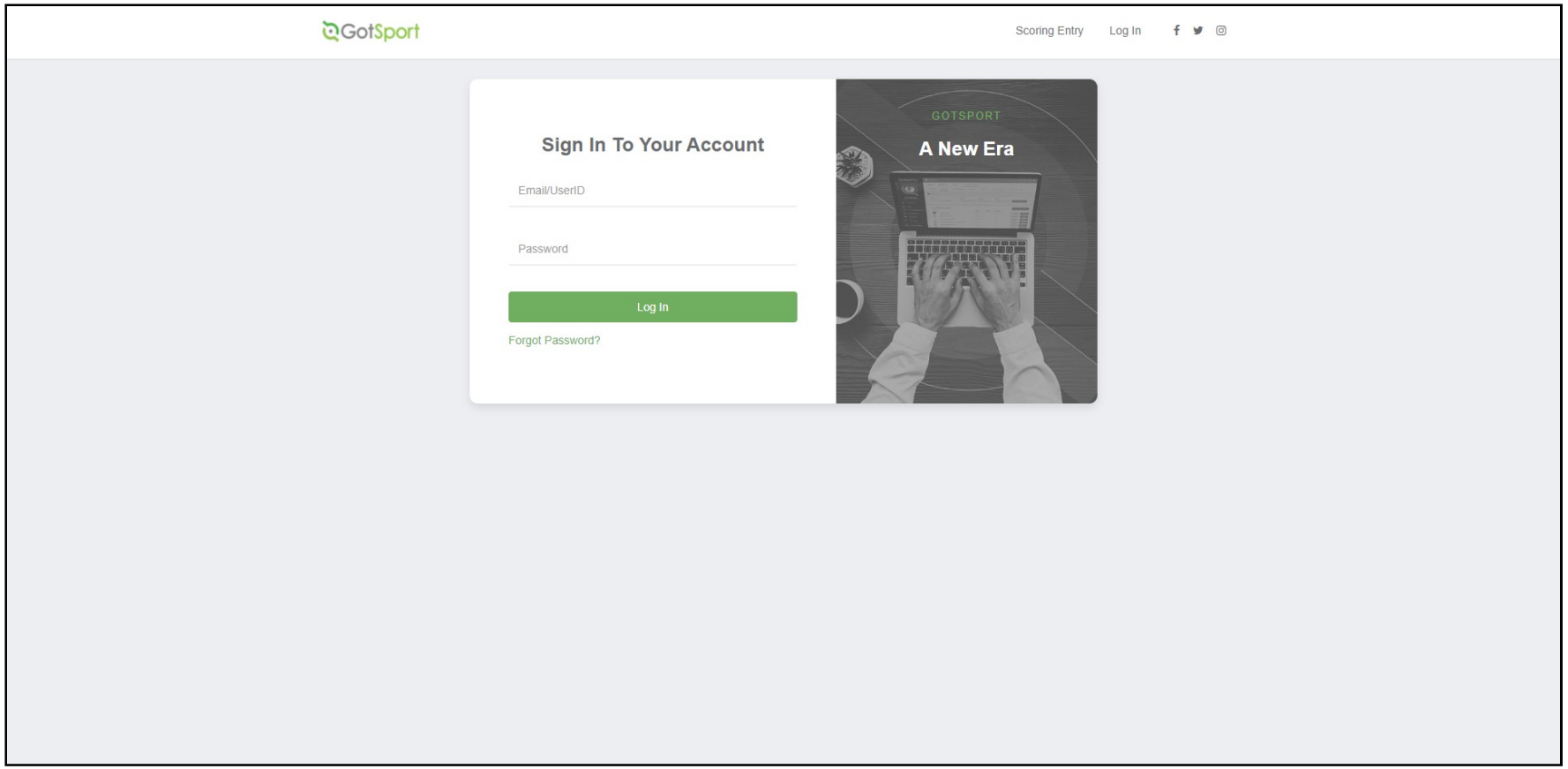
GOTSPORT
COACH & MANAGER
REGISTRATION

1. **Log into your GotSport account: https://system.gotsport.com/**

2. **If you do not already have a GotSport account, click "FORGOT PASSWORD." GotSport will send you an email so you can set your password & gain entry into the system.**



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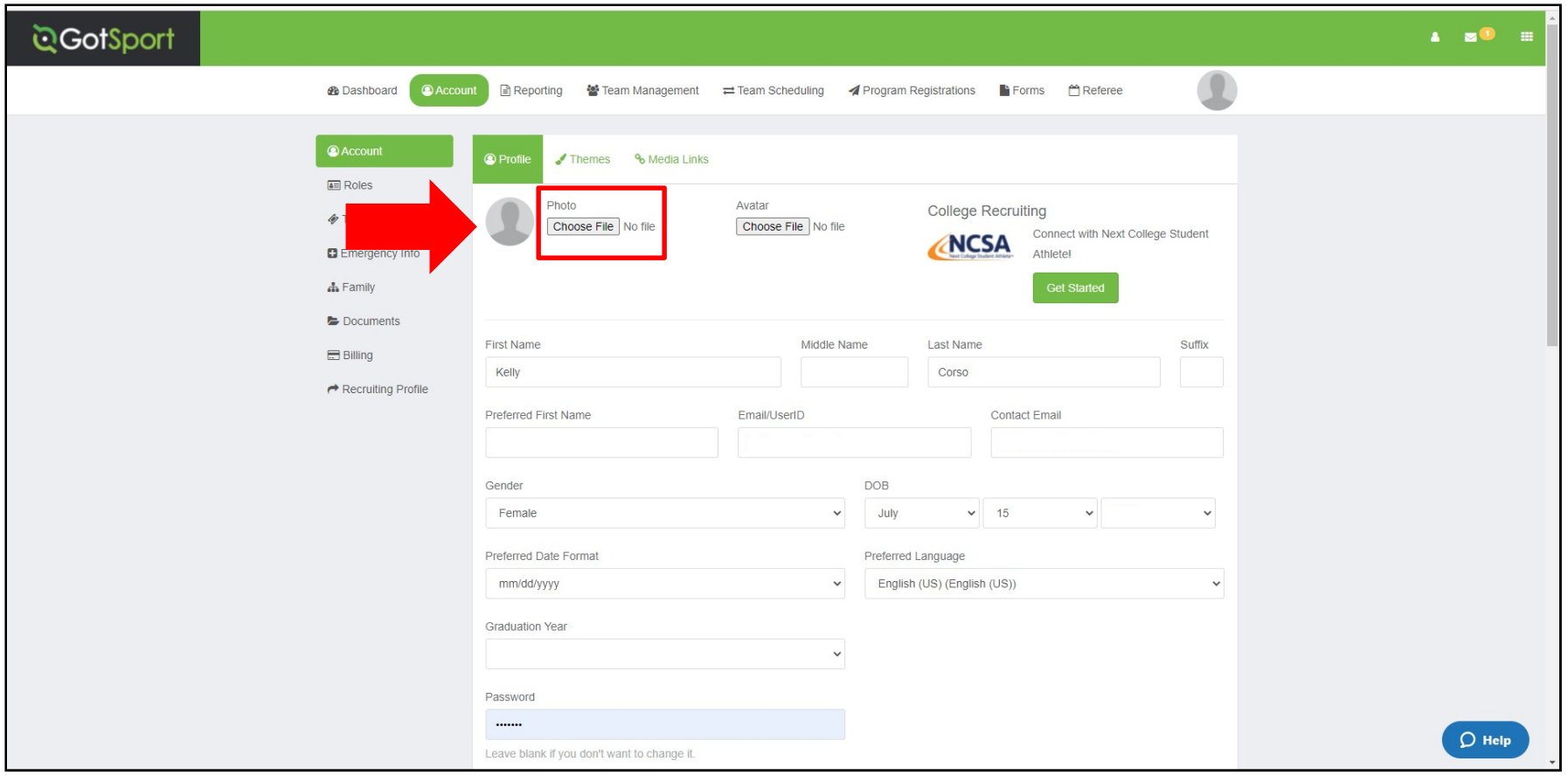
UPLOAD A PHOTO

1. **Click on CHOOSE FILE to upload a photo.**

Photo must be a clear headshot. It will appear on your coaches card & your team's official roster.



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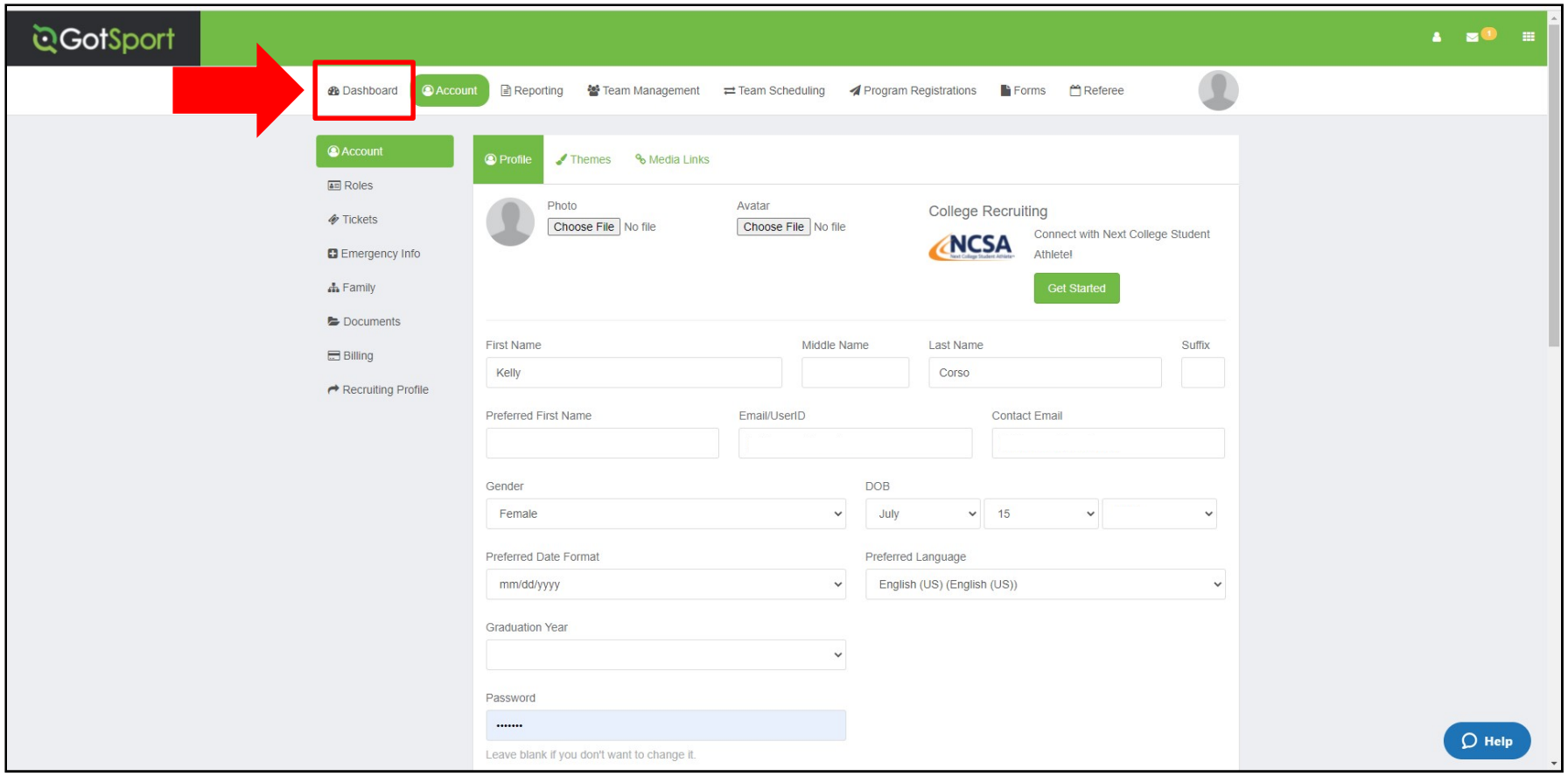
UPLOAD CLEARANCES/EPYS REQUIREMENTS

1. **Click on DASHBOARD**



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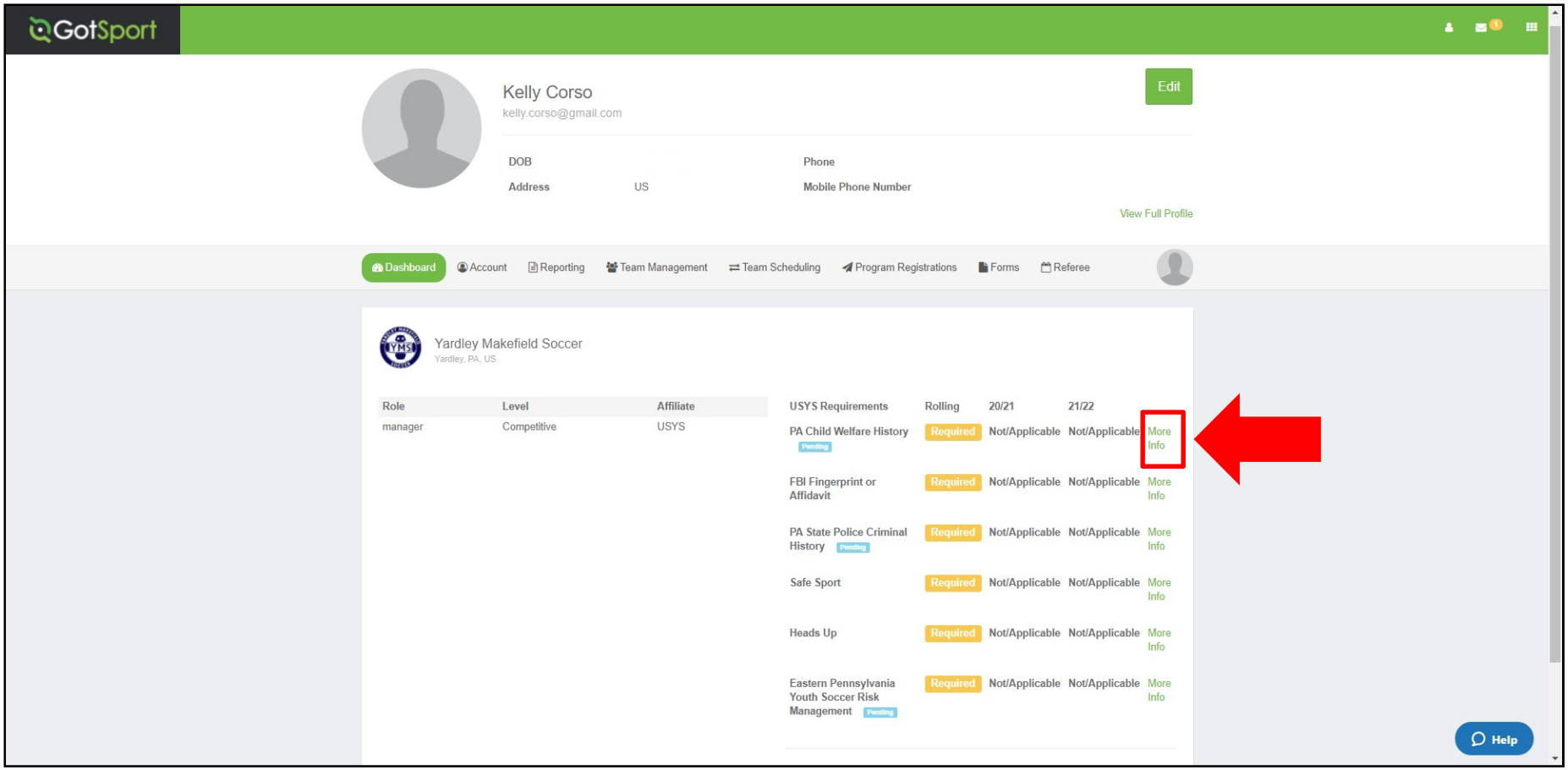
1. **Your user requirements will be listed on your Dashboard.**

2. **Click on MORE INFO next to each requirement to access the upload/completion screen for each one.**
   - **PA Child Welfare (upload)**
   - **FBI Fingerprint or Affidavit (upload)**
   - **PA State Police Criminal History (upload)**
   - **Safe Sport (launch course)**
   - **Heads Up (launch course)**
   - **EPYS Risk Management (electronic signature)**



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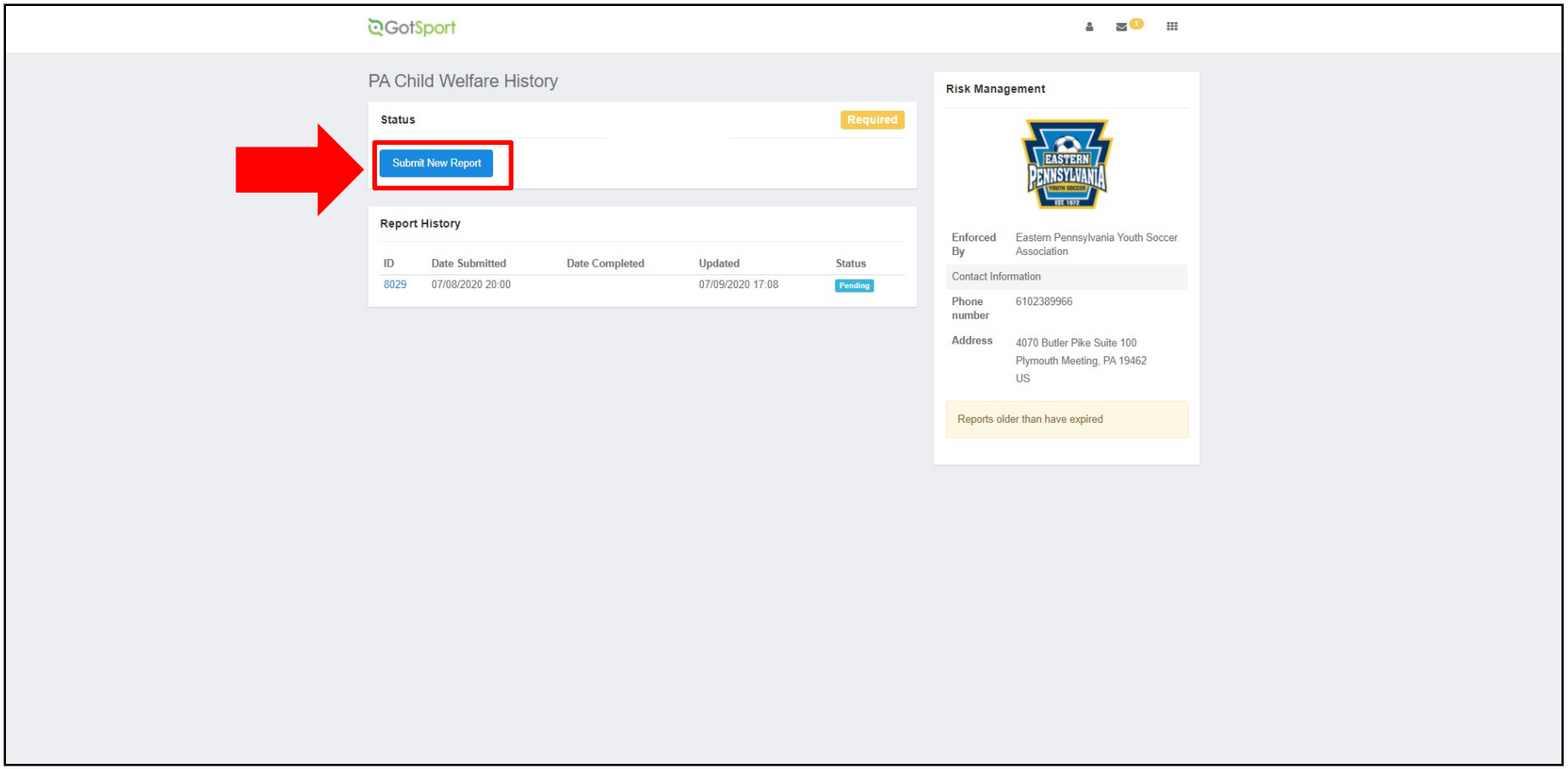
1. **Click SUBMIT NEW REPORT to upload/complete the required document.**



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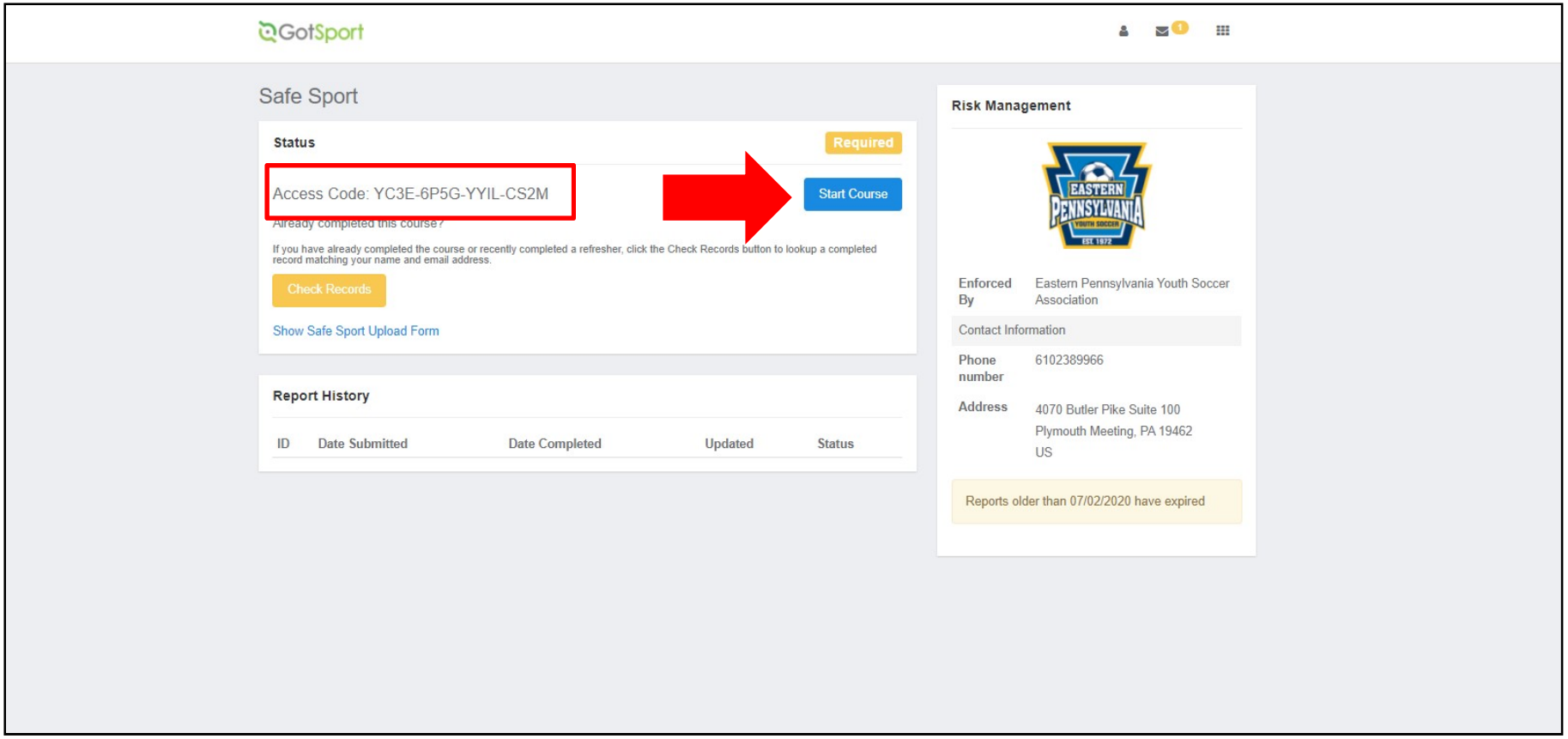
The Safe Sport course must be completed annually.

Safe Sport

1. **Copy the access code & click START COURSE**

Note: If you have previously completed Safe Sport, you can click the yellow CHECK RECORDS button to have the completed certificate matched to your account. The First Name, Last Name, and Email Address for your Safe Sport account must match for the certificate to pull over properly.



GOTSPORT
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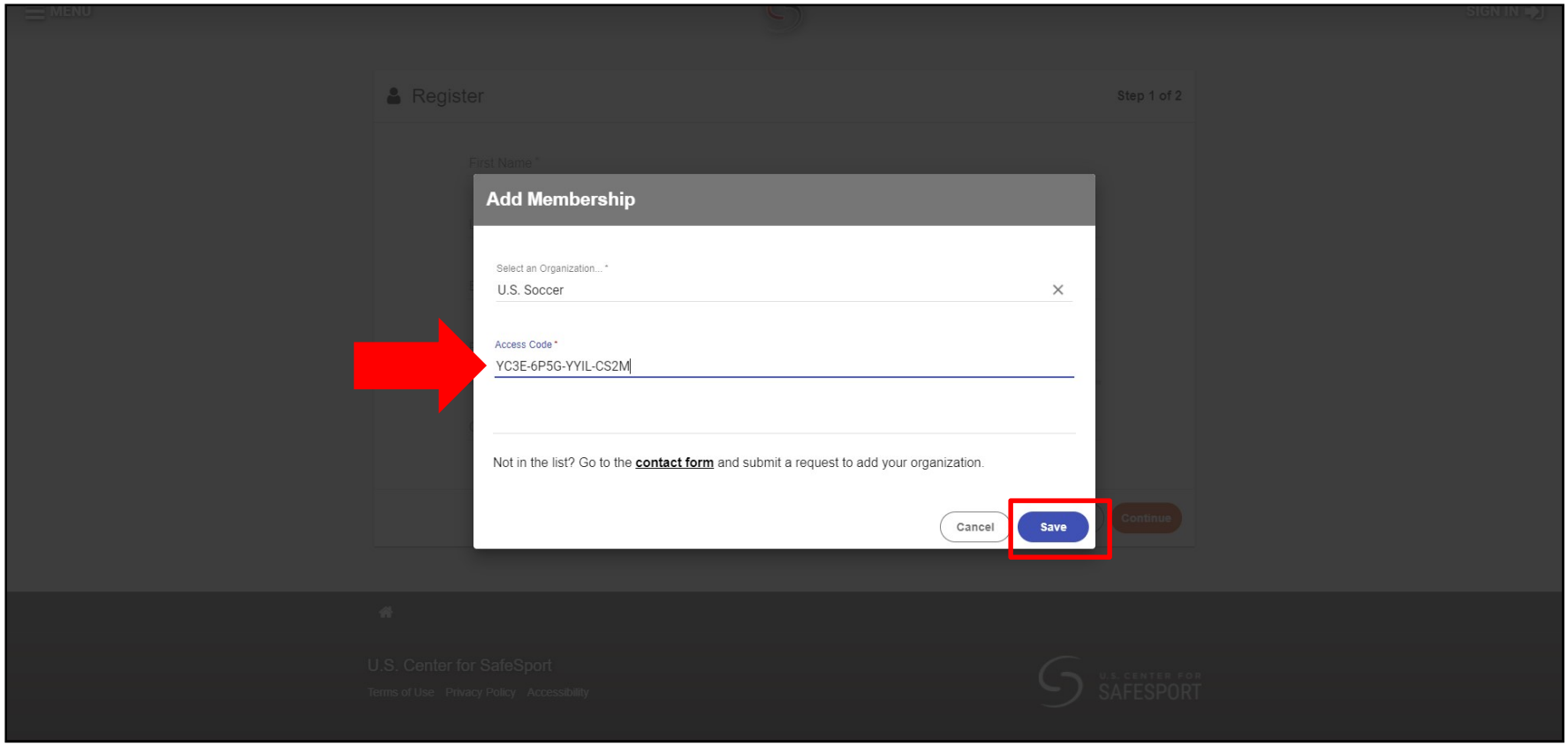
Safe Sport

1. **Paste the access code & click SAVE.**

The Safe Sport course must be completed annually.



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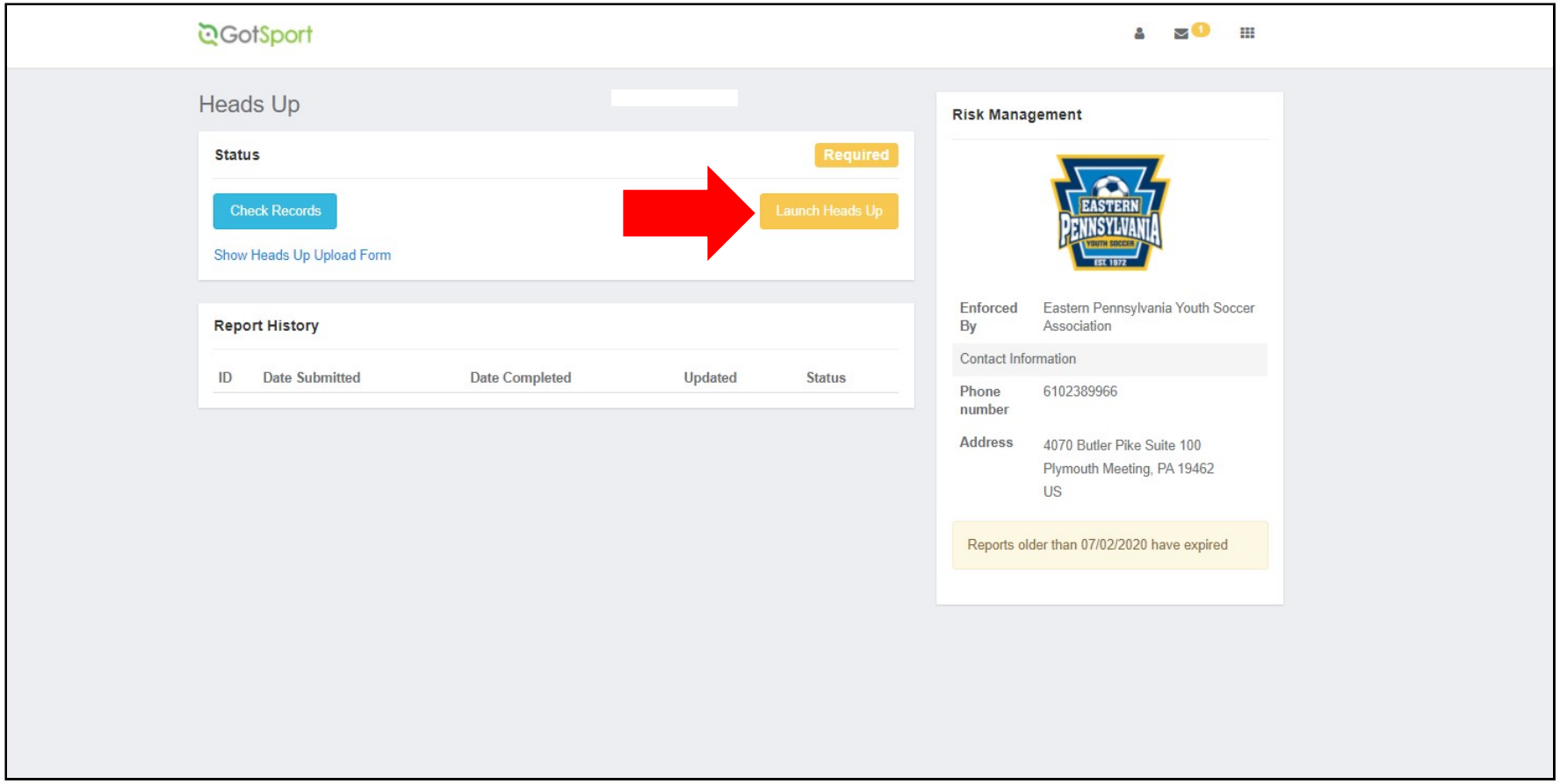
The Heads Up course must be completed annually.

Heads Up

1. **Click LAUNCH HEADS UP to complete the course.**

Note: If you have previously completed the Heads Up course, you can click the yellow CHECK RECORDS button to have the completed certificate matched to your account. The First Name, Last Name, and Email Address must match for the certificate to pull over properly.