




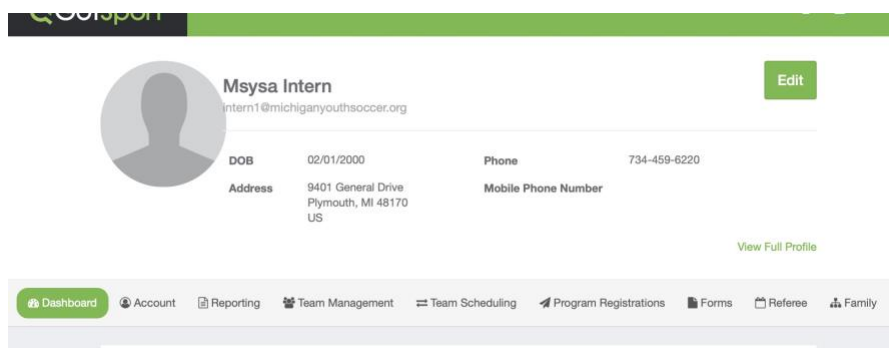
Michigan State Youth Soccer Association

Instructions for Completing SafeSport Training in GotSport

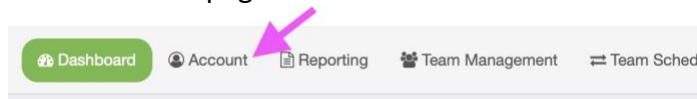
The SafeSport Training must be completed annually (every 12 months).

In the first year, the Core SafeSport Training is required. During the 3 subsequent years, SafeSport Refreshers 1, 2, and 3 become available to take. Only one 'Refresher' course is required each year. Once a person has completed the full training series (Core training and 3 Refresher trainings), the cycle restarts again with the Core SafeSport Training.

1. Log in to your account: system.gotsport.com
 - If you have an account but do not have your password, use the [Password Reset tool](#) (enter the email address associated with your account)
 - If you have issues logging into your GotSport account, contact your Club Administrator.
2. In the top-right corner of your screen, click the 'Profile' icon. 
This will take you to your Account Dashboard:



3. Before accessing the SafeSport Training, first click on the 'Account' tab to ensure your profile is complete. Be sure that your legal name, gender, DOB, Phone number, and Address are filled out on your account. If you make any changes on your account, click the green 'Save' button at the bottom of the Account page.





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- To access the SafeSport training, go to the Dashboard tab. View the Requirements associated with your Club(s) & Role(s). Find **Safe Sport** and click the green 'Details' text along the right side.

Michigan Club Account
Plymouth, MI, US

Requirements

Available Forms

Roles

USYS	Expiration Date	23/24	24/25
Michigan State Youth Soccer Association Requirements			
Background Check		Required	Required
Heads Up		Required	Required
Safe Sport		Required	Required

Start Course

- On the next page, click the blue 'Start Course' button. This will redirect you to the SafeSportTrained.org website.

Note: If you already have a SafeSport certification associated with your account, you may not need to complete the training at this time. You can review your Report History to determine if/when you need to renew your SafeSport certification.

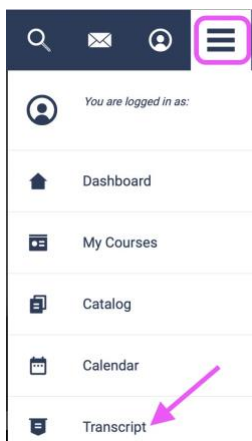
Report History				
ID	Date Submitted	Date Completed	Updated	Status

- The SafeSportTrained.org website should open in a new tab or window.
 - If this is your first time completing the SafeSport Training**, and you did not previously have an account used for SafeSport Training on any other website, then you should enter the requested information to create a new account. Enter your information (name, email address, etc.) so it matches exactly with the information on your GotSport account.
 - If you have previously completed the SafeSport Training**, instead of creating a new account, click the 'Login' button in the top-right corner and enter your username and password to login.
- Once logged into the SafeSportTrained.org site, you will be taken to your Dashboard. Scroll down and click on the "My Courses" button.
 - If this is your first time completing the SafeSport Training**, you should see the Core SafeSport Training course, which is labeled as *SafeSport Trained - U.S. Soccer Federation*. Click 'Start' to view more information about the course.



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- **If you previously completed one or more SafeSport Training courses**, you should see a record of the courses you have completed already, along with the next available course in the series for you to take (most likely, one of the Refreshers). Find the next appropriate course and click 'Start' to view more information about the course.
 - **If you've already completed the full SafeSport Training series**, including Refresher 3, then you will need to restart the training series again. In that scenario, you should see an option to 'Re-enroll' in the Core training course. First click Re-enroll, and then click Start to view more information about the course.
8. You should now be taken to a page providing more information about the training course you selected. Scroll down to the bottom of the Training page, and click Enroll. Next, click the Start button. The page should refresh once more. To begin the course, scroll down and click the Start button one more time, which should open the training.
 9. Once you have completed the training, return to your Dashboard on SafeSportTrained.org. To view a copy of your SafeSport Certificate, first click the menu icon (three horizontal lines) in the top-right corner of the page, and then select 'Transcript.'



You should see a record of the course history & certificates associated with your account. Click the blue 'Download' button next to the Certificate you wish to view. The certificate should display in a new tab or window, and can be downloaded or printed from there. We recommend you retain a copy for your own records.

Certificates			
Course Title ▲	Valid From ▶	Expires ▶	View
Refresher 1: Recognizing and Reporting Misconduct	February 1, 2022 8:34 AM	February 1, 2023 8:34 AM	<div style="text-align: right;"> ⏰ Certificate is expired Download </div>



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10. Return to your account Dashboard on GotSport and view your SafeSport Requirement (by clicking the green 'Details' text). The system will not update automatically in GotSport once you have completed the training. Click the yellow 'Check Records' button to sync up your certification. As long as your SafeSport account and GotSport account use the exact same first name, last name, and email address, your SafeSport Certification should update on your GotSport account within a few seconds. You may need to click the yellow button more than once to send the request through.

Safe Sport

Status

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

[Check Records](#)

[Show Safe Sport Upload Form](#)

If you have tried using the 'Check Records' button and your SafeSport Certification will not sync to your account, another option is to upload your SafeSport Certificate into your account instead. On this same page, click "Show Safe Sport Upload Form."

Use the 'Choose File' button to add your SafeSport 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).

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](#)



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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

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.

Updated 07/16/2024