



Michigan State Youth Soccer Association

How to upload a SafeSport certificate into GotSport

1) Log in to your GotSport account and make sure you are on your profile Dashboard page. Once on your Dashboard, click on “Details” next to the Safe Sport Requirement.

Msysa Intern
intern1@michiganyouthsoccer.org

DOB: 02/01/2000 Phone: 734-459-6220
Address: 9401 General Drive, Plymouth, MI 48170, US Mobile Phone Number

View Full Profile

Dashboard | Account | Reporting | Team Management | Team Scheduling | Program Registrations | Forms | Referee | Family

Michigan Club Account
Plymouth, MI, US

Requirements

USYS	Expiration Date	23/24	24/25
Michigan State Youth Soccer Association Requirements			
Background Check		Required	Required
Heads Up		Required	Required
Safe Sport		Required	Required

2) If you have already completed the SafeSport course, try clicking the yellow ‘Check Records’ button to have the course completion synced with your GotSport account. Check Records will only work if the name and email on your GotSport account matches your account on SafeSportTrained.org exactly. Refresh/reload the page after a few moments to see if your certification was added to your GotSport account. If it does not sync successfully using Check Records, click “Show Safe Sport Upload Form” underneath it.

Safe Sport

Status Required

[Start Course](#)

Already completed this course?
Press check records button below to search for SafeSport records.

[Check Records](#)

[Show Safe Sport Upload Form](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
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Risk Management

Enforced By: Michigan State Youth Soccer Association

Contact Information

Phone number: 734-459-6220
Address: 9401 General Drive, Plymouth, MI 48170, US

Reports older than 02/22/2021 have expired



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3) Use the 'Choose File' button to add your SafeSport certificate (which can be downloaded from your account on SafeSportTrained.org). Enter in the date found on the bottom of your certificate as the "Completed Date." The date MUST be entered in the MM/DD/YYYY format (including a four-digit year). Note: SafeSport certificates are valid for 1 year. Do not upload a certificate if it is no longer valid.

Safe Sport

Status Required

[Start Course](#)

Already completed this course?
Press check records button below to search for SafeSport records.

[Check Records](#)

[Hide Safe Sport Upload Form](#)

Safe Sport Document Upload

Optional Notes

Completed Date
01/02/2022

*Please Upload proof of completion

[Choose File](#) no file selected

[Upload Document](#)

4) Once you select the blue 'Upload Document' button, your certificate will be put into "Review" status. A member of MSYSA Staff will review your certificate within a few business days. Verified certifications will be changed to 'Approved' status. Since uploaded documents are manually reviewed, please allow 2-3 business days for your Requirement status to update.

Safe Sport

Status Required

[Start Course](#)

Already completed this course?
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[Check Records](#)

[Show Safe Sport Upload Form](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
2601540	01/01/2022 19:00	01/01/2022 19:00	02/22/2022 13:51	Review



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Note: MSYSA does not have access on the back-end of the SafeSportTrained.org website to help with SafeSport account/password lookups, restoring training progress or previous course history, downloading a copy of SafeSport certificates, or other IT-related questions. If needed, you can [submit a support ticket](#) on the SafeSport Support Hub. When filling out the form, choose 'Soccer' for NGB / PSO Organization.

Updated 07/16/2024

