



Michigan State Youth Soccer Association

How to upload a SafeSport 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 Safe Sport 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](#)

Navigation: 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 SafeSport 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 account on SafeSport.org 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 Safe Sport Upload Form" underneath it.

Safe Sport

Status Required

Access Code: YC3E-6P5G-YYIL-CS2M [Start Course](#)

Already completed this course?

If you have already completed the course or recently completed a refresher, click the Check Records button to look up a and email address.

[Check Records](#)

[Show Safe Sport 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 07/01/2020 have expired



Michigan State Youth Soccer Association

3) Upload your SafeSport certificate (which can be downloaded from your account on SafeSport.org), and enter in the date found on the bottom of your certificate as the “Completed Date.”

Note: SafeSport certificates are valid for 1 year. Do not upload a certificate if it is no longer valid.

Safe Sport

Status Required

Access Code: YC3E-6P5G-YYIL-CS2M Start Course

Already completed this course?
If you have already completed the course or recently completed a refresher, click the Check Records button to lookup a completed record matching your name and email address.

Check Records

[Hide Safe Sport Upload Form](#)

Safe Sport Document Upload

Optional Notes Completed Date

*Please Upload proof of completion

Choose File No file chosen

Upload Document

Risk Management

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Phone number 734-459-6220

Address 9401 General Drive
Plymouth, MI 48170
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.

Safe Sport

Status Required

Access Code: YC3E-6P5G-YYIL-CS2M Start Course

Already completed this course?
If you have already completed the course or recently completed a refresher, click the Check Records button to lookup a completed record matching your name and email address.

Check Records

[Show Safe Sport Upload Form](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
942100	06/30/2021 20:00	06/30/2021 20:00	07/01/2021 12:15	Review

Risk Management

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Plymouth, MI 48170
US

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Note: MSYSA does not have access on the back-end of SafeSport.org to help with SafeSport account/password lookups, restoring training progress, downloading a copy of SafeSport certificates, or other IT-related questions. The SafeSport Online Training Help Desk can assist with these issues. You may call (720) 676-6417 to reach the Help Desk directly, submit a help request online (<https://www.safesport.org/contact>), or you can email the Help Desk: help.desk@safesport.org.