How to Upload a CDC Heads Up certificate into GotSport

1) Log in to your GotSport account and make sure you are on your profile Dashboard page. Once on your Dashboard, click on "Details" next to the Heads Up Requirement.

2) Click "Show Heads Up Upload Form"

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3) Use the 'Choose File' button to add your CDC Heads Up certificate. Enter in the date found on the bottom of your certificate as the "Completed Date." The date MUST be entered in the MM/DD/YYYY format (including a four-digit year). 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 Do not upload a certificate if it is no longer valid.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
02/02/2022

*Please upload proof of completion

Choose File no file selected

Upload Document

4) Once you select the blue 'Upload Document' button, your certificate will be put into "Review" status. A member of MSYSA Staff will review your certificate within a few business days. Verified certifications will be changed to 'Approved' status. Since uploaded documents are manually reviewed, please allow 2-3 business days for your Requirement 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
2601615	02/01/2022 19:00	02/01/2022 19:00	02/22/2022 14:05	Review

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