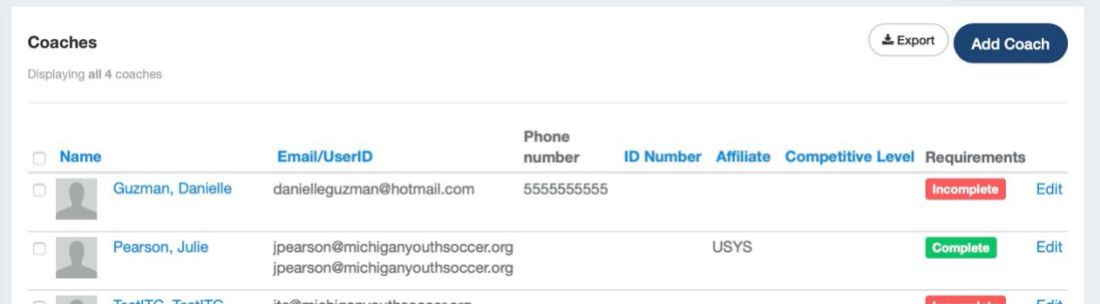
Club Admins – How to Track Risk Management Requirements in GotSport

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:

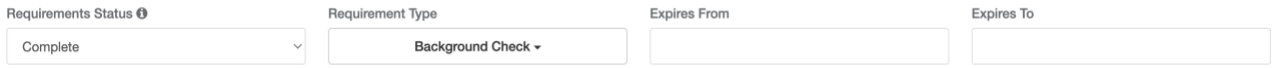


Complete = All 3 RM Requirements are Fulfilled, Approved, and Unexpired
Incomplete = 1 (or more) RM Requirements are not Fulfilled, Approved, or Unexpired

- 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 either 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.

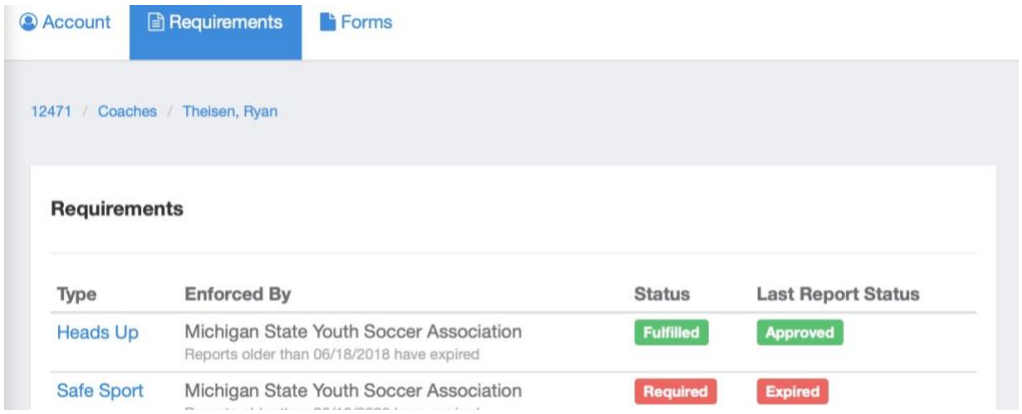
Note: The Requirements column of your search results will still reflect the person's completion status (Complete/Incomplete) for *all 3 Requirements*. For example, if you filter by Complete > Background Check, some users may still show with a red Incomplete if their background check is Fulfilled/Approved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

Once you select a certain Requirement, 2 additional boxes appear which allow you to narrow down **when** a person's Requirement will expire. We recommend using these Expiration Date filters only if a single Requirement is chosen under the 'Requirement Type' field.

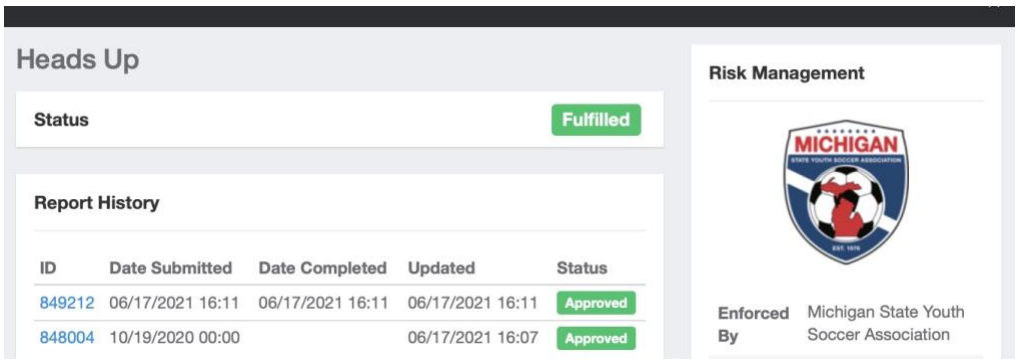


An example for using this feature would be viewing which coaches have a background check that expires between now and the end of the season. Enter in today's date in the "Expires From" box and enter the last day of the season in the "Expires To" box. Click the Search button. The coaches who appear in your search results would be those who currently have an approved background check, but whose background check will expire at some point between those two dates.

- To view more details about a specific person's Requirements, click on the account name and go to the Requirements tab at the top of the screen.

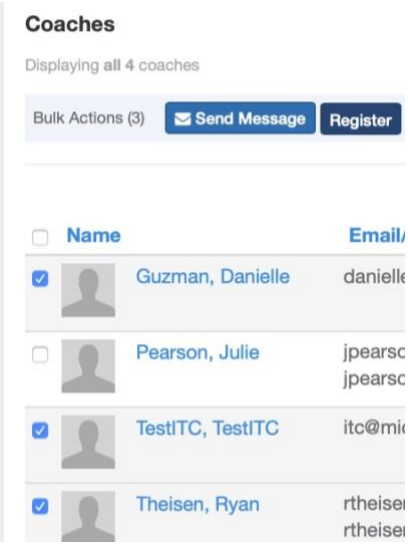


- Click a specific Requirement Type (e.g., "Heads Up") along the left column to view more details about that person's specific Requirement:

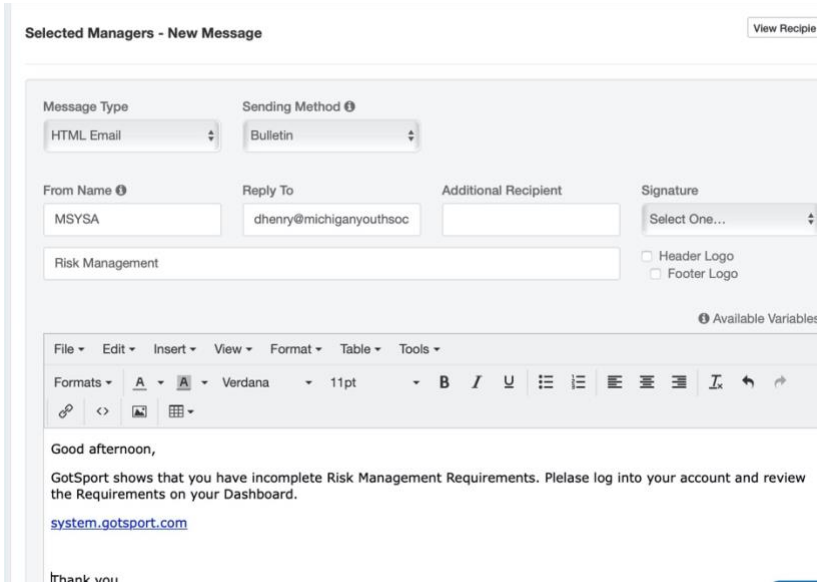


Contacting Coaches or Managers with Incomplete Requirements

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



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



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