



Michigan State Youth Soccer Association

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:

Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
<input type="checkbox"/> Guzman, Danielle	danielleguzman@hotmail.com	5555555555				Incomplete Edit
<input type="checkbox"/> Pearson, Julie	jpearson@michiganyouthsoccer.org jpearson@michiganyouthsoccer.org			USYS		Complete Edit

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.

Affiliation

USYS

Requirements Status ⓘ

Complete

Requirement Type

Background Check ▾

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.



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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.

Requirements Status Requirement Type Expires From Expires To

Complete Background Check

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.

Account Requirements Forms

12471 / Coaches / Theisen, Ryan

Requirements

Type	Enforced By	Status	Last Report Status
Heads Up	Michigan State Youth Soccer Association Reports older than 06/18/2018 have expired	Fulfilled	Approved
Safe Sport	Michigan State Youth Soccer Association	Required	Expired

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


Heads Up

Status Fulfilled

Report History

ID	Date Submitted	Date Completed	Updated	Status
849212	06/17/2021 16:11	06/17/2021 16:11	06/17/2021 16:11	Approved
848004	10/19/2020 00:00		06/17/2021 16:07	Approved

Risk Management



Enforced By Michigan State Youth Soccer Association



Michigan State Youth Soccer Association





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.

Coaches

Displaying all 4 coaches

Bulk Actions (3)

<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	 Guzman, Danielle	danielk
<input type="checkbox"/>	 Pearson, Julie	jpearsc jpearsc
<input checked="" type="checkbox"/>	 TestITC, TestITC	itc@mic
<input checked="" type="checkbox"/>	 Theisen, Ryan	rtheisei rtheisei

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

Selected Managers - New Message






















Message Type: HTML Email Sending Method: Bulletin

From Name: MSYSA Reply To: dhenry@michiganyouthsoc Additional Recipient: Signature: Select One...

Risk Management: Header Logo Footer Logo

Available Variables

File Edit Insert View Format Table Tools

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Good afternoon,

GotSport shows that you have incomplete Risk Management Requirements. Please log into your account and review the Requirements on your Dashboard.

system.gotsport.com

Thank you

Updated 03/23/2022