

REGISTERING AS A COMP COACH

Welcome to Space Coast United Soccer Club. All coaches will register with FYSA and are required to perform a background check (referred to as Risk Management). Those coaching in the National Premier League (NPL) will register with US Club Soccer and perform an additional background check. Please follow the steps below to get started.

1. Start with your GotSoccer Account

If you are new to SCUSC you will need an account in GotSoccer.

Send an email to **comp-registrar@spacecoastsoccer.org** with the following:

- ☐ your full legal name
- ☐ date of birth
- ☐ email address
- ☐ info on whether for primary or assistant coach and team or program (Comp, Academy)
- ☐ if you also send a headshot at this time it will be uploaded for you

You will receive notification from GotSoccer Support with your login and password. Please read this email carefully as it contains information about your Risk Management application. Follow the instructions and link to login to your account.

2. Register as an FYSA Coach

Your FYSA registration and coach pass is handled through GotSoccer.com.

☐ Login and Update Contact Information

1. Login to your GotSoccer *Coach* account.
Go to gotsoccer.com. Click on User Login in the top right.
Under Teams & Team Officials, click Login.
Under Individual Coach, enter your login and password.
2. If **Contact Information** is not current, enter updates and Save.

☐ Perform Risk Management (Background Check)

Background checks expire each year on 6/30 and new checks cannot be initiated until 7/1.

1. Click on the **Background Checks** tab.
2. To renew or initiate your Risk Management, click the **Submit New Report** button.
3. On the right, answer the **Background Information Disclosure** questions. Choosing Yes on a question does not disqualify you as a coach.
4. In the **Agreement and Digital Signature** box read through the *Concussion Procedure*.
5. Select **I Agree** and click **Submit**.

☐ Complete the HeadsUp Concussion Course

All coaches are required to take the HeadsUp Concussion awareness course. This is an online class comprised of slides and videos. There are five sections with questions to answer at the end of each.

1. In your GotSoccer Coach account, click on the **Concussion Center** tab next to Background Checks.
2. Scroll down to **Center for Disease Control Heads Up Concussion Test** and click **Go to Courses Page**.

3. In the Status box click **Start Course**. When you complete the course you will see a certificate. This should take roughly 20 minutes.

□ **Upload Photo**

Upload a current headshot to be used on your pass. Be sure it is not rotated on its side. If you have any problems or are unable to do this, email the photo to compregistrar@spacecoastsoccer.org.

A *Team* account will also be created. This is used by the Coach and the Team Manager to access passes and rosters and to apply for tournaments.

3. Register as a US Club (NPL) Coach (if applicable)

US Club cards and rosters are managed through Ply.Kyck.com.

□ **Perform Risk Management**

This is a separate background check than FYSA.

1. Go to usclubsoccer.org.
2. Under **Resources** click **Background Checks**.
3. In the first line, after Staff, click on **Click here**.
4. Complete the check and submit.
5. IMPORTANT: Make note of the Confirmation number that is shown on the screen or emailed to you. Send the number to comp-registrar@spacecoastsoccer.org.

□ **Send Photo if needed**

Your FYSA photo will be duplicated for your US Club card. If you do not have a photo uploaded, send a headshot to comp-registrar@spacecoastsoccer.org.

Know your Registrars

SCUSC has a team of Registrars. The Registrar will:

Add registered coaches and players to the team.

Generate your coach and player passes.

Modify your roster, as needed, during the season.

Aid you with Guest Player forms during the season.

<u>Comp and NPL</u> comp-registrar@spacecoastsoccer.org Bev Gibbs 321-720-0890 beverly.gibbs@spacecoastsoccer.org Cheryl Roe 321-543-3401 cheryl.roe@spacecoastsoccer.org	<u>YDP/Recreational</u> rec-registrar@spacecoastsoccer.org
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