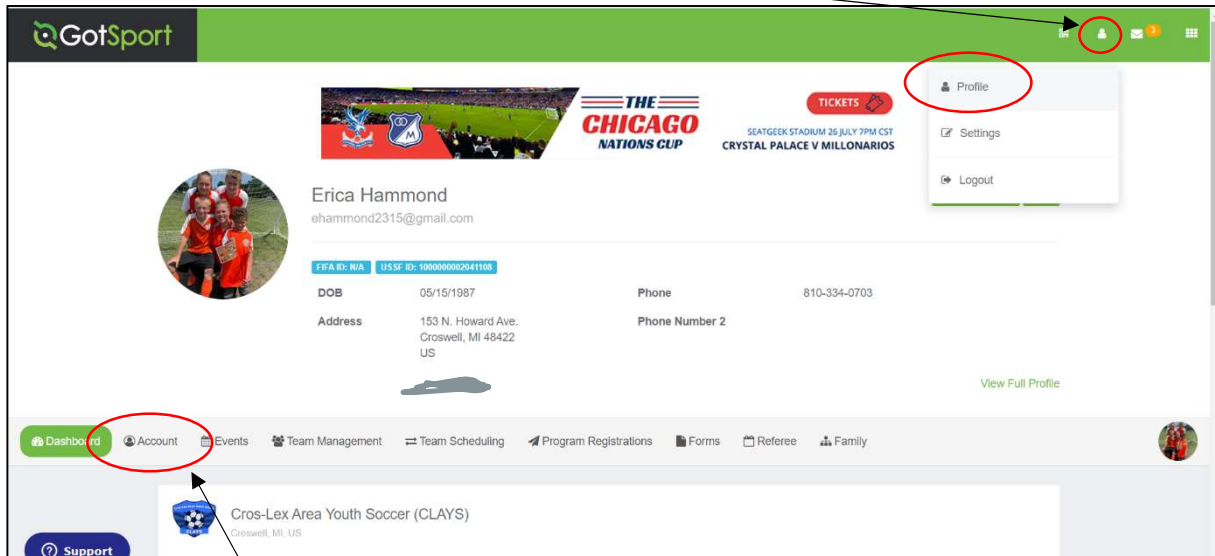
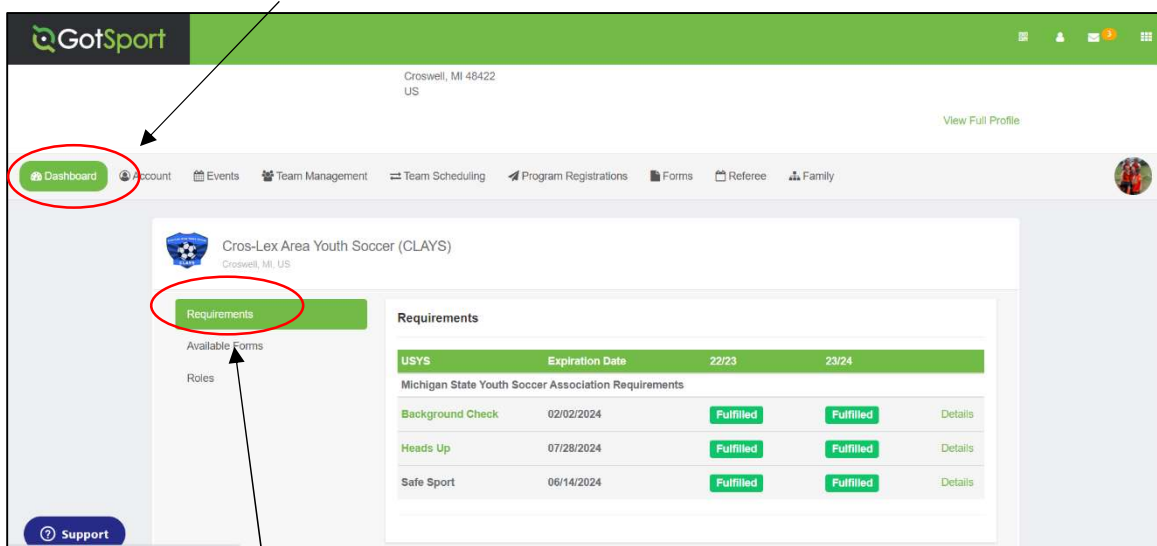


Hello Coach! Thank you for registering as a volunteer with CLAYS! This document will walk you through the necessary steps to complete the coaching requirements with us. Please have these completed **before August 15th, 2023!** We cannot allow volunteers on the field with youth if these are not completed by then. (MSYSA does monitor this and will fine our league if we are not in compliance.)

1. Go to <https://system.gotsport.com/>
2. I have created you an account using the email address you registered with so that will be your username. Click on “forgot password” and it will prompt you to create your own.
3. Login and click on Profile at the top right

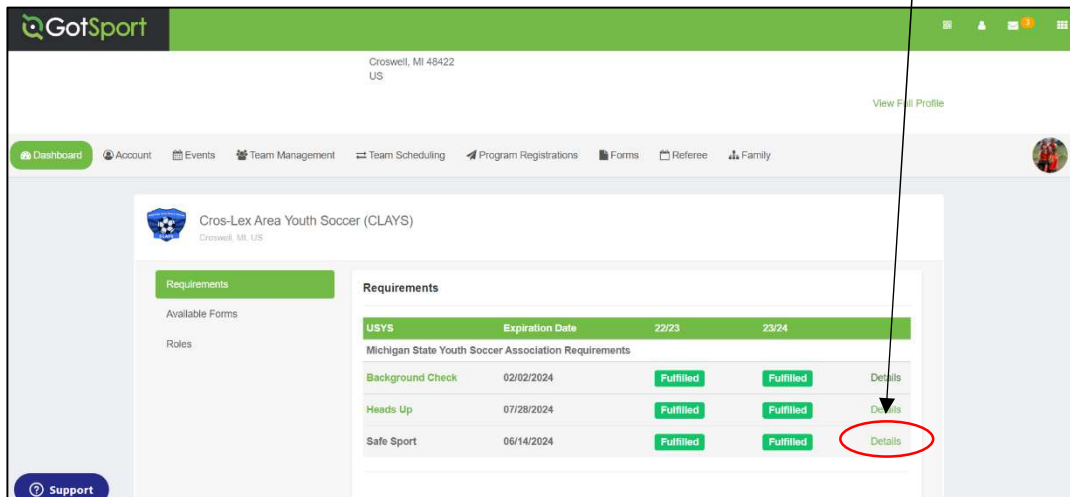


4. Click on “Account” and review/update your information. Please make sure to add your birthdate, as you will need that in the account to obtain the necessary coaching requirements. Make sure to click “save” at the bottom once all information is updated.
5. Next, click on Dashboard on the left hand side

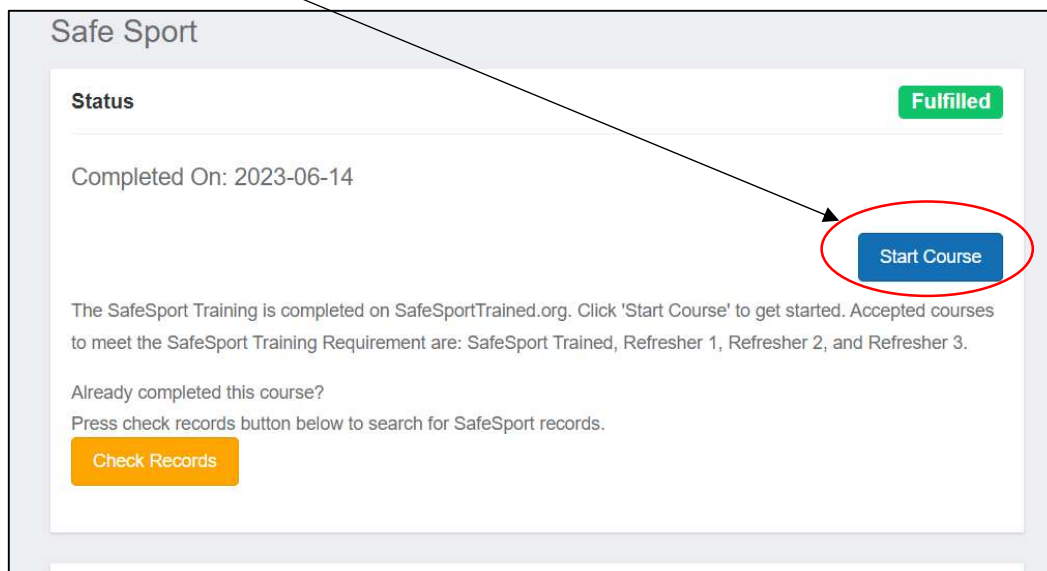


6. Click on “Requirements”

7. You will see 3 items listed. All 3 are **REQUIRED** by the State of Michigan to coach in our program.
 - A background check (cost of \$7.95 – if you need help managing this cost, let us know)
 - Heads Up Training
 - Safe Sport Training
8. If you have previously completed the requirements, and they are still within the expiration date, it will say “Fulfilled” in green. If they are expired, it will say “Required” in red.
9. If any of the three show “Required” in red, you will need to click on “Details” on the right hand side of that requirement



10. Next click “Start Course” and you will be directed through the required training



11. Once all 3 requirements have been submitted, it may take a few days to update to “Fulfilled” but a board member will let you know if there are any issues.

Please let me know if you have any questions or trouble with the website!

Thank you again, Erica!