



## **Copying your Background Check, Safe Sport, and Concussion Test to Another Coach/Manager Account**

This is an instructional PDF for those coaches/managers that either:

- Coach/manage with multiple clubs,
- Completed the tests and checks under a duplicate account, or
- Are moving clubs.

Before reading, the following key can be used when following the instructions:

- Account 1 is the account that has the approved background check, completed Safe Sport test, and/or the completed concussion test on file already.
  - Account 2 is the account that does not have the status on file and you need to copy the status from Account 1 to Account 2.
1. Login to your account.
    - a. Coaches can login [here](#).
    - b. Managers and Team Officials can login [here](#).
  2. Be sure the following information on Account 2 MATCHES EXACTLY what is on file with Account 1. In order for the status to be copied over, the following information has to be identical between Account 1 and Account 2.
    - a. First Name
    - b. Last Name
    - c. Date of Birth
    - d. Email Address
    - e. PLEASE NOTE: If you are copying an approved background check, you will be unable to edit the name or date of birth on Account 1. You must edit Account 2 to match what is on file with Account 1.

**PLEASE CONTINUE TO PAGE 2**

- BACKGROUND CHECK:** Click on “Background Checks” in the grey bar. Scroll to the bottom of the page. Click “Check Reports.”

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Coach Account Home My Profile Club / Association **Background Checks** Learning Center Log Out

### Background Check Information

**Current Background Check Report**  
Your profile does not currently have any background check data attached. If you have recently submitted a report it may still be awaiting processing. If you do not have a pending report listed you may click the Submit Report button to submit a new report.

Concussion Awareness - Please watch before submitting background check

**Concussion Awareness - Prevention and Care**  
from GotSoccer

- Consider all perspectives
- Know the cues and take action
  - The player's health and safety is the priority
  - Don't put a player back in the game without clearance from a healthcare professional
  - The referee will keep stopping the game unless the player is properly cleared

12:35 vimeo

**Submit New Report**

If you have already completed a background check report with your state organization but it is not shown here, click the Check Reports button below. **Important:** Your account must match the report exactly. Please verify your name, date of birth, and gender for this account before continuing. [View & Update Account Information](#)

**Check Reports**

Background Check Report History

No reports have been submitted from this account.

**Risk Management**

Risk Management Enforced by:  
**Colorado Soccer (CO)**

**Contact Information**  
Phone (303) 346-2777  
Fax 303-648-6933  
Email [gotsoccer@coloradosoccer.org](mailto:gotsoccer@coloradosoccer.org)  
Address 4643 South Ulster Street Suite 250  
Denver, CO 80237

Reports older than 7/31/2017 have expired

Once you click “Check Reports,” your page will refresh. If there is an approved background check on file from Account 1, it will copy over and you will see a yellow box at the top of the page after it refreshes, similar to the image below.

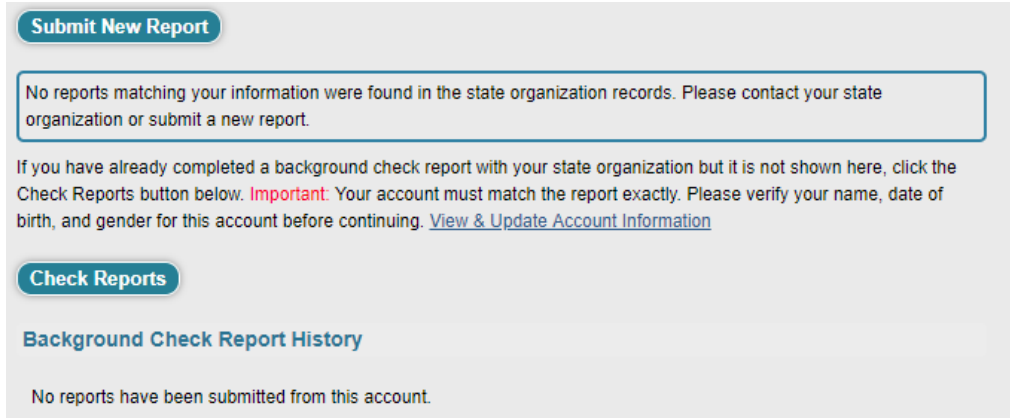
Coach Account Home My Profile Club / Association **Background Checks**

### Background Check Information

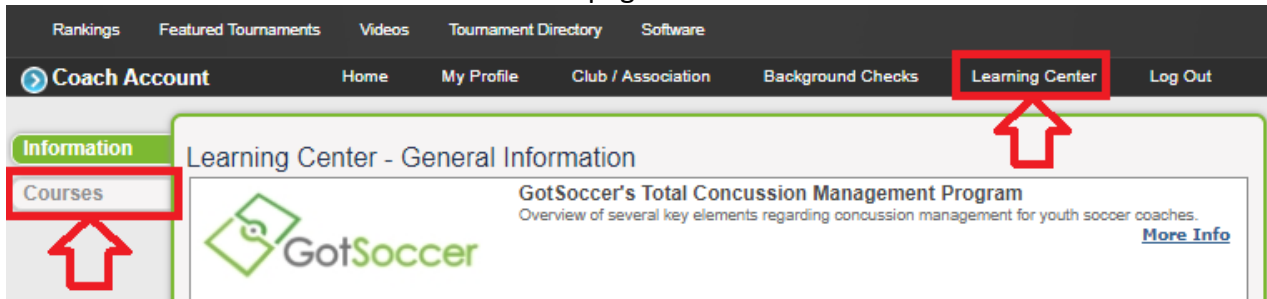
**Current Background Check Report**  
Your profile is attached to the following report:

**Report #** 01055857  
**Submitted** 6/13/2018 12:34:13 PM  
**Response** 6/21/2018 12:52:00 PM  
**Status** Colorado Soccer (CO): Approved  
Report#: 1055857  
Submitted: 6/13/2018  
**Card** [Print Card](#)

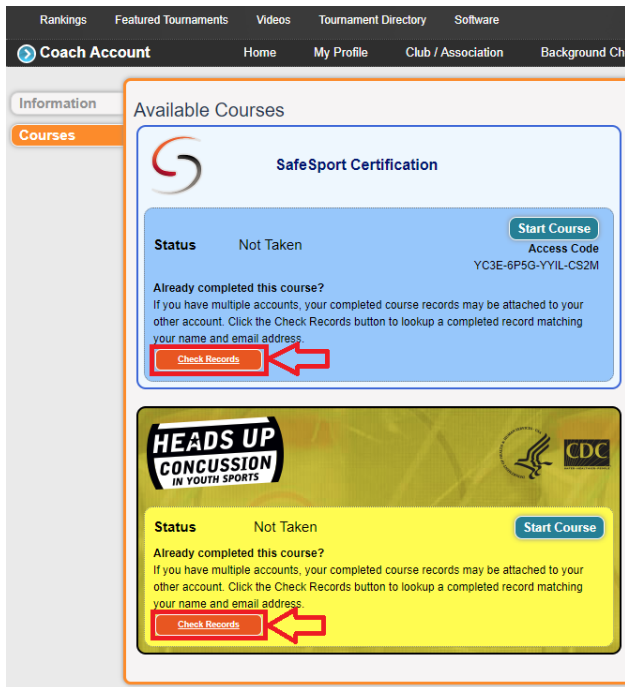
If there is no approved background check that copies over, then either the information in Step 2 is not matching exactly or you have not submitted a background check and you will need to submit one. You will see a message towards the bottom of the screen similar to the image below.



4. **SAFE SPORT CERTIFICATION and CONCUSSION TEST:** Click on "Learning Center" in the grey bar and click on the "Courses" on the left-side of the page.



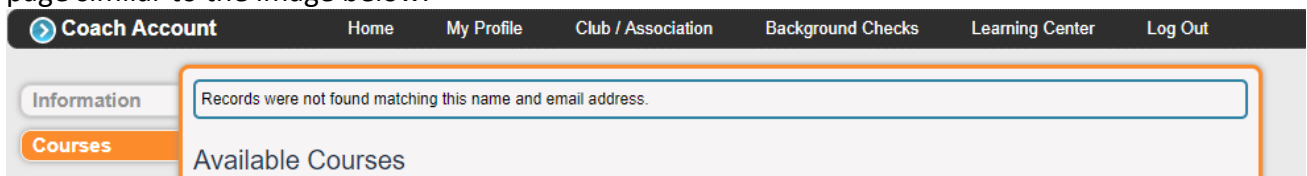
On the next page there will be two boxes: a blue box for Safe Sport and a yellow box for the Concussion Test. Click "Check Records" under the course you need to copy over. **If you need to copy both courses over, you will need to click "Check Records" for Safe Sport and then click it again once the page refreshes for the Concussion Test.**



Once you click “Check Reports,” your page will refresh. If there is a completed course on file from Account 1, it will copy over and you will see a time stamp that states “Completed MM/DD/YYYY,” similar to the image below.



If there is no completed test that copies over, then either the information in Step 2 is not matching exactly or you have not completed the course in Account 1. You will see a message at the top of the page similar to the image below.



If you have completed the course, but it was not within another GotSoccer account, please email a copy of your completion certificate to [riskmanagement@coloradosoccer.org](mailto:riskmanagement@coloradosoccer.org).