

# How to register and complete coach requirements

## How to register

- Visit [Smiths Station United Soccer Association ...](#) Website

SSUSAsoccer.org

- Select the Recreation tab at the top

Recreation

- Click on the “Coaches Registration” link

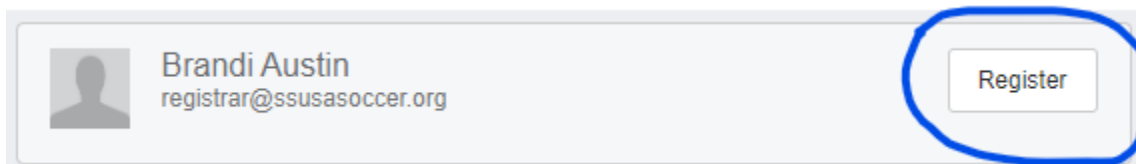
• [Coaches Registration](#)

- Log in

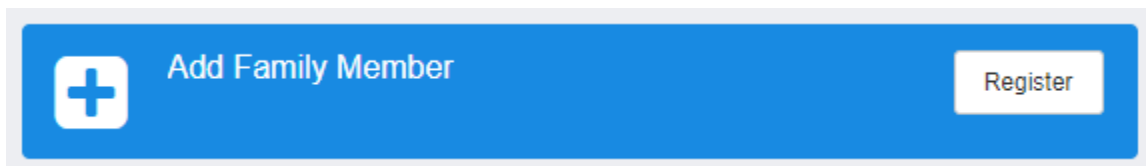
- If you do not have an account select “Create an Account”

Don't have an account? [CREATE AN ACCOUNT](#)

- If you already have an account just log in and select “Register” Next to your name.



- If you have an account and do not see your name select “Add Family Member”



- Once you have created your account and successfully logged in please fill out registration information. Once you reach the end and select register you have successfully registered as a coach.

Thank you!

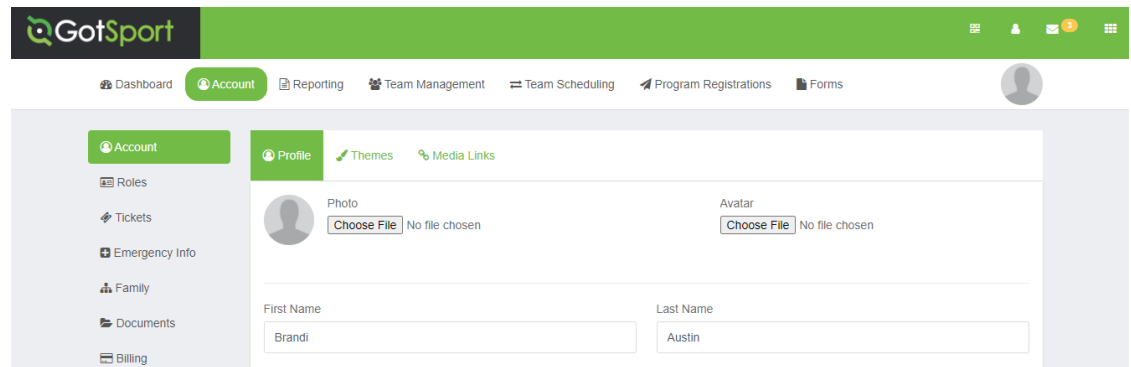
## How to complete Coach requirements

- Once you have completed registration you must complete the requirements
  - Background Check
  - Safe Sport Certification
- Log in
  - If you have just completed your registration scroll to the bottom of the page and select “Continue to My Account”

[Continue to My Account](#)

- If you have already closed out or are coming back you can click back on the link under the coaches recreation tab and log back in

- Once logged back in you should see your main account landing page



- Select the dashboard tab



- Here you will see your coaching requirements \*CoachSafely is currently not required

Role	Level	Affiliate	Requirements
admin	Competitive	USYS	Background Check <span>Required</span> <a href="#">More Info</a>
emailer	Competitive	USYS	CoachSafely <span>Required</span> <a href="#">More Info</a>
coach	Competitive	USYS	Safe Sport <span>Required</span> <a href="#">More Info</a>

- Select “More Info” next to each requirement

More Info

- For your **background** check SSUSA covers the cost you just need to fill out your information. Once you select “More Info” next to the Background check select “Submit New Report”

Submit New Report

- Confirm that your information is correct, enter in your SSN and sign the bottom. Once that is complete, go ahead and submit.
- Once submitted you will see “pending” next to the requirement

Background Check Pending

- Next you will need to complete the **Safe Sport** Certification. Please ensure you have set some time aside for this course as it can take up to an hour to complete. You will again select “More Info” next to the requirement
- If you are a returning coach from Fall 2020 you may have already completed this course and it may show that you have it complete. If it does, you are good to go! If it does not show complete and you **did** completed it last season select “Check Records”

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

- If you have not yet completed the course you will see a 16 character Access Code listed, copy that code as you will need it in the next screen.

Access Code: YC3E-

- Select “Start Course”

Start Course

- This will bring up a separate window. In this window is where you will use the access code that you copied from the previous screen. The organization should be U.S Soccer. Once you have entered in the access code select “Save”

contact form and submit a request to add your organization.' At the very bottom, there are two buttons: 'Cancel' and 'Save'."/>

**Add Membership**

Select an Organization... \*

U.S. Soccer X

Access Code \*

Not in the list? Go to the [contact form](#) and submit a request to add your organization.

Cancel Save

- From here it will ask for some preliminary information. You will need to upload a picture of yourself. Once this is complete you will be directed to the main landing page. Here you will see the courses you will need to take in order to receive your certificate.
- Once you complete the course you will receive a certificate. You will need to download and save this certificate to your device so it can be uploaded to GotSport.
- Your GotSport account should still be open in another window. If not, follow the instructions to get signed back in and to your requirements. Once there you will see a link to upload your certificate. Select “Show SafeSport Upload Form”  
[Show Safe Sport Upload Form](#)
- Here you will input the date that you completed your course and select “choose file” to upload your saved certificate.

## Safe Sport Document Upload

Optional Notes

Completed Date

\*SafeSport Certification Upload Option:

No file chosen

- Once chosen select “Upload document”



- Once uploaded your certificate will show in a “review” status

Report History				
ID	Date Submitted	Date Completed	Updated	Status
212740	02/09/2021 18:00	02/09/2021 18:00	02/10/2021 10:43	<a href="#">Review</a>

Safe Sport [Review](#)

- You are all set, there is nothing further you need to do. Once submitted they will be reviewed by GotSport and approved.

Thank you for all of your hard work and support to keep this program going. We couldn't do it without you. For any questions or concerns please reach out to [SmithsStationYouthSoccer@gmail.com](mailto:SmithsStationYouthSoccer@gmail.com)