



Michigan State Youth Soccer Association

How to Upload a SafeSport 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 Safe Sport Requirement.

The screenshot shows a user profile for Heather Test with details like DOB (01/15/1997) and Address (US). Below the profile is a navigation menu with options like Dashboard, Account, Reporting, Team Management, Team Scheduling, Program Registrations, Forms, Referee, and Family. The main content area shows the Michigan State Youth Soccer Association profile with a 'Requirements' section. A table lists requirements for Rolling periods 21/22 and 22/23. The 'Safe Sport' requirement is highlighted with a purple box, and a purple arrow points to its 'Details' link.

Requirements	Rolling	21/22	22/23	
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) If you have already completed the SafeSport course, try clicking the yellow ‘Check Records’ button to have the course completion synced with your GotSport account. Check Records will only work if the name and email on your GotSport account matches your account on SafeSportTrained.org exactly. You may need to click the yellow button more than once to send the request through. 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.

The screenshot shows the 'Safe Sport' section with a 'Status' field marked as 'Required' and a 'Start Course' button. Below, it asks if the user has completed the course and provides a 'Check Records' button (highlighted with a purple box) and a 'Show Safe Sport Upload Form' link. To the right is the 'Risk Management' section, which includes the Michigan State Youth Soccer Association logo, enforcement details, and contact information (Phone: 734-459-6220, Address: 9401 General Drive, Plymouth, MI 48170, US). A note at the bottom states 'Reports older than 02/22/2021 have expired'.



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3) Use the 'Choose File' button to add your SafeSport certificate (which can be downloaded from your account on SafeSportTrained.org). 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: SafeSport certificates are valid for 1 year. Do not upload a certificate if it is no longer valid.

Safe Sport

Status Required

[Start Course](#)

Already completed this course?
Press check records button below to search for SafeSport records.

[Check Records](#)

[Hide Safe Sport Upload Form](#)

Safe Sport Document Upload

Optional Notes

Completed Date
01/02/2022

*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.

Safe Sport

Status Required

[Start Course](#)

Already completed this course?
Press check records button below to search for SafeSport records.

[Check Records](#)

[Show Safe Sport Upload Form](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
2601540	01/01/2022 19:00	01/01/2022 19:00	02/22/2022 13:51	Review



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Note: MSYSA does not have access on the back-end of the SafeSportTrained.org website to help with SafeSport account/password lookups, restoring training progress or previous course history, downloading a copy of SafeSport certificates, or other IT-related questions. If needed, you can [submit a support ticket](#) on the SafeSport Support Hub. When filling out the form, choose 'Soccer' for NGB / PSO Organization.

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