Copying your Background Check, Safe Sport, and Concussion Test to Another Coach/Manager Account

This is an instructional PDF for those coaches/managers that either:

- Coach/manage with multiple clubs,
- Serve as both a coach and a manager,
- Completed the tests and checks under a duplicate account, or
- Are moving clubs.

Before reading, the following key can be used when following the instructions:

- Account 1 is the account that has the approved background check, completed Safe Sport test, and/or the completed concussion test on file already.
- Account 2 is the account that does not have the status on file and you need to copy the status from Account 1 to Account 2.

1. Login to your account.
    a. Coaches can login here.
    b. Managers and Team Officials can login here.
2. Be sure the following information on Account 2 MATCHES EXACTLY what is on file with Account 1. In order for the status to be copied over, the following information has to be identical between Account 1 and Account 2.
    a. First Name
    b. Last Name
    c. Date of Birth
    d. Email Address
    e. PLEASE NOTE: If you are copying an approved background check, you will be unable to edit the name or date of birth on Account 1. You must edit Account 2 to match what is on file with Account 1.

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3. **BACKGROUND CHECK:** Click on "Background Checks" in the grey bar. Scroll to the bottom of the page. Click "Check Reports."

Once you click "Check Reports," your page will refresh. If there is an approved background check on file from Account 1, it will copy over and you will see a yellow box at the top of the page after it refreshes, similar to the image below.
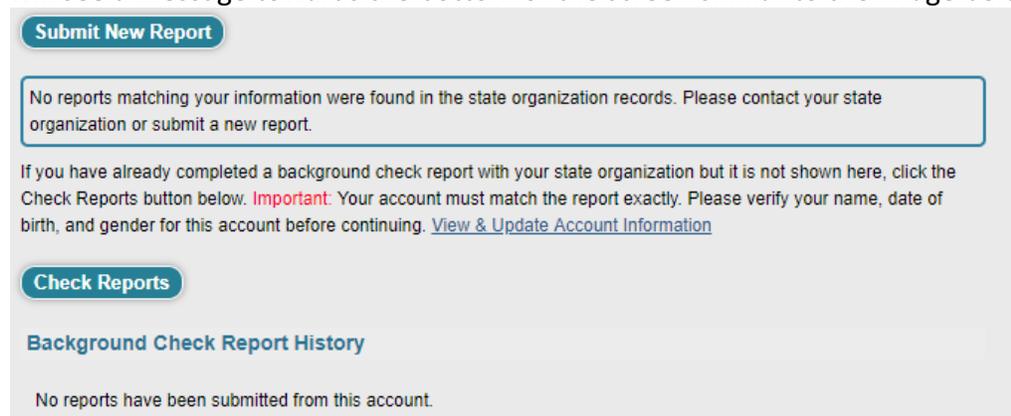
If there is no approved background check that copies over, then either the information in Step 2 is not matching exactly or you have not submitted a background check and you will need to submit one. You will see a message towards the bottom of the screen similar to the image below.


4. **SAFE SPORT CERTIFICATION and CONCUSSION TEST:** Click on "Learning Center" in the grey bar and click on the "Courses" on the left-side of the page.
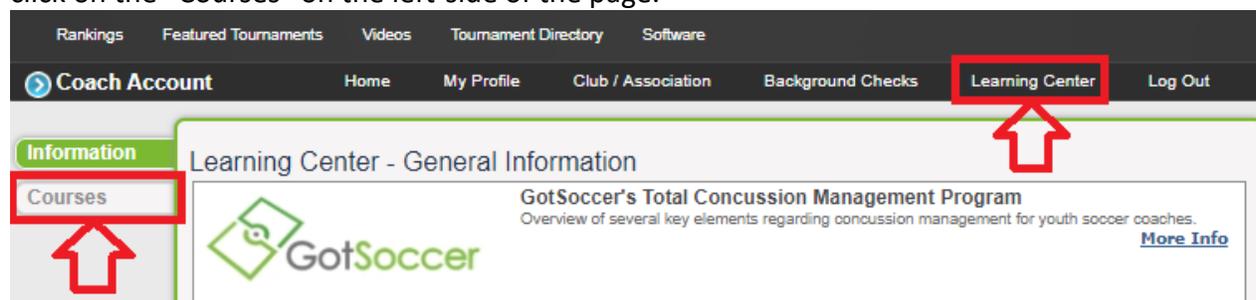

On the next page there will be two boxes: a blue box for Safe Sport and a yellow box for the Concussion Test. Click "Check Records" under the course you need to copy over. **If you need to copy both courses over, you will need to click "Check Records" for Safe Sport and then click it again once the page refreshes for the Concussion Test.**
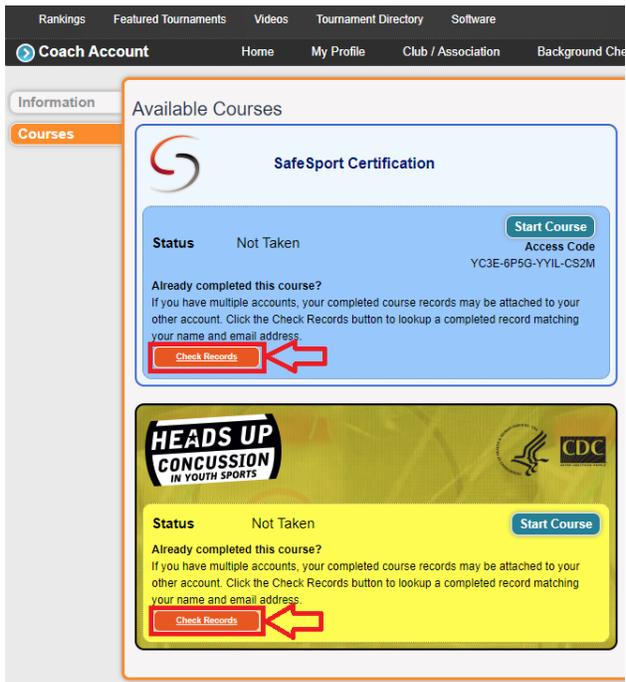
Once you click "Check Reports," your page will refresh. If there is a completed course on file from Account 1, it will copy over and you will see a time stamp that states "Completed MM/DD/YYYY," similar to the image below.

If there is no completed test that copies over, then either the information in Step 2 is not matching exactly or you have not completed the course in Account 1. You will see a message at the top of the page similar to the image below.
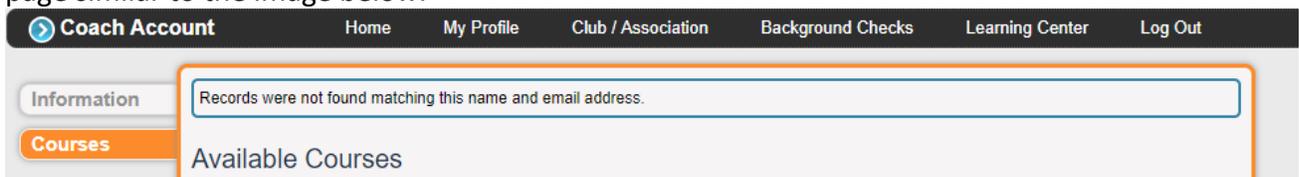
If you have completed the course, but it was not within another GotSoccer account, please email a copy of your completion certificate to riskmanagement@coloradosoccer.org.