

Submitting User Requirements:

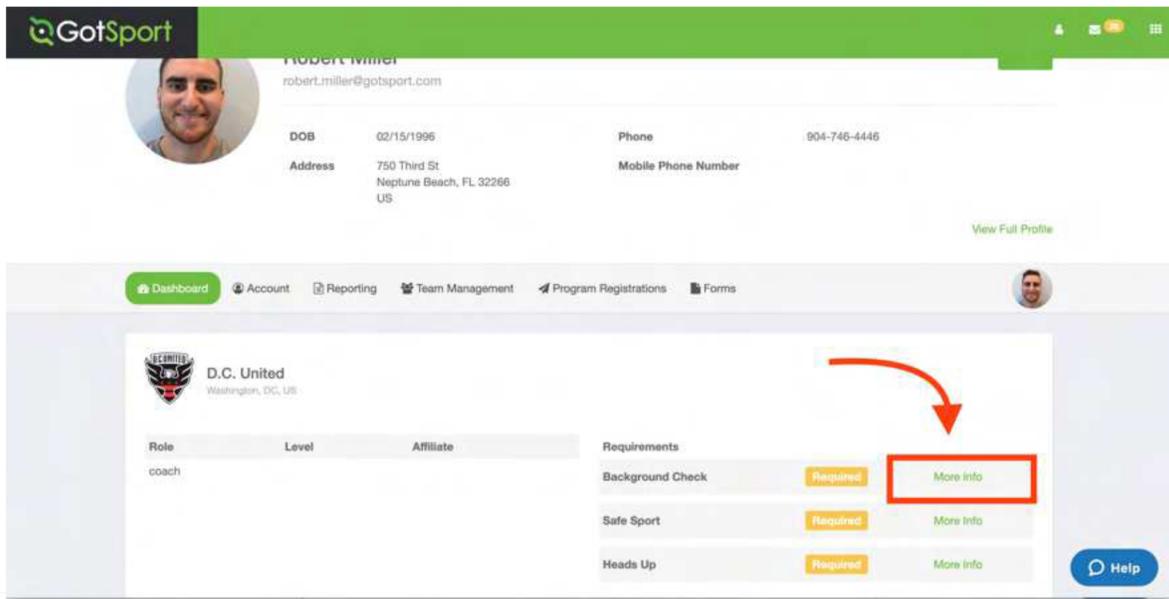
Background Checks

STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

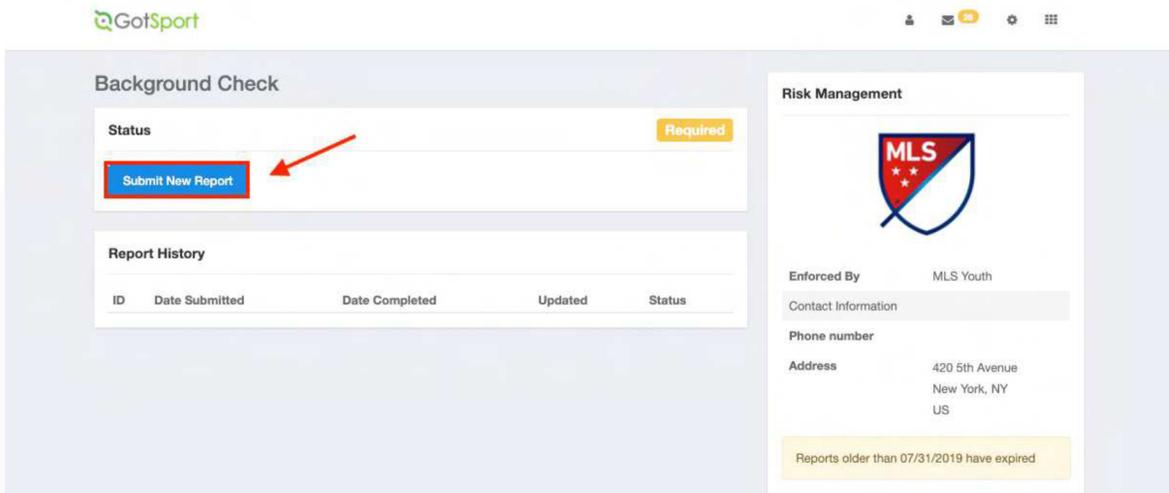
STEP 2

Depending on the role you have with your club, the user requirements will consist of either Intro to Safety, SafeSport, Livescan, Background Check, or all four. These user requirements will be located on your account "Dashboard". Click the "more info" for the respective requirement to continue.



STEP 3

Click "Submit New Report".



STEP 4

Fill out the required information and click the certification checkbox. Be sure to verify your Social Security Number by typing it in a second time. Sign your name on the signature line and save your signature. Lastly, click the submit button on the bottom of the page to submit your report.



Signature box works with mouse or touchscreen

STEP 5

Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements

The screenshot shows the GotSport user dashboard for Mike Nieto. At the top, there is a navigation bar with the GotSport logo and user profile information. Below this, a success message is displayed in a green box: "The report was successfully submitted." Below the message, there is a table of requirements for Addison United SC. The table has columns for Role, Level, Affiliate, and Requirements. The first row shows a coach role at the USYS level, with a requirement for Heads Up, which is marked as Required.

Role	Level	Affiliate	Requirements
coach		USYS	Heads Up Required More Info

