



## How to do Safesport Certification in GotSport



**Note: This process is not for Referees**

Referees should reach out to [referees@ntxsoccer.org](mailto:referees@ntxsoccer.org)

**\*All background checks and safesports expire every year on May 31<sup>st</sup>\***

You will only have one log in for the new system and can use that same log in to access any organizations or teams you are assigned to. This helps eliminate the need for multiple log ins.

You will log in with your personal profile log in. Do not use a spouse's or a child's.

1. Log into your GotSport account at <https://system.gotsport.com/>
2. Click on the person icon in the top right: 
3. Click on Profile:  Profile
4. You will automatically be on the dashboard tab.
5. If you do not see any organizations listed on the dashboard tab, contact the club or association to have them add you to their organization.

If you are attached already, you will see your organizations listed. If you have multiple, you do not have to do the required USYS background check and USYS safesport on each one. You only have to do it under one organization and it will then link to all the others automatically once approved. This is for USYS only, we are not affiliated with US Club. So anything labeled US Club will not work for our organization requirements.

6. For Safesport, click on Details.
7. **CURRENT USERS** – For those who HAVE completed safesport before, click on **ACCESS SAFESPORT** and log in your account. Do next available refresher course. If you already did Refresher 3, then you will be starting over again at the initial course as required by Safesport. This is why you are asked to only complete the next refresher you have not done, not all of them. *See note for any technical difficulties at end of instructions.*

**NEW USERS – For those who have not completed safesport before, click on START COURSE – you will need to create your account.**

**Use the same email you use in gotSPORT please and your LEGAL first and last name.**

**Complete information on “Sign Up” page.**

**If prompted, log in to the new account you just created.**

**Click on “Menu” and select “Catalog.”**

**Click the Start button for “SafeSport Trained – U.S. Soccer Federation” to complete the course. You only need to do the initial course, not the refreshers, if this is your first time doing safesport. It is in your best interest to not do all the refreshers so you have them available for following years.**

*\*Note: As Safesport comes out with new refreshers, they may make some longer than the previous ones\**

#### **HOW TO DOWNLOAD CERTIFICATE OF COMPLETION:**

- 1. Please select the “Menu” icon at the top right of your page.**
- 2. Select “Transcript”.**
- 3. Once the transcript page displays, locate the most current completion for the course under the “Certificates” section.**
- 4. Download the certificate by selecting the “Download” button at the right of the completed course.**

#### **UPLOAD CERTIFICATE WHEN COMPLETE:**

**Click on Check Records. If it does not link your certificate after you hit this, then you will upload your certificate for review. Upload your certificate of completion to your GotSPORT profile if did not link. Go to gotSPORT profile, more info for safesport, then Show Safe Sport Upload Form. It will show Review when uploaded. Only upload once. NTSSA will review this and approve within 48 business hours. Please do not upload multiple times.**

**For a safesport certificate to be valid, it must be dated AFTER May 31<sup>st</sup> for the current soccer year. So please do not do your course until June 1<sup>st</sup> for the valid soccer year.**

If you have already completed all available refreshers prior to the expiration date and no others are available, you may email the certificate with your full name, date of birth, association/club name, and if you are a coach, manager, or admin to [brittany@ntxsoccer.org](mailto:brittany@ntxsoccer.org) to update for you.

If you are not linked to an organization yet, but want to go ahead and do your course, you may do so by going directly to <https://safesporttrained.org/#/public-dashboard>

If you have completed safesport or a refresher for the current soccer year and it still shows Required or Incomplete in GotSport then please upload your most recent completed certificate to your gotspot profile. Instructions were provided above.

***Safesport Technical Difficulties:***

Any technical issue on the safesport website (not gotspot), you will direct it to the safesport help portal found on website main page or follow this link:

<https://safesport.atlassian.net/service desk/customer/portal/4>

NTSSA does not run the safesport website; therefore, we are unable to assist with any account issues you have on their website. You must reach out to them directly.

Any questions that are not related to safesport technical issues with website, you can send to [brittany@ntxsoccer.org](mailto:brittany@ntxsoccer.org)