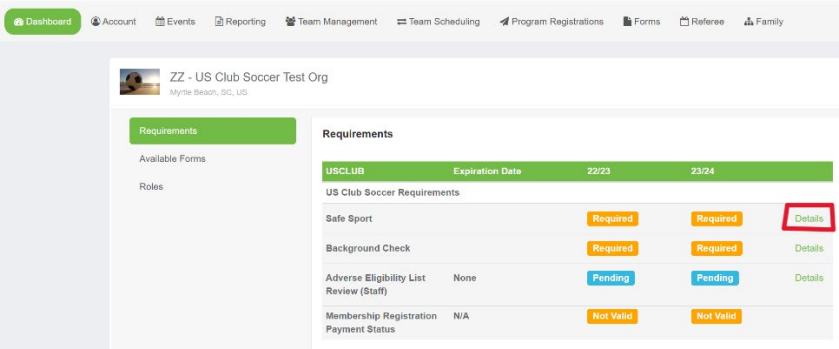
SAFESPORT

STEP 1:

Log in to your account at https://system.gotsport.com/

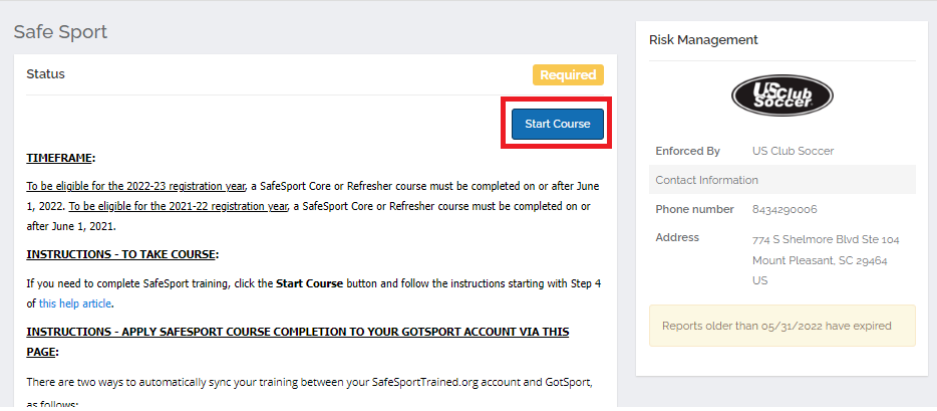
STEP 2:

You will now be redirected to your DASHBOARD. If you are viewing your personal information, click on DASHBOARD in the menu bar. Once on your dashboard, if your Safe Sport status for the applicable registration year shows as **Required**, **Expired**, or anything other than **Fulfilled**, click on **Details** next to the Safe Sport requirement.



STEP 3:

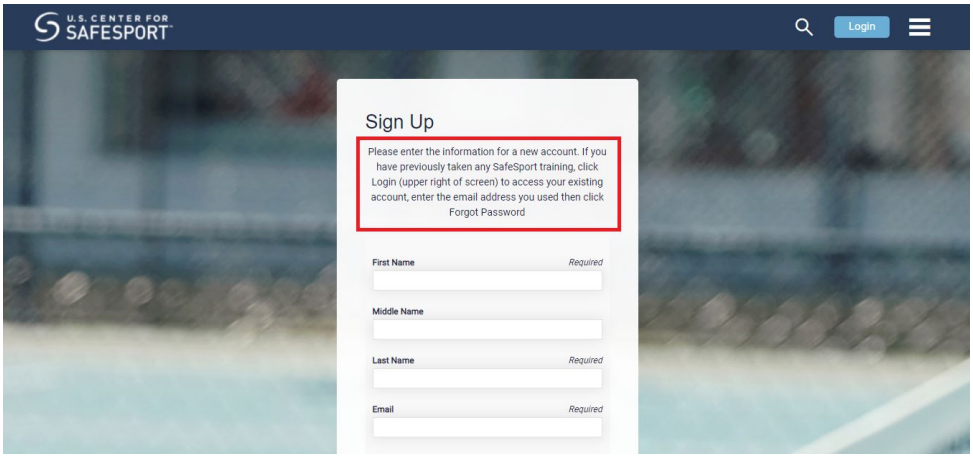
*If you already completed SafeSport Training on or after the appropriate date (June 1, 2022 for 2022-23 or June 1, 2023 for 2023-24), skip to **Step 6**.* To complete a course, click the **Start Course** button.



You will be redirected to SafeSportTrained.org, which is the U.S. Center for SafeSport's online platform (referred to as "Absorb"). The unique U.S. Soccer access key is embedded in the URL, so it's important that you access SafeSportTrained.org via this **Start Course** button.

STEP 4:

Once you are redirected to SafeSportTrained.org, please log in or click "Forgot Password" to claim your account (if you previously completed a SafeSport course), or create a new account. If you aren't sure whether you have an existing account, we suggest you try the "Forgot Password" process.



To be eligible for the 2023-24 registration year, one of the following four SafeSport courses must be completed on or after June 1, 2023:

- SafeSport Trained - U.S. Soccer Federation - *this is also referred to as "Core" training*
- SafeSport Refresher 1
- SafeSport Refresher 2
- SafeSport Refresher 3

More specifically, you should complete the next available course in the four-year cycle listed above. The cycle repeats after Refresher 3. Only one course needs to be completed each year. Once finished, save your course completion certificate, which is accessible via the **Transcripts** menu section of SafeSportTrained.org. *If you have technological or account access issues related to the SafeSportTrained.org platform, please submit a ticket to the U.S. Center for SafeSport directly.*

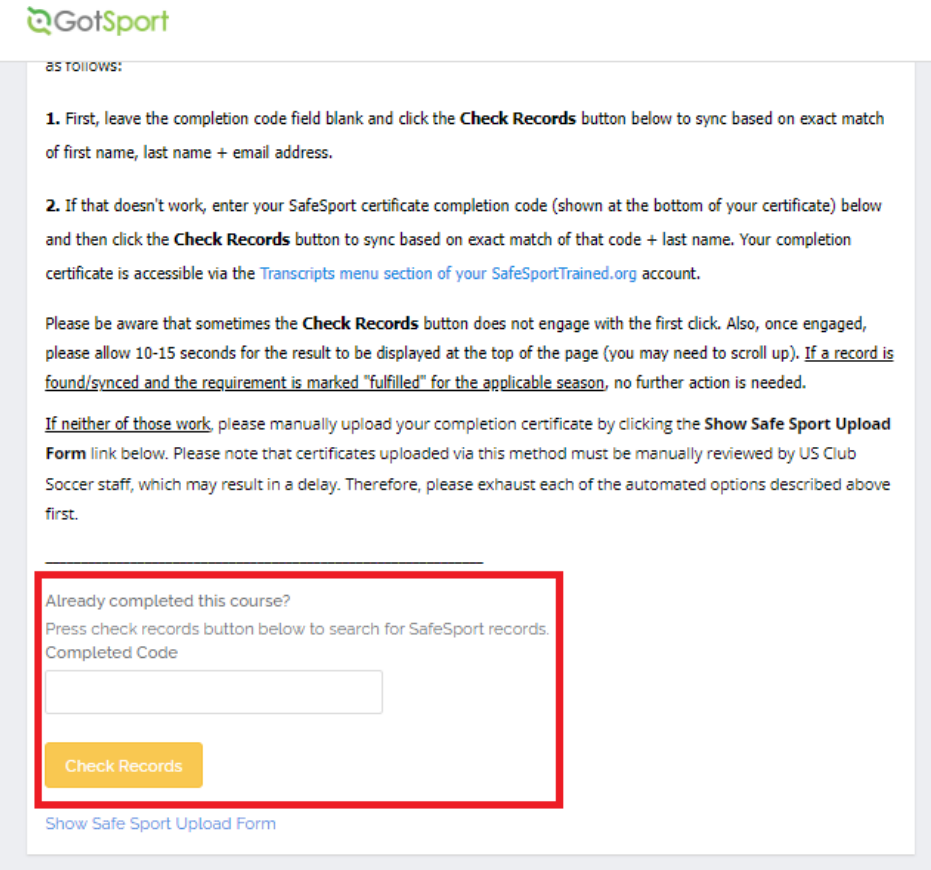
STEP 5:

Repeat steps #1 and #2 above to access the USCLUB SafeSport requirement in your GotSport account, then proceed to Step 6.

STEP 6:

The next step is to apply the SafeSport course completion to the USCLUB SafeSport requirement within your GotSport account.

Once you access the requirement, please follow the instructions on the screen to either sync the training automatically (preferred), or manually upload the completion certificate (if the automatic syncing does not work).



BACKGROUND SCREENING

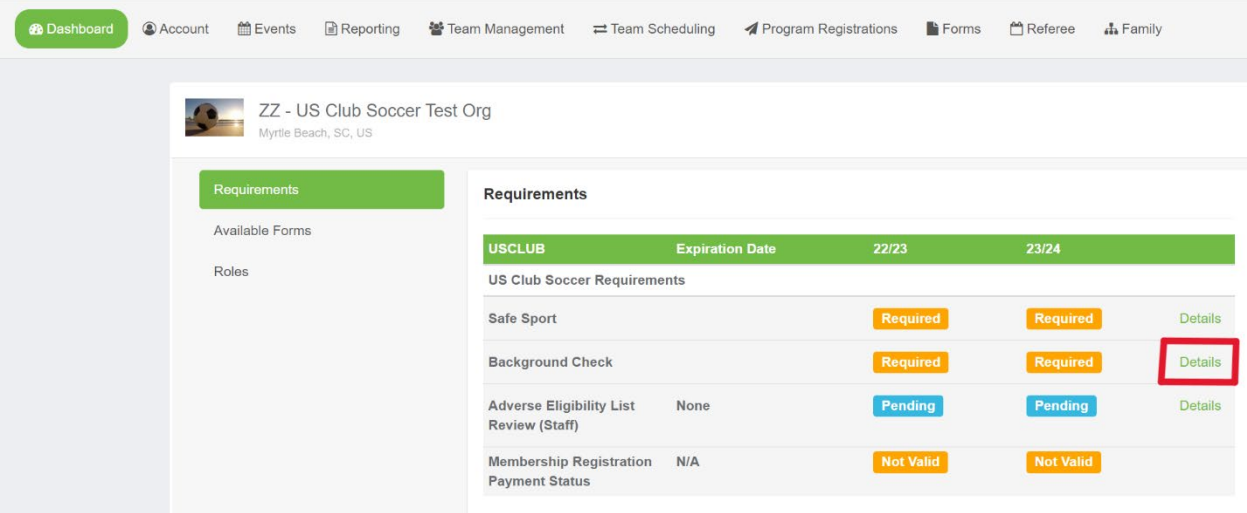
STEP #1:

Log in to your account at https://system.gotsport.com/

STEP #2:

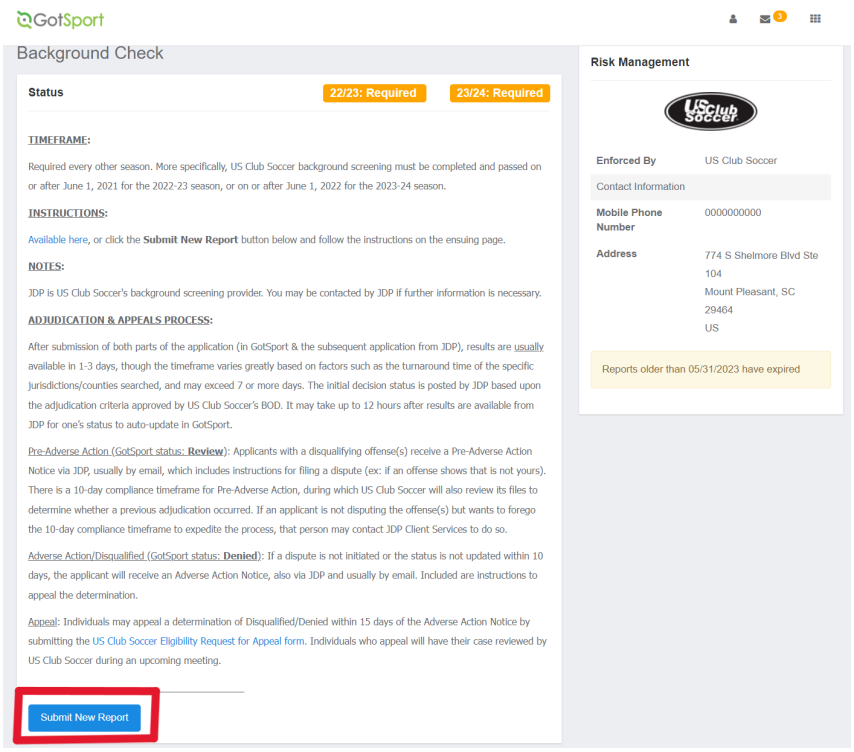
2) You will now be redirected to your DASHBOARD. If you are viewing your personal information, click on **DASHBOARD** in the menu bar, and locate the USCLUB background check requirement.

- If your status is **Fulfilled** for the applicable season, no further action is necessary.
- If your status is **Required**, **Expired** or something similar for the applicable season, please click **Details** next to the background check requirement and **proceed to Step #3 below**.

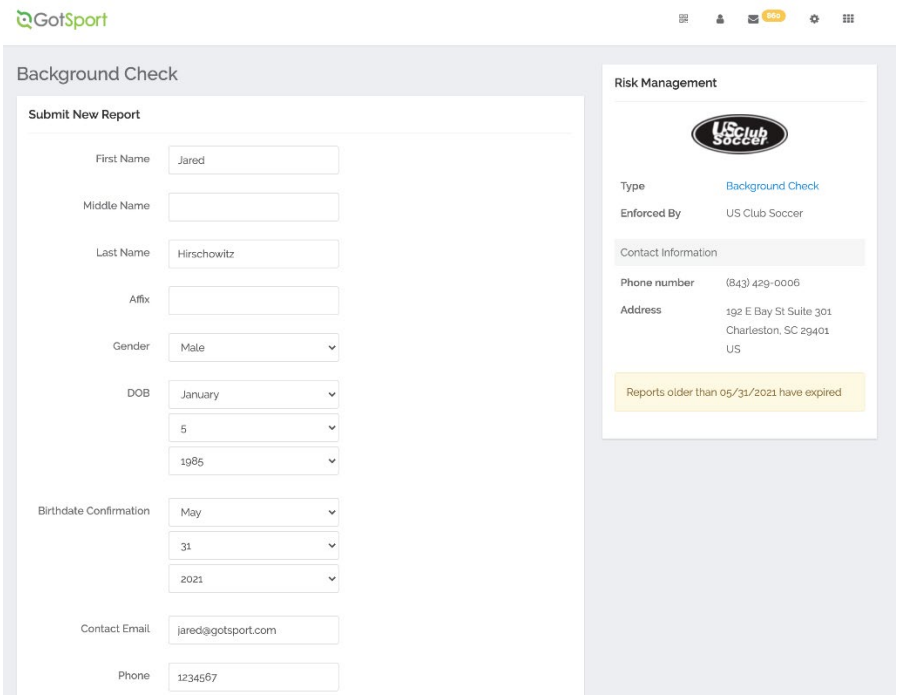


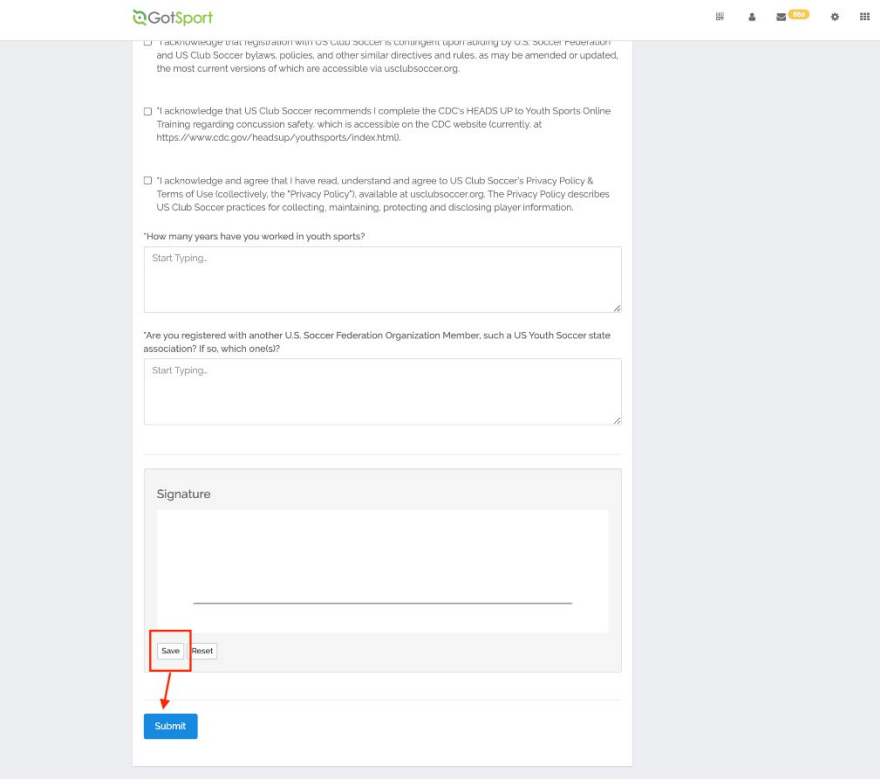
STEP #3:

Click **Submit New Report**.



Fill out all information, review all acknowledgements, and click the checkbox for each acknowledgement if you agree. Sign your name on the signature line (works with mouse or touchscreen) and save your signature. Lastly, click the **Submit** button on the bottom of the page to submit your report.

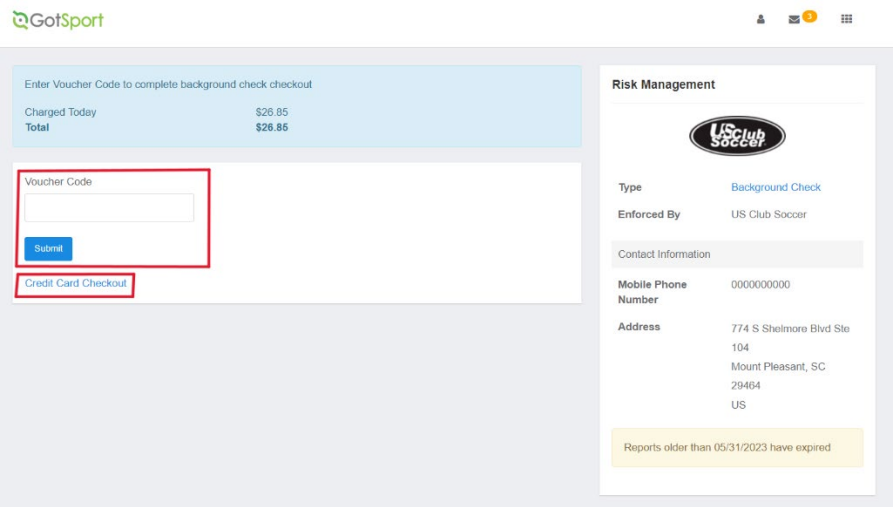




STEP #4:

Submit payment.

The club has purchased prepaid credit for your background check, enter the Voucher Code UNITED and click **Submit**. Then, proceed to Step #5.

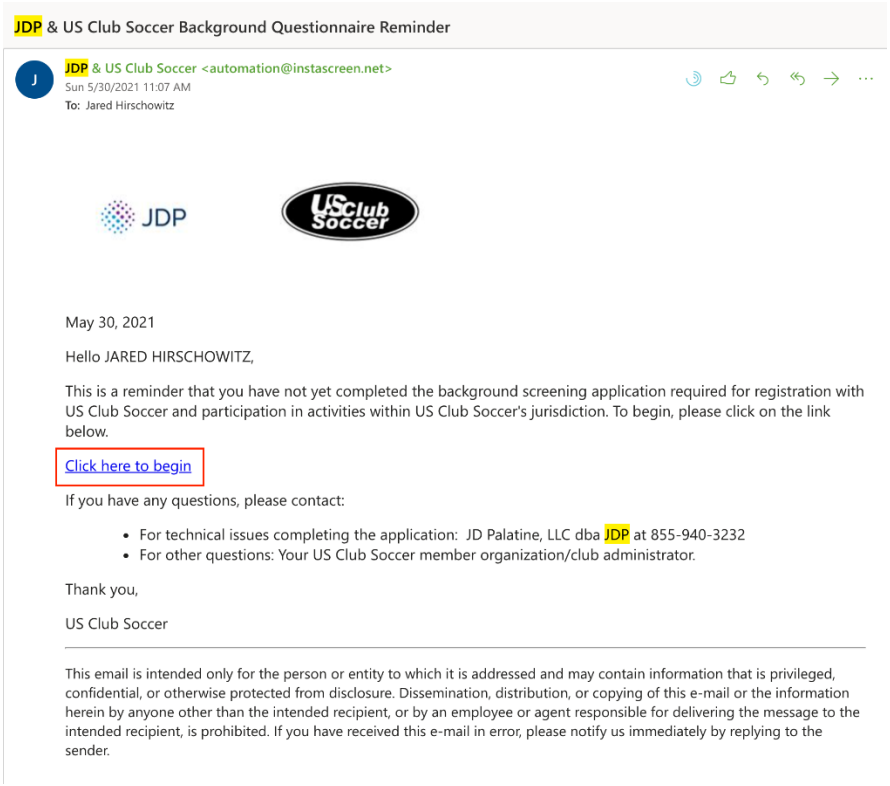


If you clicked **Credit Card Checkout**, input your credit card information, select the **Yes Agree To Payment Terms** checkbox, and click **Pay**.

STEP #5:

Continue and submit your application via JDP, US Club Soccer's background screening provider.

You will now receive an email from JDP and US Club Soccer to complete part 2 of the background screening application. YOU ARE NOT DONE UNTIL YOU HAVE CLICKED ON THE LINK IN THE EMAIL AND SUBMITTED PART 2 OF THE BACKGROUND CHECK APPLICATION. The email will look like the below:



JDP & US Club Soccer Background Questionnaire Reminder

J JDP & US Club Soccer <automation@instascreen.net>
Sun 5/30/2021 11:07 AM
To: Jared Hirschowitz

JDP

USClub Soccer

May 30, 2021

Hello JARED HIRSCHOWITZ,

This is a reminder that you have not yet completed the background screening application required for registration with US Club Soccer and participation in activities within US Club Soccer's jurisdiction. To begin, please click on the link below.

Click here to begin

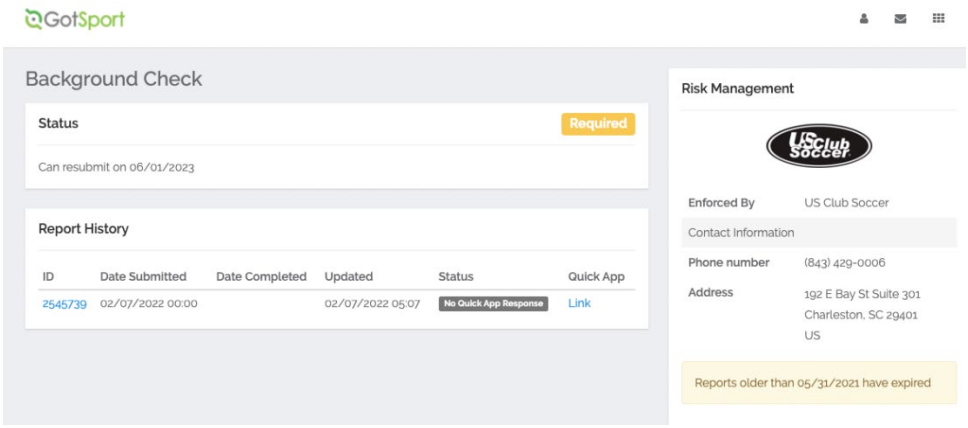
If you have any questions, please contact:

- For technical issues completing the application: JD Palatine, LLC dba JDP at 855-940-3232
- For other questions: Your US Club Soccer member organization/club administrator.

Thank you,

US Club Soccer

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. Dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient, or by an employee or agent responsible for delivering the message to the intended recipient, is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender.

If you do not receive the email, you can access your unique background check link by:

- Repeat steps #1 and #2 above
- Click the **Link** button in the **Quick App** column next to your application submission. You will then be redirected to JDP's website to complete part 2 of the background screening application.