

## INSTRUCTIONS TO OBTAIN AN FYSA AND US CLUB TEAM OFFICIAL CARD

The first steps to becoming an FC Dallas Emerald Coast Coach and Team Manager are the background checks and concussion courses. Complete the following steps as soon as possible:

### **Step #1: FYSA**

If you've already created an account in GotSoccer from previous seasons, use those credentials. If not, create a new account and then register. Once you have registered for the appropriate program, follow the steps below to log into GotSoccer and complete your required background check and Heads Up Concussion Test. Both are mandated by FYSA and must be completed before you can serve in any capacity with our youth.

1. Go to <https://www.gotsport.com>
2. Click on **User Login** in the upper right
3. Click on Login in the **Teams & Team Officials** section
4. Choose the proper login section
  - a. *Individual Coach* for Coaches
  - b. *Individual Manager* for Managers
  - c. *Organizations* for Club Staff
5. Enter in your credentials
6. Go to **Background Checks** in the gray header bar and click
7. Click the **Submit New Report** button
8. Fill out the required information and submit

The instructions for the **Head's Up Concussion Test** are as follows:

1. Click on **Concussion Center** in the header bar mentioned in the steps above
2. Switch from the *Information* tab to the *Courses* tab on the left-hand side of the site
3. Click Start Course
4. Save progress frequently so that you don't lose what you have already completed should you need to leave or if the session times out due to inactivity
5. Complete the course
6. Email your heads up certificate to registrar@fcdallas-ec.com and 'cc' gm@fcdallas-ec.com

### **Step #2: US Club Soccer**

Staff background checks are good for two years with US Club Soccer. If you have any questions regarding when your background check expires, contact the registrar and they can verify the expiration date on your prior season's passcard.

In addition to the normal background check, US Club Soccer has implemented a *Sideline Sports Doc - US Club Soccer (SSD)* online course. You can get an overview of this process [here](#). The cost of the course is \$5.00. Submit receipt to the treasurer treasurer@fcdallas-ec.com get reimbursed for the cost. Course time is approximately 70 minutes and does not have to be done at one sitting.

Background Check registration link is [here](#). The cost is \$18. Submit receipt to the treasurer treasurer@fcdallas-ec.com get reimbursed for the cost.

SSD Course is [here](#)

Upon completion, forward your Sideline Sports Doc Certificate of Completion to [registrar@fcdallas-ec.com](mailto:registrar@fcdallas-ec.com) and 'Cc' gm@fcdallas-ec.com