



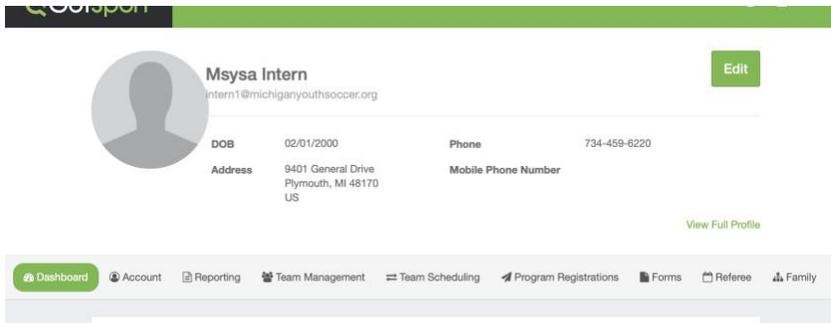
# Michigan State Youth Soccer Association

## Instructions for Completing CDC Heads Up in GotSport

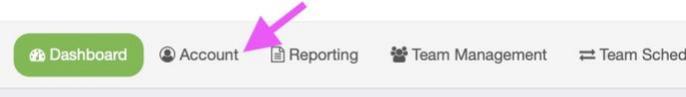
The CDC Heads Up Concussion training must be completed every 3 years.

1. Log in to your account: [system.gotsport.com](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.

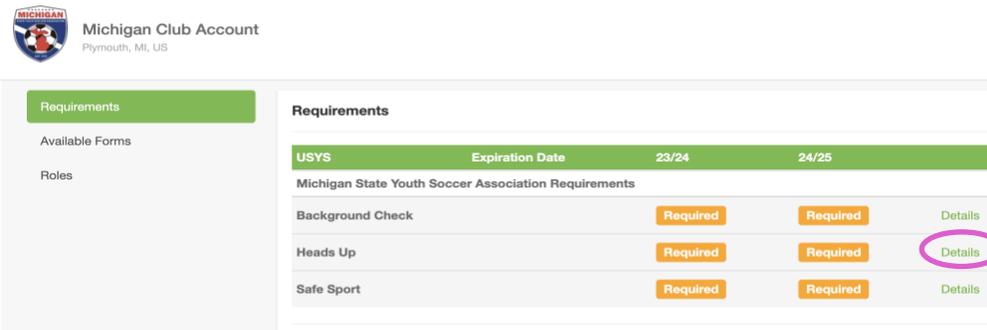
2. In the top-right corner of your screen, click the 'Profile' icon. This will take you to your Account Dashboard:



3. Before starting your CDC Heads Up training, first click on the 'Account' tab to ensure your profile is complete. Be sure that your legal name, gender, DOB, Phone number, and Address are filled out on your account. If you make any changes on your account, click the green 'Save' button at the bottom of the Account page.



4. To proceed with the CDC Heads Up training, go to the Dashboard tab. View the Requirements associated with your Club(s) & Role(s). Find **Heads Up** and click the green 'Details' text along the right side.





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Launch Heads Up

- Click the yellow 'Launch Heads Up' button.

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.

Report History				
ID	Date Submitted	Date Completed	Updated	Status

- A module should open on your screen. Click Start Training

Start Training

- Proceed through the video training. Note: You should complete the training in a single 'sitting.' If you stop the training prior to completion, you will have to start over from the beginning.
- Once you've completed the final lesson of the training, click the orange exit button a single time. Please allow a few seconds for the page to load. You should be redirected to the post test quiz. Once you get 8 or more correct on the quiz, your status will change to Approved.
- Once your CDC Heads Up Requirement is Fulfilled, the words "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.

USYS Requirements   Rolling   21/22   22/23

Heads Up   **Approved**   **Fulfilled**   Not/Applicable   Not/Applicable   [More Info](#)

Note: If your status is listed as "Pending" this means you have completed the training modules, but not the post test quiz. To access the quiz, click on the green **Heads Up** text under your Requirements. Once the quiz has been completed and your status updates to Approved, the link will change to your completed certificate.

Updated 07.16.2024