





Michigan State Youth Soccer Association

Club Admins – How to Track Risk Management Requirements in GotSport

Background Checks, SafeSport, and CDC Heads Up for Coaches & Managers

- Go to Club Management (along the left-side menu) and click on Coaches or Managers
- In the right-most column, 'Requirements' for each user are shown as either Incomplete or Complete:

Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
<input type="checkbox"/>  Guzman, Danielle	danielleguzman@hotmail.com	5555555555				Incomplete Edit
<input type="checkbox"/>  Pearson, Julie	jpearson@michiganyouthsoccer.org jpearson@michiganyouthsoccer.org			USYS		Complete Edit

Complete = All State Requirements are Fulfilled, Approved, and Unexpired

Incomplete = 1 (or more) State Requirements are not Fulfilled, Approved, or Unexpired

- You can use filters at the top of your screen to filter by Complete/Incomplete Requirements. First, select "USYS" as the Affiliation. Next, for "Requirements Status" select Complete or Incomplete. A new filter will appear that will allow you to search by a specific requirement type (Background Check, SafeSport, etc.). Click the Search button.

Affiliation

USYS

Requirements Status ⓘ

Complete

Requirement Type

Background Check ▾

Note: The Requirements column of your search results will still reflect the person's completion status (Complete/Incomplete) for all 3 Requirements. For example, if you filter by Complete > Background Check, some users may still show with a red Incomplete if their background check is Fulfilled/Approved but their SafeSport and/or CDC Heads Up are not yet complete.



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- Click on a specific account name and go to the Requirements tab at the top of the screen to view more details about that person's Requirements:

Account Requirements Forms

12471 / Coaches / Theisen, Ryan

Requirements

Type	Enforced By	Status	Last Report Status
Heads Up	Michigan State Youth Soccer Association Reports older than 06/18/2018 have expired	Fulfilled	Approved
Safe Sport	Michigan State Youth Soccer Association	Required	Expired

- Click a specific Requirement Type (e.g., "Heads Up") along the left column to view more details about that person's specific Requirement:


Heads Up

Status **Fulfilled**

Report History

ID	Date Submitted	Date Completed	Updated	Status
849212	06/17/2021 16:11	06/17/2021 16:11	06/17/2021 16:11	Approved
848004	10/19/2020 00:00		06/17/2021 16:07	Approved

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 06/18/2018 have expired



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Contacting Coaches or Managers with Incomplete Requirements

From your search results, select coaches or managers that you want to contact along the left-most column (checkboxes), and email them from GotSport by clicking the “Send Message” button.

Coaches

Displaying all 4 coaches

Bulk Actions (3)

<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	 Guzman, Danielle	danielk
<input type="checkbox"/>	 Pearson, Julie	jpearsc jpearsc
<input checked="" type="checkbox"/>	 TestITC, TestITC	itc@mic
<input checked="" type="checkbox"/>	 Theisen, Ryan	rtheisei rtheisei

You can customize your message to your coaches and managers. Here is an example:

Selected Managers - New Message




























Message Type: HTML Email Sending Method: Bulletin

From Name: MSYSA Reply To: dhenry@michiganyouthsoc Additional Recipient: Signature: Select One...

Risk Management Header Logo Footer Logo

Available Variables

File Edit Insert View Format Table Tools

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Good afternoon,

GotSport shows that you have incomplete Risk Management Requirements. Please log into your account and review the Requirements on your Dashboard.

system.gotsport.com

Thank you

Updated 8/13/2021