

Background Check Submission

1. Go to the email you received when your account was created by your club. An example of the email is below. It will contain the link to login to your account, as well as the username and password. If you need your login information, you can reset your login information after clicking the link or you can contact your club to get the login credentials. Within the accounts, coach and managers are almost identical so these instructions apply to both account types.

Coach Account Creation Email:

Your profile has been created



Your Club has created an online Coach Profile for you.

To edit your profile go to <http://www.gotsport.com/asp/coaches/>

Your username is: 14264706 and your password is: wd4022az.

You can change your password once in the administration page of your profile.

Manager Account Creation Email:

Your profile has been created



Your Club has created an online Manager Profile for you.

To edit your profile go to <http://www.gotsport.com/asp/managers/>

Your username is: 15624281 and your password is: vg1466wd.

You can change your password once in the administration page of your profile.

2. Once you are logged in, click on MY PROFILE. Input all the required information, which is highlighted in blue squares in the screenshot below.

A screenshot of the GotSoccer user profile page for a Coach Account. The top navigation bar includes 'Coach Account', 'Home', 'My Profile', 'Club / Association', 'Background Checks', 'Learning Center', and 'Log Out'. The 'Background Checks' tab is highlighted in yellow. On the left, a sidebar menu has 'Address & Account', 'Coach Profile', 'Secure Documents', and 'Password'. The main content area is titled 'Club Information' and 'Coach Contact Information'. The 'Basic Information' section includes fields for 'Full Legal Name' (Jimmy Sparkman), 'Gender' (Male), 'Date of Birth' (9/5/1990), and 'State Registered' (Colorado). The 'Contact Information' section includes 'Display Name' (Jimmy Sparkman), 'Address' (4643 S Ulster Street, Suite 250), 'City' (Denver), 'State' (CO), 'Zip Code' (80237), 'Country' (United States), 'Email Address' (jsparkman@coloradosoccer.org), and 'Phone' (3033462777). The 'Photo' section on the right shows a placeholder for a photo and an 'Upload' button highlighted in red. Below the photo section is a 'Coaches Club Magazine Subscription' section with a 'View GotSoccer Magazine' button. At the bottom right, there is an 'Account Summary' section with a 'Save' button.

3. Under MY PROFILE, you will need to upload a passport-style photo as well, so it appears on your coaching pass. Click on UPLOAD on the right side under the photo section (highlighted in red in the screenshot above). Click on CHOOSE FILE and select the picture file on your computer. The photo must be in JPG or GIF format and must be passport-style. (No photos with multiple people, full body shots, pictures from distance or blurry photos).
4. Once Steps 3 and 4 have been completed, click BACKGROUND CHECKS in the grey menu bar at the top of the page (highlighted in the yellow box in the screenshot above).

5. Under the BACKGROUND CHECKS, scroll down and below the video on concussions, there will be two buttons that can be used:
- SUBMIT NEW REPORT (in red below) is for anyone that either has a background check nearing expiration or a new coach/manager that needs to submit a background check. Click this if you are new and continue to Step 6.
 - CHECK REPORTS (in blue below) is for anyone that has already submitted a background check in another account, whether it be an organization account, your other coach/manager account if you're with more than one club, or a manager account that is also coaching or a coach that is also managing a team. If you click this, skip to Step 8.

If you are not seeing options of SUBMIT NEW REPORT or CHECK REPORTS, you are not logged into the account that your club created for you. You must login to the account that your club created. Please contact your club if you don't see these options.

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

Background Check Information

Current Background Check Report
Your profile does not currently have any background check data attached. If you have recently submitted a report it may still be awaiting processing. If you do not have a pending report listed you may click the Submit Report button to submit a new report.

Concussion Awareness - Please watch before submitting background check

Concussion Awareness - Prevention and Care
from GotSoccer

- Consider all perspectives
- Know the cues and take action
 - The player's health and safety is the priority
 - Don't put a player back in the game without clearance from a healthcare professional
 - The referee will keep stopping the game unless the player is properly cleared

12:35 vimeo

Submit New Report

If you have already completed a background check report with your state organization but it is not shown here, click the Check Reports button below. **Important:** Your account must match the report exactly. Please verify your name, date of birth, and gender for this account before continuing. [View & Update Account Information](#)

Check Reports

Background Check Report History
No reports have been submitted from this account.

Risk Management
Risk Management Enforced by:
Colorado Soccer (CO)
Contact Information
Phone (303) 346-2777
Fax 303-648-6933
Email gotsoccer@coloradosoccer.org
Address 4643 South Ulster Street Suite 250
Denver, CO 80237
Reports older than 8/2/2017 have expired

6. After clicking SUBMIT NEW REPORT, you will reach the screen below. Complete as much of the information as possible. Not all of it is required, but the more information provided, the quicker the background check will process. This information is NOT permanently stored in your account and goes instantly to the background check processor, NCSI/SSCI. [Click here to visit their website.](#)

NOTES

- SSN: If you do not have a social security number, input 899-99-9999 to get the report submitted. DO NOT LEAVE IT BLANK
- Gov't Visa#: If you are in the United States on a Visa, please input the visa number here.
- License: Skip this field
- Grade: Skip this field
- Previous Residences: If you miss any addresses, do not worry. So long as everything else is complete and accurate, it will be processed accurately.
- Background Information Disclosure: These are required to have an answer. Please follow the instructions for each of the three disclosures.
- Agreement and Digital Signature: Select I AGREE and click SUBMIT.

➔ Coach Account
Home
My Profile
Club / Association
Background Checks
Learning Center
Log Out

Coach - Jimmy Sparkman

Personal Information

Legal Name	Jimmy	Sparkman			
	First	Middle	Last	Suffix	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female				
Date of Birth	9	/	5	/	1990
	Month	Day	Year		
SSN	899	-	99	-	9999
State ID#	Driver's License Number				
Gov't Visa#	If you have a Visa				
Home Phone	3033462777				
Work Phone					
Address	4643 S Ulster Street, Sutie				
City	Denver				
State/Province	CO ▼				
Zip/Post Code	80237				
Email Address	jsparkman@coloradosocce				
License					
Grade					

Previous Residences (in last 5 years)

City, State, Date

If you miss any addresses, do not worry. So long as everything else is complete and accurate, it will be processed accurately.

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 Association Registered Colorado

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

« Cancel
» Submit

7. Once submitted, it takes 7-10 business days for the background check to process and a result to come back to GotSoccer. The information you entered is NOT permanently stored in your account and goes instantly to the background check processor, NCSI/SSCI. [Click here to visit their website.](#) If there are any errors in processing your background check, NCSI/SSCI will contact you via email, so please look out for an email should it ten business days pass since you submitted the check.

8. If you clicked CHECK REPORTS in Step 5, this is where you can continue the process. The account you are trying to attach your existing background check must have certain fields MATCH EXACTLY what is on file with the account that the approved background check is already on file with. Here are the fields that need to match exactly:
 - a. First Name (must match exactly; if it's Jonathan on the approved account, it must be Jonathan on this account, not John, Johnny, etc.)
 - b. Last Name (must match exactly; this includes hyphens and spaces, ie-"Francisco Gonzalez vs. Francisco-Gonzalez)
 - c. Date of Birth

9. If the background check copying was successful, your page will refresh, showing that "Your profile is attached to the following report:," similar to the screenshot below.

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

Background Check Information

Current Background Check Report

Your profile is attached to the following report:

Report #	01055857
Submitted	6/13/2018 12:34:13 PM
Response	6/21/2018 12:52:00 PM
Status	Colorado Soccer (CO): Approved Report#: 1055857 Submitted: 6/13/2018
Card	Print Card

Risk Management

Risk Management Enforced by:
Colorado Soccer (CO)

Contact Information

Phone (303) 346-2777
Fax 303-648-6933
Email gotsoccer@coloradosoccer.org
Address 4643 South Ulster Street Suite 250
Denver, CO 80237

10. If the background check was not copied over, it's because either there is no background check in GotSoccer for you or there's a misspelling or typo in the fields mentioned in Step 8. You will also receive an error below the concussion video, similar to the red section in the screenshot below.

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

Background Check Information

Current Background Check Report

Your profile does not currently have any background check data attached. If you have recently submitted a report it may still be awaiting processing. If you do not have a pending report listed you may click the Submit Report button to submit a new report.

Risk Management

Risk Management Enforced by:
Colorado Soccer (CO)

Contact Information

Phone (303) 346-2777
Fax 303-648-6933
Email gotsoccer@coloradosoccer.org
Address 4643 South Ulster Street Suite 250
Denver, CO 80237

Reports older than 8/2/2017 have expired

Concussion Awareness - Prevention and Care

- Consider all perspectives
- Know the cues and take action
 - The player's health and safety is the priority
 - Don't put a player back in the game without clearance from a healthcare professional
 - The referee will keep stopping the game unless the player is properly cleared

No reports matching your information were found in the state organization records. Please contact your state organization or submit a new report.

If you have already completed a background check report with your state organization but it is not shown here, click the Check Reports button below. **Important:** Your account must match the report exactly. Please verify your name, date of birth, and gender for this account before continuing. [View & Update Account Information](#)

Check Reports

Background Check Report History

No reports have been submitted from this account.