



Michigan State Youth Soccer Association

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.

Heather Test
heathertest@gotsport1.com

DOB: 01/15/1997 Phone: Edit

Address: US Mobile Phone Number: View Full Profile

Dashboard | Account | Reporting | Team Management | Team Scheduling | Program Registrations | Forms | Referee | Family

Michigan State Youth Soccer Association
Plymouth, MI, US

| Requirements | Rolling | 21/22 | 22/23 | Details |
|------------------|----------|----------------|----------------|---------|
| Heads Up | Required | Not/Applicable | Not/Applicable | Details |
| Background Check | Required | Not/Applicable | Not/Applicable | Details |
| Safe Sport | Required | Not/Applicable | Not/Applicable | Details |

2) Click “Show Heads Up Upload Form”

Heads Up

Status: Required

Check Records Launch Heads Up

Show Heads Up Upload Form

Report History

| ID | Date Submitted | Date Completed | Updated | Status |
|----|----------------|----------------|---------|--------|
|----|----------------|----------------|---------|--------|

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 02/22/2019 have expired



Michigan State Youth Soccer Association

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 Do not upload a certificate if it is no longer valid.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

*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 |

Updated 02/22/2022