



Michigan State Youth Soccer Association

CDC Heads Up – Concussion Awareness Online Training Program **Information and Access Instructions (from within GotSoccer)**

The [MSYSA Concussion Policy](#) requires that all adult members of MSYSA involved with soccer related activities must complete a concussion awareness online training program prior to participation in any soccer related activities. The required training program is the Heads Up Concussion Training provided by the US Centers for Disease Control and Prevention (CDC), and it must be completed once every 3 years.

Every adult member is responsible for his/her compliance with the online training. The online training program has been integrated into GotSoccer, MSYSA's online registration software. The steps below outline how to access the CDC Heads Up training course from within GotSoccer*.

1. Start by logging into your GotSoccer account. Coaches should use the [Coach Login page](#). Managers (also known as "Team Officials" in GotSoccer) should use the [Manager Login section on this page](#).
2. Once logged into your GotSoccer account, on the homepage there is a section called "CDC Heads-Up Course". Click on the "Learning Center Courses" button in this section.
3. Locate and click on the "Start Course" link. The training will open in a new tab or window.
4. On this new page, enter your full legal name as it should be listed on your completion certificate, and then click "Submit."
5. Proceed with the training. It should take 20-30 minutes to complete. It is best to complete the training in a single sitting.
6. Once you have completed the training, there should be a button to download/print your CDC Heads Up Training certificate of completion. Download and/or print a copy of your CDC Heads Up certificate, and retain a copy for your own records.
7. After exiting the training screen, you should see your certification marked as "Completed" within your GotSoccer account. You may need to refresh the page. You can return to the "Learning Center Courses" section of your GotSoccer account at any time to print out another copy of your Certificate, if needed.

*Note: The CDC Heads Up Training is also available to complete directly on the CDC.gov website. However, completing the training on CDC.gov means it will not sync up to your GotSoccer coach or manager account. Thus, MSYSA **strongly encourages** adult members to complete the CDC Heads Up Training from within a GotSoccer coach or manager account.

Already took the training in GotSoccer? If you have multiple GotSoccer accounts and you already took the CDC Heads Up training through one account, your CDC Heads Up certification can be synced up to your other accounts. Log in to your other account and go to the "Learning Center Courses" section. Look for and click on the "Check Records" button. This tool will search the GotSoccer system for any other accounts, with an identical name and email address, that have a CDC Heads Up completion. If a match is found, it will be updated on your account.

Need to renew your CDC Heads Up certification? If you previously took the CDC Heads Up training in GotSoccer and need to renew, follow the steps outlined above. In Step 3, instead of a "Start Course" button, you will see a "Review Course" button. Click "Review Course" to initiate the training. When complete, a new certificate with an updated date will be issued, and your certification date should update automatically in GotSoccer after refreshing the page.

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