



Michigan State Youth Soccer Association

How to upload a CDC Heads Up certificate

1) Log in to your GotSport account and make sure you are on your profile dashboard page. Once on your dashboard, click on "More Info" next to the Heads Up requirement.

John Test Edit

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

[View Full Profile](#)

Dashboard Account Reporting Team Management Team Scheduling Program Registrations Forms Referee

Danielle Test Club
MI, US

Role	Level	Affiliate	USYS Requirements	Rolling	20/21	21/22	
coach		USYS	Heads Up	Required	Not/Applicable	Not/Applicable	More Info
referee		USYS	Safe Sport	Required	Not/Applicable	Not/Applicable	More Info
			Background Check	Required	Not/Applicable	Not/Applicable	More Info

2) If you have already completed the Heads Up course, try clicking the Check Records button below to have the course completion matched to your account. Check Records will only work if the name and email on your GotSport account matches your old GotSoccer Legacy account exactly. Refresh/reload the page after a few moments to see if your certification was added to your GotSport account. If it does not sync successfully using Check Records, click "Show Heads Up Upload Form" underneath it.

Heads Up

Status Required

[Check Records](#) Launch Heads Up

[Show Heads Up Upload Form](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
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Risk Management

Enforced By: Michigan State Youth Soccer Association

Contact Information

Phone number: 734-459-6220

Address: 9401 General Drive, Plymouth, MI 48170, US

Reports older than 07/01/2018 have expired



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3) Upload your Heads Up certificate and enter in the date found on your certificate as the “Completed Date.”

Note: CDC Heads Up certificates are valid for 3 years. Do not upload a certificate if it is no longer valid.

Heads Up

Status Required

[Check Records](#) [Launch Heads Up](#)

[Hide Heads Up Upload Form](#)

Heads Up Document Upload

Optional Notes Completed Date

*Please upload proof of completion

[Choose File](#) No file chosen

[Upload Document](#)

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US

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4) Once you select Upload Document, your certificate will be put into “Review” status to be verified by MSYSA. Since these uploads need to be manually reviewed, please allow a few business days for your status to update.

Heads Up

Status Required

[Check Records](#) [Launch Heads Up](#)

[Show Heads Up Upload Form](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
942225	06/30/2021 20:00	06/30/2021 20:00	07/01/2021 12:33	Review

Risk Management

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Note: A copy of your CDC Heads Up certificate may be stored (and available for download) in your GotSoccer Legacy coach or manager account. The MSYSA State Office does not keep records of CDC Heads Up certificates. If you cannot locate your certificate, we recommend that you retake the CDC Heads Up course (click the ‘Launch Heads Up’ button) in order to obtain a valid certification.