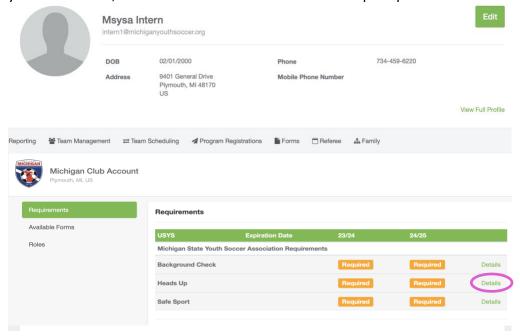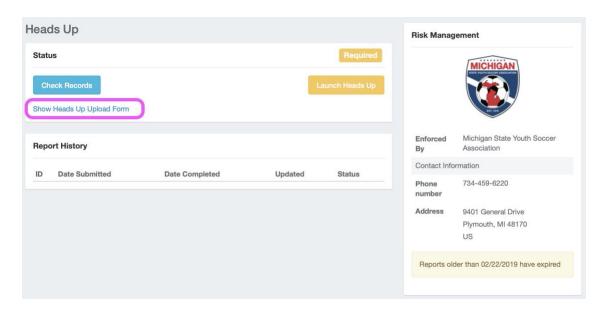# Michigan State Youth Soccer Association

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.
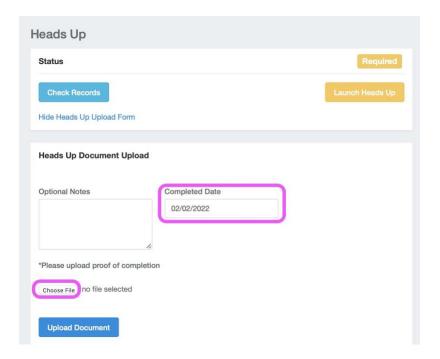

2) Click "Show Heads Up Upload Form"

9401 General Drive, Suite 120 - Plymouth, MI 48170
Phone: (734) 459-6220 Fax: (734) 459-6242
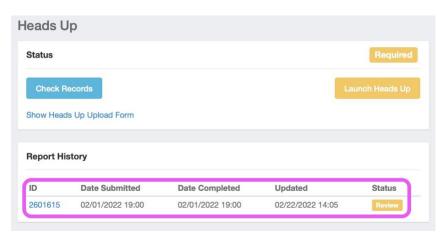Website: www.michiganyouthsoccer.org
Email: stateoffice@michiganyouthsoccer.org

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 Do not upload a certificate if it is no longer valid.

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.

Updated 07/16/2024

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