



How to do Safesport Certification in GotSport

Note: This process is not for Referees

Referees should reach out to referees@ntxsoccer.org

All background checks and safesports expire every year on May 31st

You will want all of your information in GotSport and Safesport to match identically! Email, spelling of name, etc!

1. Log into your GotSport account at <https://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, contact the club or association to have them add you to their organization.

6. For Safesport, click on More Info:

Safe Sport

Required

More Info

7. **CURRENT USERS** : For those who HAVE completed safesport before, click on ACCESS SAFESPORT and log in your account. Or use the Safesport link to log back in:

<https://safesporttrained.org/#/public-dashboard>

Do the next available refresher course. (ONLY ONE OF THEM)

If you already did Refresher 3, then you will be starting over again at the initial course as required by Safesport. This is why you are asked to only complete the next refresher you have not done, **not all of them**. See note for any technical difficulties at end of instructions.

NEW USERS – For those who have not completed safesport before, click on START COURSE – you will need to create your account.

Use the same email you use in gotSport please and your LEGAL first and last name.

Complete information on “Sign Up” page.

If prompted, log in to the new account you just created.

Click on “Menu” and select “Catalog.”

Click the Start button for “SafeSport Trained – U.S. Soccer Federation” to complete the course. **You only need to do the initial course, not the refreshers**, if this is your first time doing safesport. It is in your best interest to **not** do all the refreshers so you have them available for following years.

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

HAVING PROBLEMS WITH SAFESPORT NOT SHOWING COMPLETED?

HOW TO DOWNLOAD CERTIFICATE OF COMPLETION:

1. Please select the “Menu” icon at the top right of your page.
2. Select “Transcript”.
3. Once the transcript page displays, locate the most current completion for the course under the “Certificates” section.
4. Download the certificate by selecting the “Download” button at the right of the completed course.

UPLOAD CERTIFICATE WHEN COMPLETE:

Click on Check Records. If it does not link your certificate after you hit this, then you will upload your certificate for review. Upload your certificate of completion to your GotSport profile if did not link. Go to gotSport profile, more info for safesport, then Show Safe Sport Upload Form. It will show Review when uploaded. Only upload once. NTSSA will review this and approve within 48 business hours. Please do not upload multiple times.

For a safesport certificate to be valid, it must be dated AFTER May 31st for the current soccer year. So please do not do your course until June 1st for the valid soccer year.

Example: Soccer Year 2022/2023 will require certificates submitted to be dated after May 31, 2022

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 to update for you.

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 <https://safesporttrained.org/#/public-dashboard>

If you have completed safesport or a refresher for the current soccer year and it still shows Required or Incomplete in GotSport then please upload your most recent completed certificate to your gotSport profile. Instructions were provided above.

Safesport Technical Difficulties:

Any technical issue on the safesport website (not gotspot), you will direct it to the safesport help portal found on website main page or follow this link:

<https://safesport.atlassian.net/servicedesk/customer/portal/4>

NTSSA does not run the safesport website; therefore, we are unable to assist with any account issues you have on their website. You must reach out to them directly.

Any questions that are not related to safesport technical issues with website, you can send to brittany@ntxsoccer.org