



Michigan State Youth Soccer Association

SafeSport Instructions for Adult Athletes Participating in N1

These instructions are for any U19 player participating in the 2026-27 N1 season **that was born on or before July 31, 2009**. US Club Soccer administers player registration for N1 and has a different process from MSYSA on how SafeSport certificates are approved in GotSport. For players who **do not** play in N1 please follow [these instructions](#) to complete your MSYSA requirements.

IMPORTANT NOTES

Please review the notes below prior to following the instructions that begin on the next page

- US Club Soccer's SafeSport process requires the adult athlete's parent/guardian to login to GotSport and add a unique Email/User ID to their child's account in order for them to complete the SafeSport requirement (Steps 1 & 2).
- If you are not aware that you have a parent account already set up in GotSport, go to [this page](#) to login, click on the "Forgot Password" button, and enter the email you gave your club when registering your child, to receive a temporary password to access your account. If you do not receive an email, or you do not see your child linked to your account (Step 1), please contact your club administrator to confirm the parent account information associated with your child.
- For players who are still 17, but will turn 18 by July 31, 2027, the parent will need to complete a "Parent Acknowledgement" form (Step 5) prior to the adult athlete being able to complete the SafeSport Training. If the player is already 18, the "Parent Acknowledgment" form will not appear, and you can skip to Step 6.



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Step 1:

- First, the parent/guardian will need to [login](#) to their GotSport account. If you are not aware of your GotSport login, please refer to the 2nd bullet point in the Important Notes section on the page above.
- Once logged in, locate the "Family" button and click on it. The button can be accessed through the tabs at the top, or the tabs on the left side after clicking Account.
- Click onto the name of your child.



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Step 2:

- Input a unique Email/UserID for the child/player. This email must not already be in use in GotSport otherwise you will receive an error.
- The email should match the email that will be used for the child/player's SafeSport account.
- After inputting a UserID, click "Save".

The screenshot shows the GotSport web application interface. The top navigation bar includes links for Dashboard, Account, Reporting, Team Management, Team Scheduling, Program Registrations, Forms, Referee, and Family. The left sidebar lists various account management options. The main content area displays the user's profile information, including a photo upload section, a College Recruiting section with an NCSA logo, and a form for personal details. The 'Email/UserID' field is highlighted with a red box and contains the text 'charlesbailey1@testing.com'.

GotSport

Dashboard Account Reporting Team Management Team Scheduling Program Registrations Forms Referee Family

Account

- Roles
- Rosters
- Tickets
- Emergency Info
- Family
- Documents
- Billing
- Recruiting Profile

Profile Themes Media Links

Photo

Choose File No file chosen

Please upload a passport style portrait. This photo will appear on your association identification card or official roster.

College Recruiting

Connect with Next College Student Athlete!

Get Started

NCSA

First Name Middle Name Last Name Suffix

Charles Bailey

Preferred First Name

Email/UserID

charlesbailey1@testing.com

Contact Email

Gender

Male

DOB

February 5 2005

Preferred Date Format

mm/dd/yyyy

Preferred Language

English (US) (English (US))

Graduation Year

GPA

Password



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Step 3:

- If your child/player is already 18 years old you may skip to Step 6.
- If your child/player is still 17 years old stay within the child's profile, click on the "Dashboard".

GotSport

Dashboard Account Reporting Team Management Team Scheduling Program Registrations Forms Referee Family

Account

- Roles
- Rosters
- Tickets
- Emergency Info
- Family
- Documents
- Billing
- Recruiting Profile

Profile Themes Media Links

Photo
Choose File No file chosen
Please upload a passport style portrait. This photo will appear on your association identification card or official roster.

College Recruiting
Connect with Next College Student Athlete!
NCSA
Get Started

First Name Middle Name Last Name Suffix
Charles Bailey

Preferred First Name Email/UserID Contact Email
testuser@test.com

Gender DOB
Male February 5 2005

Preferred Date Format Preferred Language
mm/dd/yyyy English (US) (English (US))

Graduation Year GPA

Password



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Step 4:

- Under "Requirements", you will see "SafeSport".
- Click on "Details" next to SafeSport.

Go!Sport

Address 774 S Shelmore Blvd Ste 104
Mount Pleasant, SC 29464
US

Phone Number 2

[View Full Profile](#)

Dashboard Account Events Reporting Team Management Team Scheduling Program Registrations Forms Referee Family

ZZ - US Club Soccer Test Org
Myrtle Beach, SC, US

Requirements

Available Forms ⚠

Roles

USCLUB Requirements	Rolling	21/22	22/23	
SOR-Disqualification-Suspension Review (Players) certification by Member Org Admin	Not/Applicable	Required	Required	Details
Proof Of Birth	Not/Applicable	Required	Required	
Safe Sport	Not/Applicable	Pending	Pending	Details
Registration Status	N/A	Not Valid	Not Valid	



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Step 5:

- After clicking on "Details", you will now see the "Parent Acknowledgement". This form should only appear if the child/player is still 17 years old.
- Input your first, last name, and signature.



Safe Sport

Status

Required

Parent First Name

Parent Last Name

Parent Signature

Save Reset

Parental Permission

I hereby give permission for my child to complete this requirement

☐ Agree

Submit

Report History

ID	Date Submitted	Date Completed	Updated	Status
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Risk Management



Enforced By Hunter Bay SA

Contact Information

Phone number

Address 12442
US

Reports older than 02/10/2021 have expired



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Step 6:

- After the parent has submitted the acknowledgment, the player can now complete the course. The parent can sign out of GotSport, and the player can sign in [here](#). If this is the player's first time signing in, the "Forgot Password" button will need to be used.
- Once signed in, click on "Dashboard".
- The SafeSport requirement should now show as "Pending" if the "Parent Acknowledgment" in Step 5 was completed. If the player is 18 years old it should just show as "Required".
- Click "Details" next to the requirement.

GotSport MONITOR. FILTER. CONTROL. Know everything they do on the PC and internet.

Charles Bailey
charlesbailey1@testing.com

DOB: 03/05/2006 Phone: 321-388-0545
Address: 123 Main St, Scholy, NY 12345, US Phone Number 2:

View Full Profile

Navigation: Dashboard, Account, Events, Team Management, Team Scheduling, Program Registrations, Forms, Referee, Family

Hunter Bay SA
Jacksonville Beach, FL, US

Requirements

Requirement	Expiration Date	23/24	24/25	Action
West Virginia Soccer Association Requirements				
SafeSport	None	Pending	Pending	Details
Proof of Birth Verification		Required	Required	
International Transfer Clearance (ITC) Questionnaire		Required	Required	Details



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Step 7:

- Click on "Start Course".
- A new window will open to create your SafeSport course.

GotSport

Safe Sport

Status Required

Start Course

TIMEFRAME:

To be eligible for the 2022-23 registration year, a SafeSport Core or Refresher course must be completed on or after June 1, 2022. To be eligible for the 2021-22 registration year, a SafeSport Core or Refresher course must be completed on or after June 1, 2021.

INSTRUCTIONS - TO TAKE COURSE:

If you need to complete SafeSport training, click the **Start Course** button and follow the instructions starting with Step 4 of this help article.

INSTRUCTIONS - APPLY SAFESPORT COURSE COMPLETION TO YOUR GOTSPORT ACCOUNT VIA THIS PAGE:

There are two ways to automatically sync your training between your SafeSportTrained.org account and GotSport, as follows:

Risk Management

US Club Soccer

Enforced By US Club Soccer

Contact Information

Phone number 8434290006

Address 774 S Shelmore Blvd Ste 104
Mount Pleasant, SC 29464
US

Reports older than 05/31/2022 have expired



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Step 8:

- Once redirected to SafeSportTrained.org, log in using your credentials or select "Forgot Password" to access an existing player account (if the player has previously completed a SafeSport course). If the player is new to SafeSport, please create a new account.

The information provided should be that of the player, not the parent/guardian.

To be eligible for the 2026-27 registration year, one of the following four SafeSport courses must be completed on or after June 1, 2026:

- SafeSport Trained - U.S. Soccer Federation - this is also referred to as "Core" training
- SafeSport Refresher 1
- SafeSport Refresher 2
- SafeSport Refresher 3

Those courses are available via either the My Courses or Catalog menu section of your SafeSportTrained.org account. More specifically, you should complete the next available course in the four-year cycle listed above. The cycle repeats after Refresher 3. **Only one course needs to be completed each year.**



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The following courses do not satisfy this requirement:

- SafeSport for Youth Athletes
- SafeSport for Adult Athletes
- SafeSport for Kids
- Parent's Guide to Misconduct in Sport
- Mandatory Reporter
- Creative Safe and Inclusive Environments for Athletes with Disabilities

Once finished, save the player's course completion certificate, which is accessible via the Transcripts menu section of SafeSportTrained.org.

If you have technological or account access issues related to the SafeSportTrained.org platform, please submit a ticket to the U.S. Center for SafeSport directly.



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Step 9:

- As the adult athlete, once you have completed the course, you must sync your course to update the requirement status to fulfilled.
- Click on "Dashboard" again and "Details" next to SafeSport.

GotSport

Dashboard Account Reporting Team Management Team Scheduling Program Registrations Forms Referee Family

Account Profile Themes Media Links

Photo [Choose File] No file chosen. Please select a passport style format. This photo will appear on your association identification card or official roster.

College Recruiting Connect with Next College Student Athlete! Get Started

First Name Charles Middle Name Bailey Last Name Suffix

Preferred First Name Email/UserID Contact Email testuser@test.com

Gender Male DOB February 5 2005

Preferred Date Format mm/dd/yyyy Preferred Language English (US) (English (US))

Graduation Year GPA

Password



Charles Bailey
charlesbailey1@testing.com

Reset Updates Edit

FIFA ID: N/A USYS ID: N/A

DOB 02/05/2006

Phone 321-388-5045

Address 123 Main St
Schdy, NY 12345
US

Phone Number 2

View Full Profile

GotSport

Dashboard Account Events Team Management Team Scheduling Program Registrations Forms Referee Family

Hunter Bay SA Jacksonville Beach, FL, US

Requirements Available Forms Roles

Requirements	Expiration Date	23/24	24/25	
USYS				
West Virginia Soccer Association Requirements				
SafeSport	None	Pending	Pending	Details
Proof of Birth Verification		Required	Required	
International Transfer Clearance (ITC) Questionnaire		Required	Required	Details
Proof of Age Document Repository		Required	Required	Details

Hunter Bay SA Requirements



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Step 10:

- Click on "Check Records" to auto-sync.

If that method is unsuccessful, you may copy and paste the completion code provided on your transcript.



as follows:

1. First, leave the completion code field blank and click the **Check Records** button below to sync based on exact match of first name, last name + email address.

2. If that doesn't work, enter your SafeSport certificate completion code (shown at the bottom of your certificate) below and then click the **Check Records** button to sync based on exact match of that code + last name. Your completion certificate is accessible via the [Transcripts menu section of your SafeSportTrained.org](#) account.

Please be aware that sometimes the **Check Records** button does not engage with the first click. Also, once engaged, please allow 10-15 seconds for the result to be displayed at the top of the page (you may need to scroll up). If a record is found/synced and the requirement is marked "fulfilled" for the applicable season, no further action is needed.

If neither of those work, please manually upload your completion certificate by clicking the **Show Safe Sport Upload Form** link below. Please note that certificates uploaded via this method must be manually reviewed by US Club Soccer staff, which may result in a delay. Therefore, please exhaust each of the automated options described above first.

Already completed this course?

Press check records button below to search for SafeSport records.

Completed Code

Check Records

[Show Safe Sport Upload Form](#)



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If you are unable to auto-sync, please select the "Show SafeSport Upload Form" option. This will enable you to upload a PDF of your certificate. Once submitted, the status will be updated to "In Review," and your governing body will manually verify and approve the certificate before it is marked as fulfilled.

- Please refer to this article for instructions:
[How to Access and Upload Your SafeSport Certificate](#)

Updated 7/30/2026