



SafeSport Instructions for Coaches, Managers and Players

Read the below, send certificate to doc@afcchesapeake.org or the certificate ID from Safesport.

INSTRUCTIONS - APPLY SAFESPORT COURSE COMPLETION TO YOUR GOTSPORT 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.
- 3.** 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.