



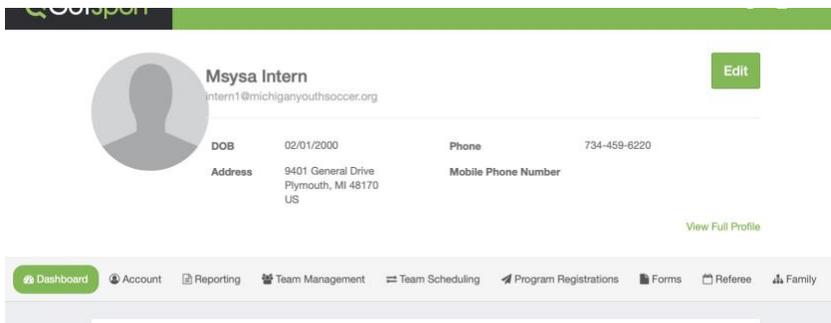
# Michigan State Youth Soccer Association

## Instructions for Completing CDC Heads Up in GotSport

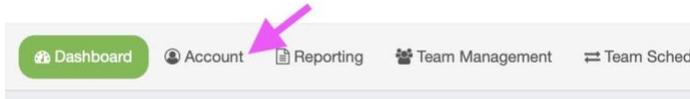
The CDC Heads Up Concussion training must be completed every 3 years.

1. Log in to your account: [system.gotsport.com](http://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.

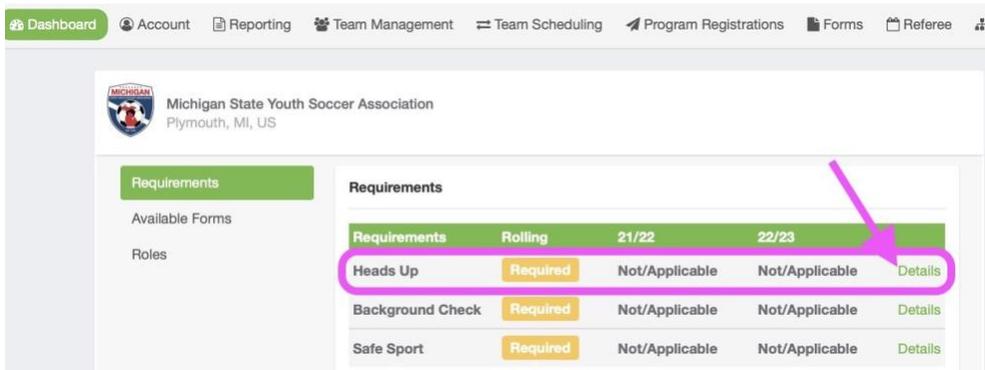
2. In the top-right corner of your screen, click the 'Profile' icon. This will take you to your Account Dashboard:



3. Before starting your CDC Heads Up training, first click on the 'Account' tab to ensure your profile is complete. Be sure that your legal name, gender, DOB, Phone number, and Address are filled out on your account. If you make any changes on your account, click the green 'Save' button at the bottom of the Account page.



4. To proceed with the CDC Heads Up training, go to the Dashboard tab. View the Requirements associated with your Club(s). Find **Heads Up** and click the green 'Details' text along the right side.





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5. Click the yellow 'Launch Heads Up' button.

Launch Heads Up

Note: If you already have a CDC Heads Up certification associated with your account, you may not need to complete the training at this time. You can review your Report History to determine if/when you need to renew your CDC Heads Up certification.

Report History				
ID	Date Submitted	Date Completed	Updated	Status

6. A module should open on your screen. Click the orange 'Start Training' button.

Start Training

7. Proceed through the video training. Note: You should complete the training in a single 'sitting.' If you stop the training prior to completion, you will have to start over from the beginning. Note: The post-training 'quiz' is **not required**.

8. Once you've completed the final lesson of the training, click the blue **X** button a single time, located at the top-right of your screen. Please allow a few seconds for the page to load. You should be redirected to the Heads Up Requirement within your GotSport account. Your status should update to Approved if you successfully finished the training.

9. Return to your Account Dashboard by clicking the Profile icon in the top-right corner of your screen. Your CDC Heads Up Requirement should now be Fulfilled, and the word "Heads Up" should now be a green, clickable link. Click on the green **Heads Up** text under your Requirements in order to save/download a copy of your certificate.

Requirements					
USYS Requirements	Rolling	21/22	22/23		
Heads Up	Approved	Fulfilled	Not/Applicable	Not/Applicable	Details
Background Check	Approved	Fulfilled	Not/Applicable	Not/Applicable	Details
Safe Sport	Approved	Fulfilled	Not/Applicable	Not/Applicable	Details

Note: In a few recent instances, certain users could not properly exit the training, and subsequently the Heads Up certification did not appear in their GotSport account. This often happened when completing the training on a mobile phone/tablet. If experiencing this issue, please take a photo/screenshot of the final completion screen, and upload it to your GotSport account using the instructions [here](#).

Updated 02.22.2022