



Michigan State Youth Soccer Association

Instructions for Submitting a Background Check in GotSport

Background checks must be renewed annually (every 12 months).

- Log in to your account: system.gotsport.com
 - If you have an account but do not have your password, use the [Password Reset tool](#) (enter the email address associated with your account)
 - If you have issues logging into your GotSport account, contact your Club Administrator.


Sign In To Your Account


Email/UserID

Password

[Log In](#)

[Forgot Password?](#)

- In the top-right corner of your screen, click the 'Profile' icon.  This will take you to your Account Dashboard:



Joseph Coach


joecoach@gotsport1.com

[Edit](#)


DOB	01/01/2003	Phone	555-555-5555
Address	9401 General Drive Suite 120 Plymouth, MI 48170 US	Mobile Phone Number	

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[Referee](#)



- View the Requirements associated with your Club(s) & Role(s). Find **Background Check** and click 'More Info' along the right side



Michigan Test Club Account

MI, US

Role	Level	Affiliate	USYS Requirements	Rolling	20/21	21/22
referee			Heads Up	Required		More Info
			Safe Sport	Required		More Info
			Background Check	Required		More Info



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[Submit New Report](#)

4. Click Submit New Report

- Note: If you already have a background check submission associated with your account, you may not need to submit a new report at this time. You can review your Report History, including Status, to determine if a new check is needed.

Report History				
ID	Date Submitted	Date Completed	Updated	Status

5. Complete & Submit the Background Check Request form.

- Be sure to enter your LEGAL name, confirm your SSN and DOB, answer the Yes/No disclosure questions, review the Background Check Agreement, and add/save your signature. Once the form is complete, click Submit at the bottom.

6. Once the initial form is submitted, review your payment options.

- If your club uses Voucher Codes for background checks, enter the Voucher Code from your Club in the displayed box. Click Submit.

Voucher Code
<input type="text"/>
<input type="submit" value="Submit"/>

- If you do not have a Voucher Code, click Credit Card Checkout. Fill out the corresponding payment form. Click Pay.

[Credit Card Checkout](#)

Fill Out Form To Purchase Background Check	
Charged Today	\$7.50
Total	\$7.50
Credit Card Information	
Credit Card Number	
<input type="text" value="Card Number"/>	
Expiration Date	Cvc Code
<input type="text" value="MM/YYYY"/>	<input type="text" value="CVV"/>
Payment Terms	
<input type="checkbox"/> Yes Agree To Payment Terms	
<input type="submit" value="Pay"/>	

Note: If paying via credit card, you will receive an automated email receipt with the subject "GotSport Payment" to confirm your payment details.



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7. Your background check status will update as your background check is processed. Please allow 2-3 business days for your background check to complete.

Background Check Pending Required [More Info](#)

Report History				
ID	Date Submitted	Date Completed	Updated	Status
867910	2021/06/18 05:31		2021/06/18 05:31	Pending

Updated 6/18/2021