





## How to do Safesport Certification in GotSport

Note: This process is not for Referees

Referees should reach out to [referees@ntxsoccer.org](mailto:referees@ntxsoccer.org)

**\*All background checks and safesports expire every year on May 31<sup>st</sup>\***

You will only have one log in for the new system and can use that same log in to access any organizations or teams you are assigned to. This helps eliminate the need for multiple log ins.

1. Log into your GotSport account at [www.system.gotsport.com](http://www.system.gotsport.com)
2. Click on the person icon in the top right: 
3. Click on Profile:  Profile
4. You will automatically be on the dashboard tab.
5. If you do not see any organizations listed on the dashboard tab, then you cannot do a background check until you are attached to an organization. Contact the club or association to have them add you to their organization.

If you are attached already, you will see your organizations listed. If you have multiple, you do not have to do the required background check and safesport on each one. You only have to do it under one organization and it will then link to all the others automatically once approved.

6. For Safesport, click on More Info: [Safe Sport](#) Required [More Info](#)
7. You will need the Access code mentioned on this page if you have never completed safesport previously. Click on Start Course. This will take you to safesport.org If you have completed Safesport before, do not register again. Just click on sign in in the top right on the safesport.org website and use the same emails log in as you used to do your initial safesport course.

Status

Required

Access Code: YC3E-6P5G-YYIL-CS2M

Start Course

Already completed this course?

If you have already completed the course or recently completed a refresher, click the Check Records button to lookup a completed record matching your name and email address.

Check Records

8. **If you have never completed safesport before**, you will do the initial course. This takes about 1.5 hours or more. You can pause and come back to it later if needed.

**If you have completed it before**, you will do the next refresher available. You do not have to do all refreshers, just the next one you have not completed. Refreshers are about 15 minutes. *(Example: You completed the initial refresher only and now see 3 refreshers available. You only have to do Refresher 1)*

*\*Note: As Safesport comes out with new refreshers, they may make some longer than the previous ones\**

*For a safesport certificate to be valid, it must be dated AFTER May 31<sup>st</sup> for the current soccer year.*

*Example: Soccer Year 2021/2022 will require all certificates to be dated after May 31, 2021*

If you have already completed all available refreshers prior to the expiration date and no others are available, you may email the certificate with your full name, date of birth, association/club name, and if you are a coach, manager, or admin to [brittany@ntxsoccer.org](mailto:brittany@ntxsoccer.org) to update for you.

9. If you are not linked to an organization yet, but want to go ahead and do your course, you may do so by going directly to safesport.org  
Access Code: YC3E-6P5G-YYIL-CS2M
10. If you have completed safesport or a refresher for the current soccer year and it still shows Required or Incomplete in GotSport after 12 hours, then please email the certificate with your full name, date of birth, association/club name, and if you are a coach, manager, or admin to [brittany@ntxsoccer.org](mailto:brittany@ntxsoccer.org) to update for you.