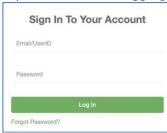


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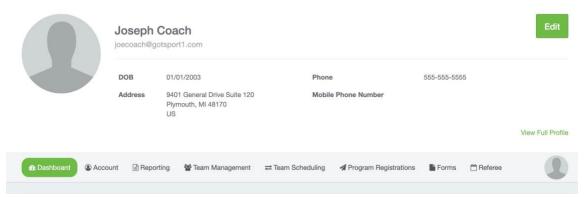
Instructions for Completing CDC Heads Up in GotSport

The CDC Heads Up Concussion training must be completed every 3 years.

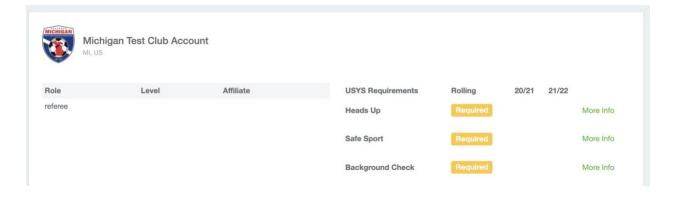
- 1. Log in to your account: system.gotsport.com
 - If you have an account but do not have your password, use the <u>Password Reset tool</u> (enter the email address associated with your account)
 - If you have issues logging into your GotSport account, contact your Club Administrator.



2. In the top-right corner of your screen, click the 'Profile' icon.
This will take you to your Account Dashboard:



3. View the Requirements associated with your Club(s) & Role(s). Find **Heads Up** and click 'More Info' along the right side









Michigan State Youth Soccer Association

Launch Heads Up

- 4. Click Launch Heads Up
 - Note: If you already have a CDC Heads Up certification associated with your account, you may not need to complete the training at this time. You can review your Report History to determine if/when you need to renew your CDC Heads Up certification.



A module should open on your screen. Click Start Training



- Proceed through the video training. Note: You should complete the training in a single 'sitting.' Stopping the training prior to completion means you may need to start over from the beginning.
- 7. After Lesson 5 of the training, you will be redirected back to the Heads Up Requirement of your GotSport account. Your status should update to Approved if you successfully finished the training. Note: The post-training 'quiz' is not required.
- 8. Return to your Account Dashboard by clicking the Profile icon in the top-right corner of your screen. Your CDC Heads Up Requirement should now be Fulfilled, and the word "Heads Up" should now be a green, clickable link. Click on the green "Heads Up" text under your Requirements in order to save/download a copy of your certificate.



Updated 6/18/2021



