



**Completing Background Checks/CDC  
Concussion Course**



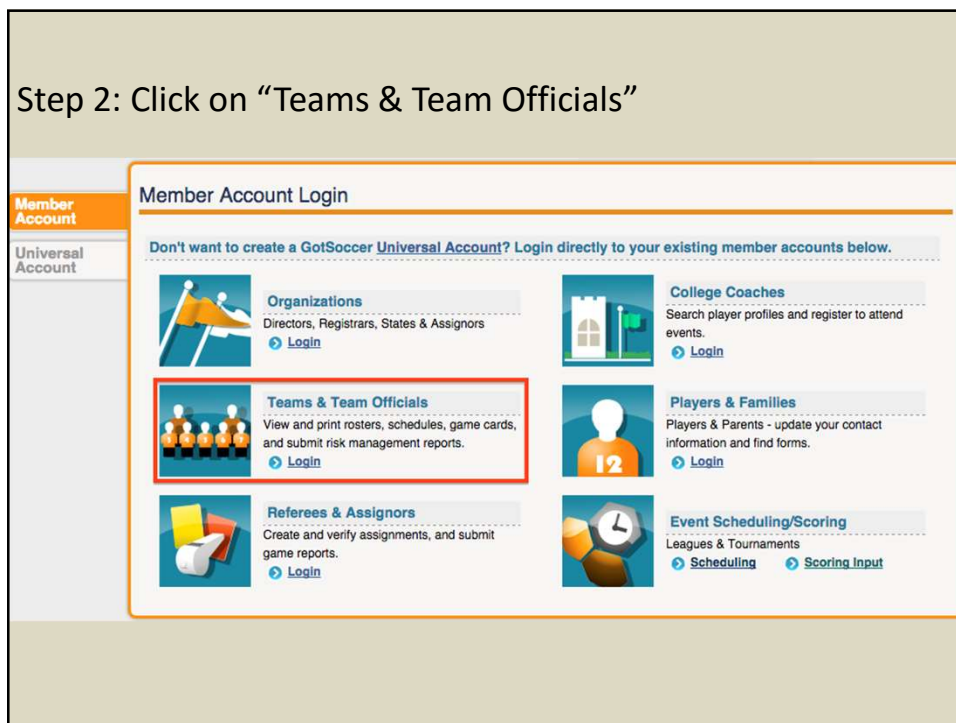
**Signing into your GotSoccer account**

Step 1: Go to [www.gotsoccer.com](http://www.gotsoccer.com) and click on “User Login”



The screenshot shows the GotSoccer website homepage. The navigation bar at the top right contains links for "User Login", "Support", and "Home". The "User Login" link is highlighted with a red box. Below the navigation bar is a banner for the "2015 Mount Laurel United Columbus Day Tournament". A secondary navigation bar lists categories like "Rankings", "Magazine", "Sheuneenio", "News", "Local", "Featured Tournaments", "Videos", "Clubs", "Tournaments", and "Software". Below that is a "GOTSOCCKER MAGAZINE" banner with the text "UP TO DATE SOCCER NEWS • COMPLETELY FREE" and a "READ NOW!" button.

Step 2: Click on “Teams & Team Officials”



The screenshot shows the "Member Account Login" page. On the left, there are two account types: "Member Account" (highlighted in orange) and "Universal Account". The main content area is titled "Member Account Login" and includes a sub-header: "Don't want to create a GotSoccer Universal Account? Login directly to your existing member accounts below." There are six login options, each with an icon, a title, a description, and a "Login" link:


- Organizations**: Directors, Registrars, States & Assignors. Login link.
- College Coaches**: Search player profiles and register to attend events. Login link.
- Teams & Team Officials**: View and print rosters, schedules, game cards, and submit risk management reports. Login link. This option is highlighted with a red box.
- Players & Families**: Players & Parents - update your contact information and find forms. Login link.
- Referees & Assignors**: Create and verify assignments, and submit game reports. Login link.
- Event Scheduling/Scoring**: Leagues & Tournaments. Includes links for "Scheduling" and "Scoring Input".

### Step 3: Log into either your “Coach” or “Manager” account

**Member Account Login**

**Member Account**  
Universal Account

**Team Account**

 Username   
Password   
[Login](#)

[Team Account Lookup](#)

New to GotSoccer?  
[Create Your Account](#)

**Individual Coach**

Username   
Password   
[Login](#)

[Coach Account Lookup](#)

**Individual Manager**

Username   
Password   
[Login](#)

[Manager Account Lookup](#)

Please contact the club that you are coaching or managing for if you do not have your login credentials

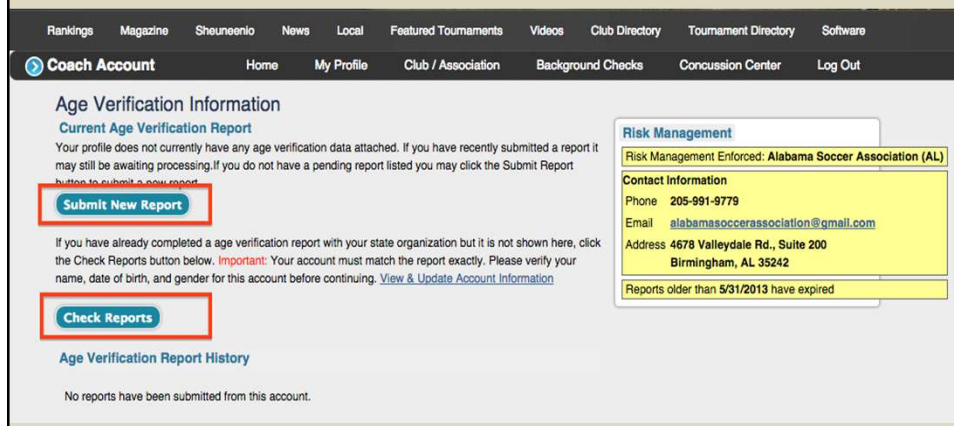


### Completing Background Check

## Step 1: Click on "Background Checks"



## Step 2: Click "Submit New Report"



If you completed a background check in a different account within the system you may click "Check Reports" and the system will link your current background report as long as your name, date, and email address in your profile is the same in both accounts.

### Step 3: Fill out information click "Submit"

**Coach - Dave Buchanan**

**Personal Information**

Legal Name: Dave Buchanan  
 Gender:  Male  Female  
 Date of Birth: [Month] [Day] [Year]  
 State ID#: [ ]  
 Gov't Visa#: [ ]  
 Home Phone: [ ]  
 Work Phone: [ ]  
 Address: [ ]  
 City: [ ]  
 State: [ ]  
 Zip Code: [ ]  
 Email Address: dave@gotssport.com  
 License: [ ]  
 Grade: [ ]

**Background Information Disclosure**

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

YES If yes, please explain [ ]

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime against a person? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

YES If yes, please explain [ ]

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of any violation of the law other than a minor traffic violation? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

YES If yes, please explain [ ]

State Registered: Alabama

**Background Check Agreement & Digital Signature**

**Important!** You must scroll to the bottom of the agreement to reach the digital signature area. Please read and review all information before submitting. Once you submit the background check form it cannot be modified.

**Background Check Agreement**

**Digital Signature**

In addition to the information above, you assert that the information on this form is accurate and complete and you voluntarily consent to a background check being performed.

I Do Not Agree  I Agree

### Step 4: View completed background check submission

**Coach Account** Home My Profile Club / Association **Background Checks** Concussion Center Log Out

**Background Check Information**

**Current Background Check Report**

Your profile is attached to the following report:

Report # 00624566  
 Submitted 2/23/2015 12:17:08 PM  
 Response 2/23/2015 12:22:13 PM  
 Status Florida Youth Soccer Association (FL): Approved - (Expiring on: 6/30/2015)  
 Submitted: 2/23/2015  
 Card [Print Card](#)

**Background Check Report History**

Date Submitted	Response Date	Status	
2/23/2015 12:17:08 PM	2/23/2015 12:22:13 PM	Approved	<a href="#">View</a> <a href="#">Print Card</a>

**Risk Management**

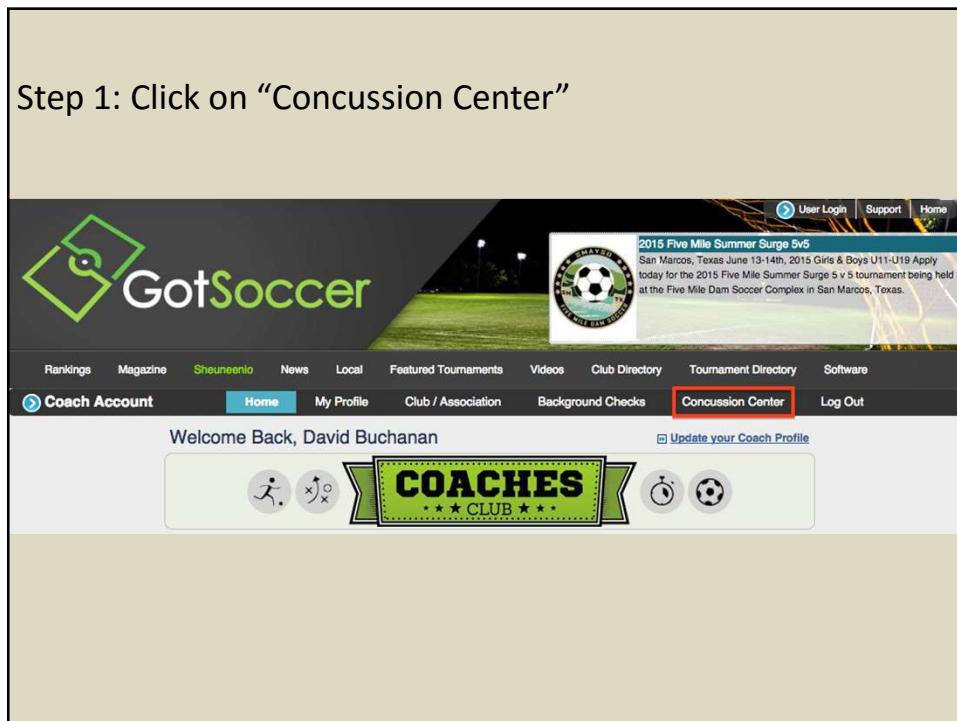
Risk Management Enforced: Florida Youth Soccer Association (FL)

**Contact Information**

Phone 863-268-8220  
 Fax 863-268-8221  
 Email [info@fyaa.com](mailto:info@fyaa.com)  
 Address 2828 Lake Myrtle Park Road  
 Auburndale, FL 33823

Reports older than 5/30/2014 have expired

This is what will show in your account after you have submitted a report. At first the status will be "Under Review" until it is officially approved by the state



## Step 2: Click on the Heads Up Concussion Test

**Coach Account** Home My Profile Club / Association Background Checks **Concussion Center** Log Out

**Information**  
Courses

**Concussion Center Information**

**GotSoccer's Total Concussion Management Program**  
Overview of several key elements regarding concussion management for youth soccer coaches. [More Info](#)

**How to Administer Baseline Concussion Tests in GotSoccer** [More Info](#)

**Center for Disease Control (CDC) Heads Up Concussion Test**  
Take the CDC's , *Heads Up*, concussion course today! We will keep a log of the test and you will be able to print a certificate after completing the online course from your GotSoccer account. [Go to Courses Page](#)

## Step 3: Click "Start Course"

**Coach Account** Home My Profile Club / Association Background Checks **Concussion Center** Log Out

**Information**  
**Courses**

**Available Courses**

**HEADS UP CONCUSSION IN YOUTH SPORTS** [ImPACT Test Center »](#)

**Status** Not Taken [Start Course](#)

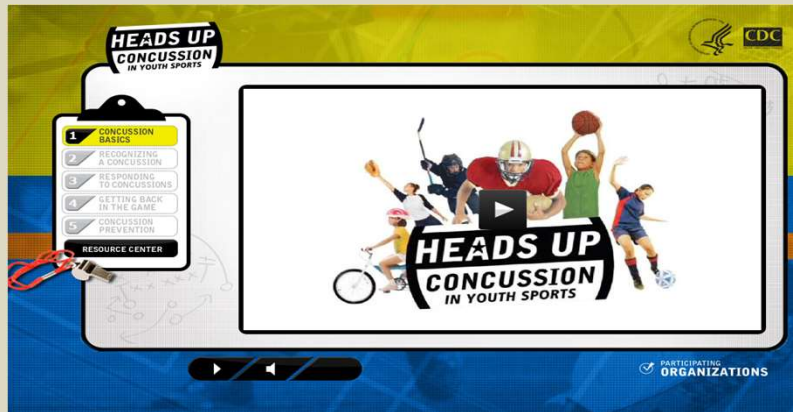
**Already completed this course?**  
If you have multiple accounts, your completed course records may be attached to your other account. Click the Check Records button to lookup a completed record matching your name and email address.

[Check Records](#)

If you completed the Heads Up Concussion Test in a different account within the system you may click "Check Records" and the system will link your current course certificate as long as your name, date, and email address in your profile is the same in both accounts.



#### Step 4: Click play and complete the test



Do NOT let the device you are using time out as it will cause you to log out and lose your connection to GotSoccer which will then not link the certificate to your coach account. It is recommended to start and finish all in one sitting with no breaks.

#### Step 5: View completed course

This is what will show up in your account when you have successfully completed the Heads Up Concussion Test