



# Michigan State Youth Soccer Association

## Instructions for Completing SafeSport Training in GotSport

The SafeSport Training must be completed annually (every 12 months). In the first year, the Core SafeSport Training is required. In subsequent years, only one 'Refresher' course is required each year.

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

**Sign In To Your Account**

Email/UserID

Password

[Log In](#)

[Forgot Password?](#)

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



**Joseph Coach**  
joecoach@gotsport1.com

[Edit](#)

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<b>DOB</b>	01/01/2003	<b>Phone</b>	555-555-5555
<b>Address</b>	9401 General Drive Suite 120 Plymouth, MI 48170 US	<b>Mobile Phone Number</b>	

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[Referee](#)


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



**Michigan Test Club Account**  
MI, US

Role	Level	Affiliate	USYS Requirements	Rolling	20/21	21/22	
referee			Heads Up	<span style="background-color: #ffc107; padding: 2px;">Required</span>			<a href="#">More Info</a>
			Safe Sport	<span style="background-color: #ffc107; padding: 2px;">Required</span>			<a href="#">More Info</a>
			Background Check	<span style="background-color: #ffc107; padding: 2px;">Required</span>			<a href="#">More Info</a>



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- If this is your first time accessing the SafeSport training, copy the Access Code displayed. Then click Start Course.

Access Code: YC3E-6P5G-YYIL-CS2M

Start Course

- The SafeSport.org website will open in a new tab or window. An “Add Membership” box should appear. “U.S. Soccer” should auto-fill as the Organization, and you will be prompted to enter the Access Code. Enter the Access Code and then click Save.

- Note: If you already have an account on SafeSport.org, you can still click the Start Course button, but then click Cancel for the new account registration. Click the Sign In button in the top-right corner, and log into your existing account. Skip to Step 8.

SIGN IN →

- The next page is a form to register for an account. Enter your full name and email address, and then create a password. \*You **MUST** use the **SAME FIRST NAME, LAST NAME, and EMAIL ADDRESS** for your SafeSport account as what’s listed in your GotSport account.\* Click “Next” to continue, and complete your Profile information. Click “Save” to create your account.
- Once your account is created, check your email for a message from SafeSport to confirm/verify your account. You may need to look in your Spam/Junk folder. Click “Confirm Email Address” link in the email. Then log in to SafeSport using your email address and password you chose.
- When you log in, you should be redirected to your Learning Dashboard (if not, click the Learning Dashboard button from the site menu). This is where you will see the SafeSport Trained course (or Refresher course) available. Click the icon to start the training; it will likely open up in a different tab or window. You can start and stop the training at any time.
- Once you have completed the training, your SafeSport certificate will be available. Download and/or print a copy of your SafeSport certificate, and retain a copy for your own records.
- Return to your account on GotSport. On the SafeSport Requirement page, use the Check Records button to sync up your certification (if it hasn’t already updated). Please allow 1-2 business days for the certification to be synced. As long as your SafeSport account and GotSport account use the exact same first name, last name, and email address, your SafeSport Certification should update on your GotSport account.

Check Records



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Note: MSYSA does not have access on the SafeSport.org website to help troubleshoot issues. **The SafeSport Online Training Help Desk can assist with any problems related to the SafeSport.org website, such as SafeSport account/password lookups, restoring lost training progress, downloading a copy of SafeSport certificates, or other IT-related questions.** To reach the Help Desk, you may call (720) 676-6417, submit a help request online (<https://www.safesport.org/contact>), or send an email: [help.desk@safesport.org](mailto:help.desk@safesport.org).

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