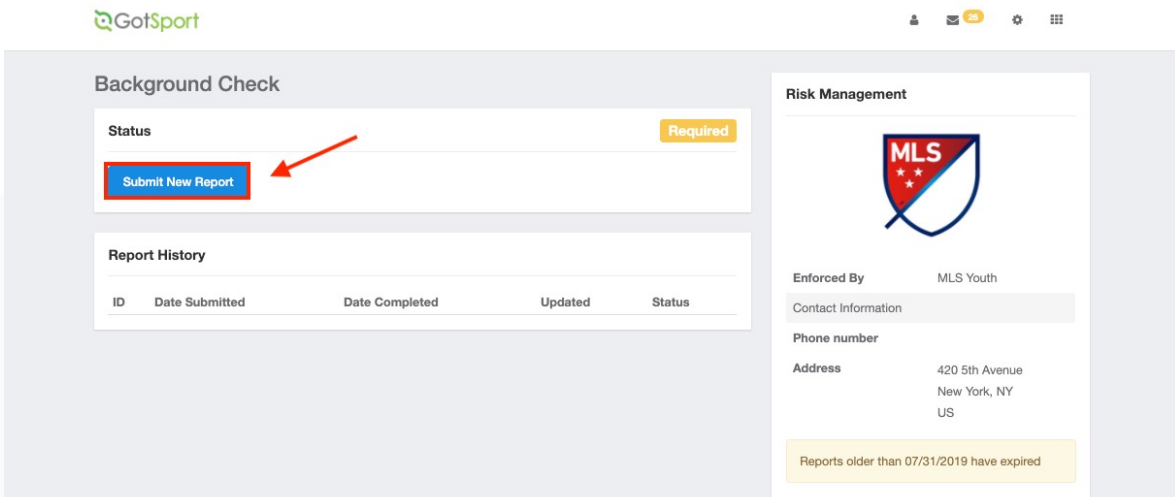
### STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "Dashboard". Click the "More Info" for the respective requirement to continue.



### STEP 3

Click "Submit New Report".



STEP 4

Fill out the required information and click the certification checkbox. Be sure to verify your Social Security Number by typing it in a second time. Sign your name on the signature line and save your signature. Lastly, click the submit button on the bottom of the page to submit your report.

GotSport

### Background Check

**Submit New Report**

First Name

Middle Name

Last Name

Affix


Gender

SSN  [Edit](#)

Confirm SSN

DOB

### Risk Management



Type [Background Check](#)

Enforced By Mississippi Soccer Association

Contact Information

Phone number

Address 628 Lakeland East Drive, Ste. D  
Flowood, MS 39232  
US

Reports older than 05/15/2020 have expired

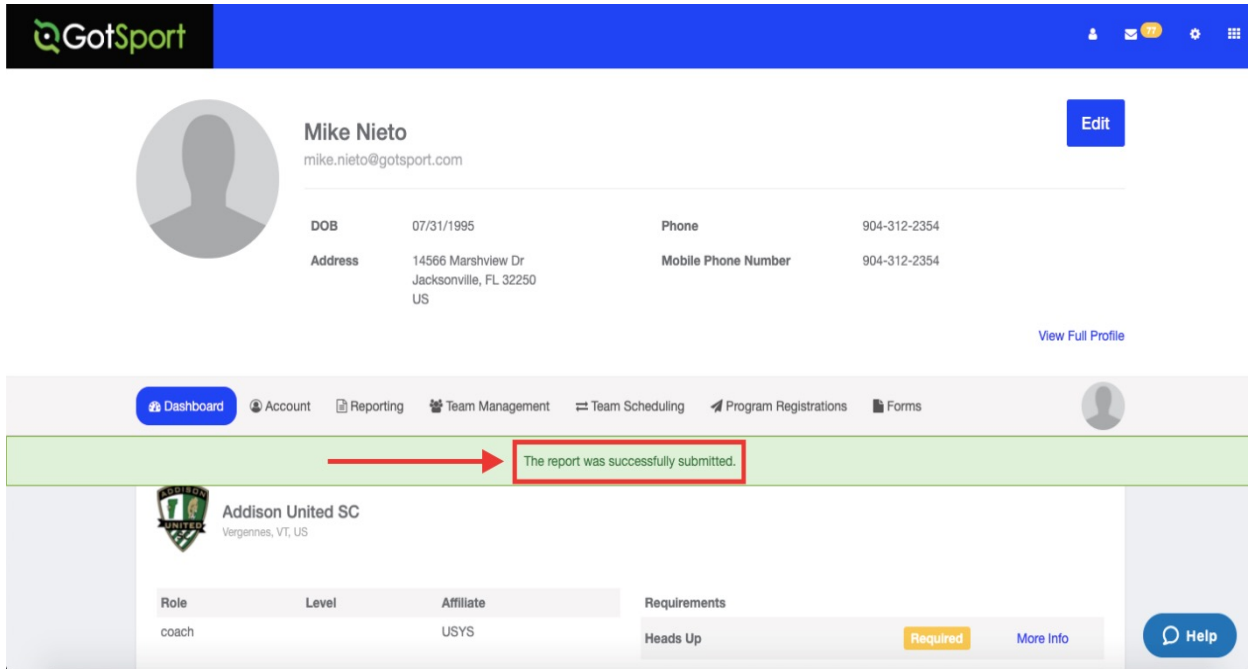


Signature box works with mouse or touchscreen

### Signature

STEP 5

Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements



The screenshot shows the user profile for Mike Nieto. The notification bar at the top of the main content area contains the message "The report was successfully submitted." with a red arrow pointing to it. Below the notification, the user's profile information is displayed, including their name, email, and contact details. The dashboard navigation menu is visible at the top, and the main content area shows the user's role as a coach for Addison United SC.

Role	Level	Affiliate	Requirements
coach		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>

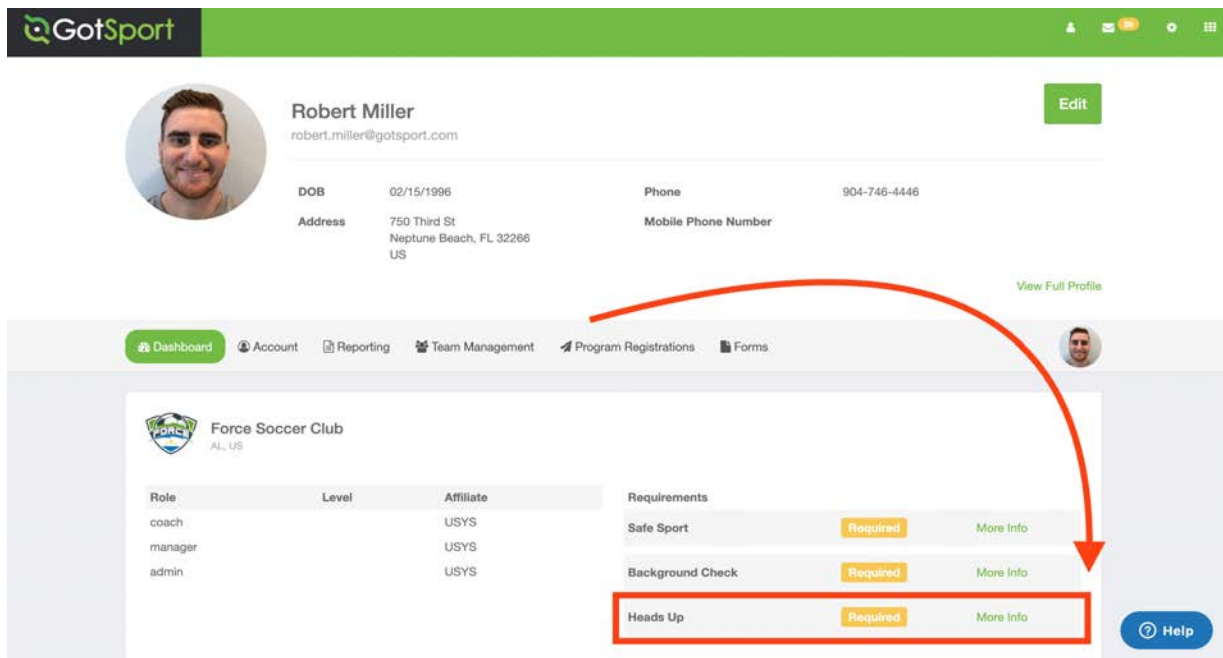
## Heads Up

### STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

### STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "**More Info**" for the respective requirement to continue.



Robert Miller  
robert.miller@gotsport.com

DOB: 02/15/1996 | Phone: 904-746-4446  
Address: 750 Third St, Neptune Beach, FL 32266, US | Mobile Phone Number

View Full Profile

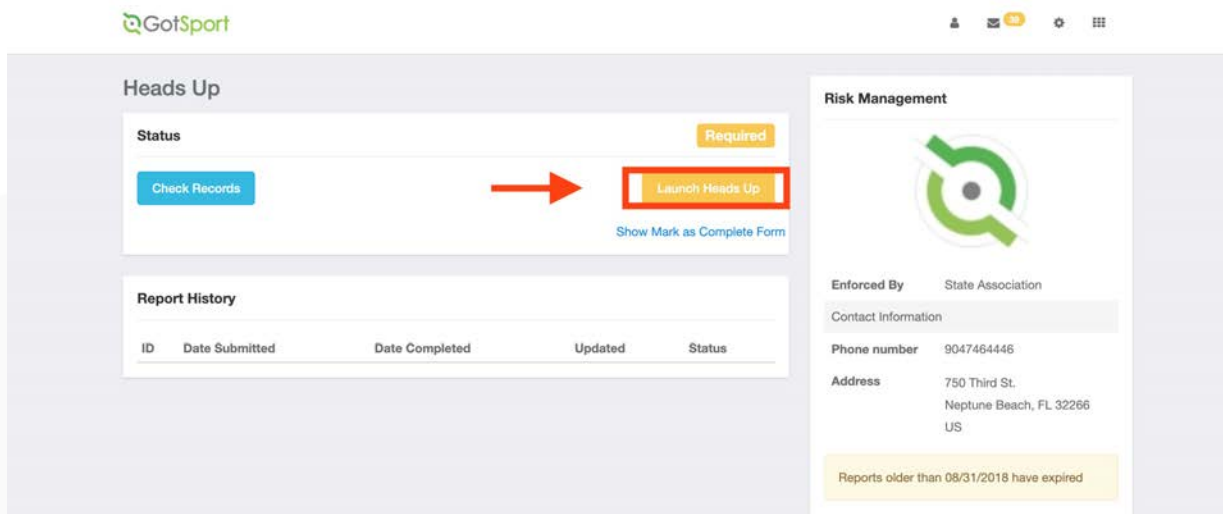
Dashboard | Account | Reporting | Team Management | Program Registrations | Forms

Role	Level	Affiliate	Requirements
coach		USYS	Safe Sport <span>Required</span> <a href="#">More Info</a>
manager		USYS	Background Check <span>Required</span> <a href="#">More Info</a>
admin		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>

Help

### STEP 3

Click "**Launch Heads Up**" to complete the course. Note: If you have already completed the Heads Up course, you can click the Check Records button to have the completed certification link over to your GotSport account



Heads Up

Status Required

[Check Records](#) [Launch Heads Up](#) [Show Mark as Complete Form](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
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Risk Management

Enforced By: State Association

Contact Information

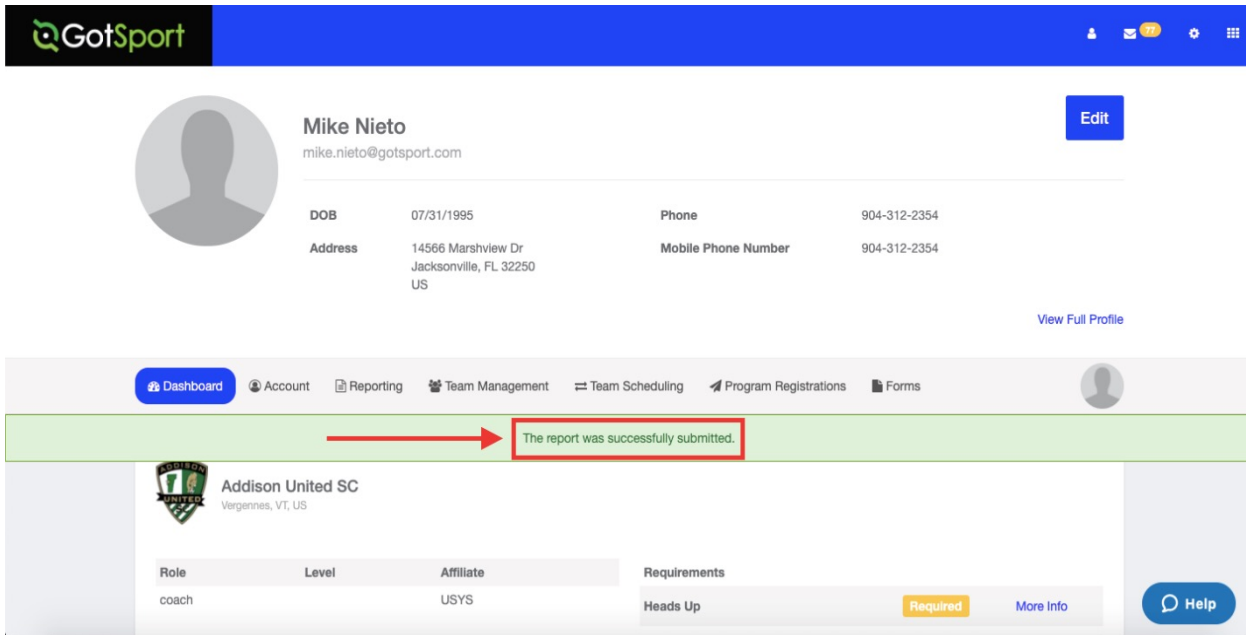
Phone number: 9047464446

Address: 750 Third St, Neptune Beach, FL 32266, US

Reports older than 08/31/2018 have expired

STEP 4

Once the report has been submitted successfully, it will automatically bring the User back to their Dashboard to complete any remaining requirements



The screenshot shows the user profile for Mike Nieto. The notification bar at the top of the dashboard content area contains the message "The report was successfully submitted." with a red arrow pointing to it. Below the notification, the user's profile for "Addison United SC" is visible, including a table of requirements.

Role	Level	Affiliate	Requirements
coach		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>

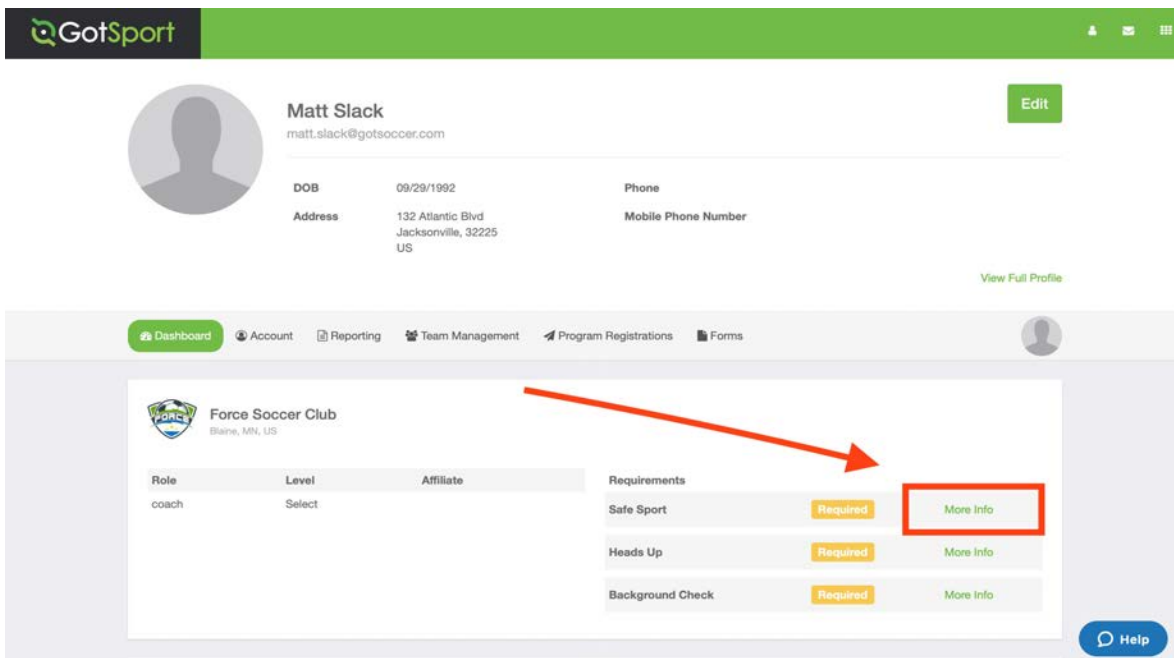
## Safe Sport

### STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

### STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "**More Info**" for the respective requirement to continue.



**GotSport**

**Matt Slack**  
matt.slack@gotsoccer.com

DOB: 09/29/1992 | Phone: | Address: 132 Atlantic Blvd, Jacksonville, 32225 US | Mobile Phone Number: | Edit

View Full Profile

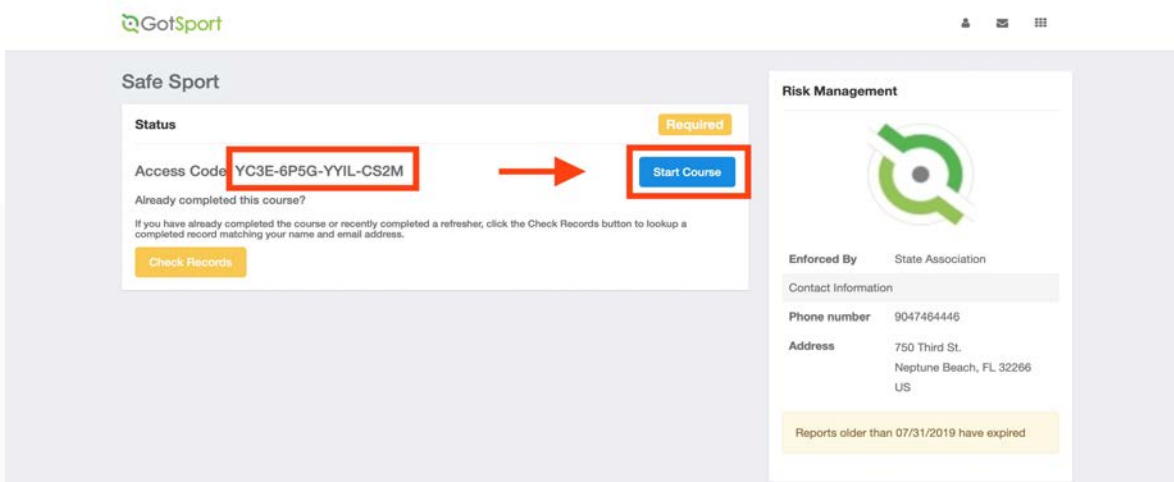
Dashboard | Account | Reporting | Team Management | Program Registrations | Forms

Role	Level	Affiliate	Requirements
coach	Select		Safe Sport <b>Required</b> <b>More Info</b>
			Heads Up <b>Required</b> <b>More Info</b>
			Background Check <b>Required</b> <b>More Info</b>

Help

### STEP 3

Copy the access code and click "**Start Course**".



**GotSport**

### Safe Sport

Status **Required**

Access Code: **YC3E-6P5G-YYIL-CS2M** → **Start Course**

Already completed this course?  
If you have already completed the course or recently completed a refresher, click the Check Records button to lookup a completed record matching your name and email address.

**Check Records**

### Risk Management

Enforced By: State Association

Contact Information

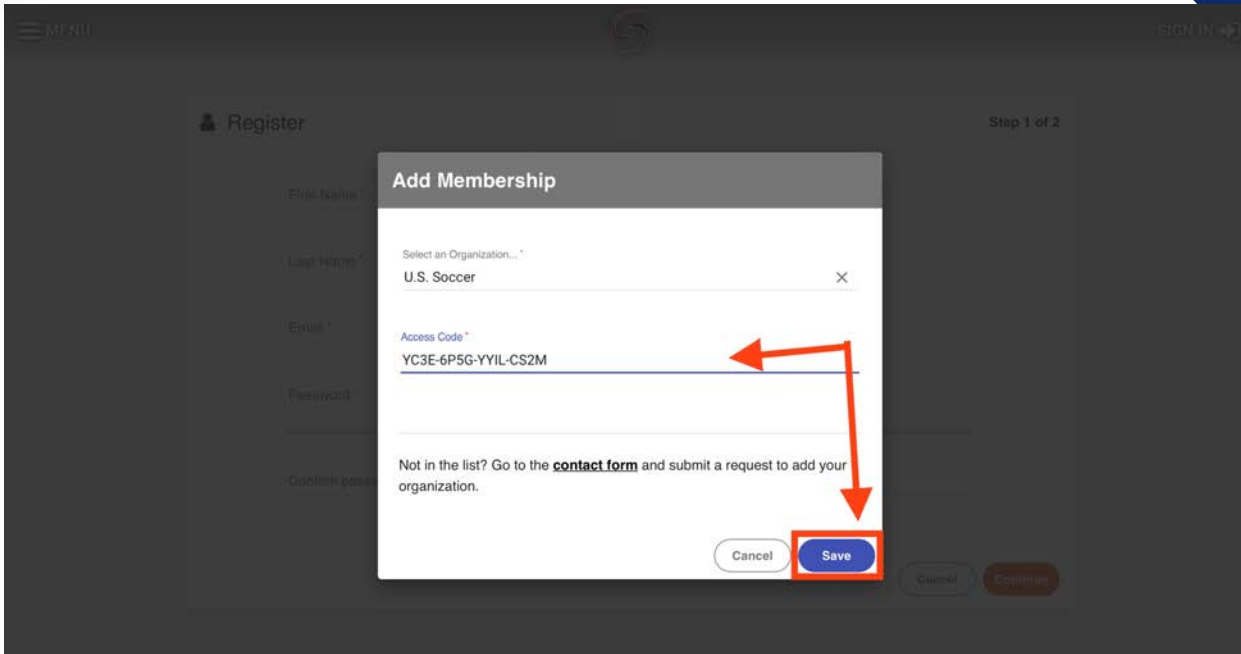
Phone number: 9047464446

Address: 750 Third St., Neptune Beach, FL 32266, US

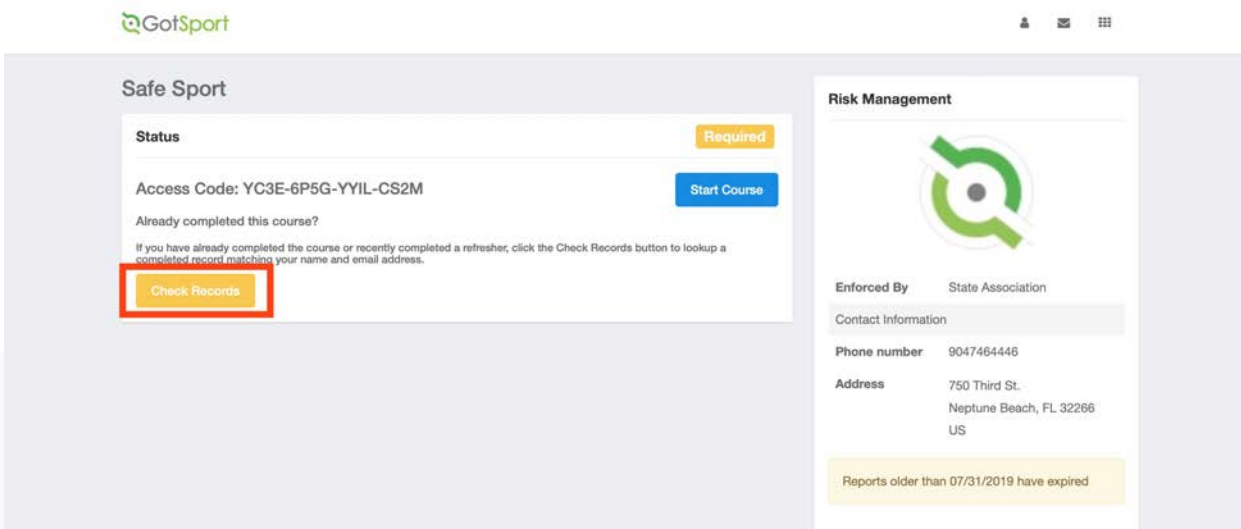
Reports older than 07/31/2019 have expired

STEP 4

Paste the access code in to the "Access Code" and hit "Save"

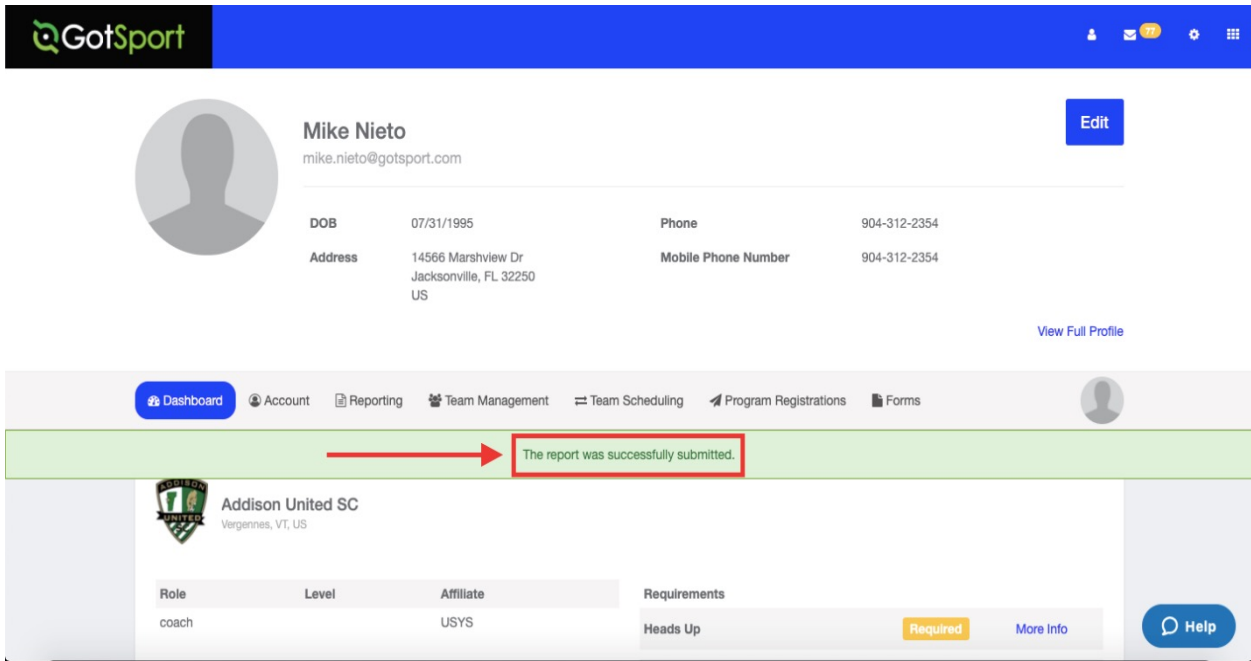


**Note:** If you have previously completed Safe Sport, you can click the Check Records button below to have the completed certificate matched to your account. The First Name, Last Name, and Email Address for your Safe Sport account must match for the certificate to pull over properly.



STEP 5

Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements



**Mike Nieto**  
mike.nieto@gotsport.com

DOB: 07/31/1995 | Phone: 904-312-2354  
Address: 14566 Marshview Dr, Jacksonville, FL 32250, US | Mobile Phone Number: 904-312-2354

View Full Profile

Dashboard | Account | Reporting | Team Management | Team Scheduling | Program Registrations | Forms

**The report was successfully submitted.**

**Addison United SC**  
Vergennes, VT, US

Role	Level	Affiliate	Requirements
coach		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>

Help