



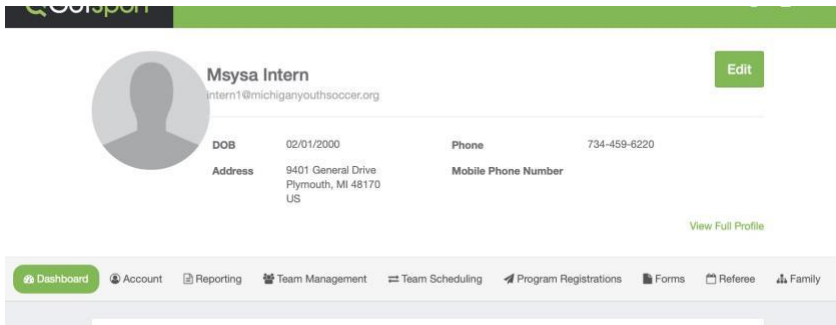
Michigan State Youth Soccer Association

Instructions for Completing CDC Heads Up in GotSport

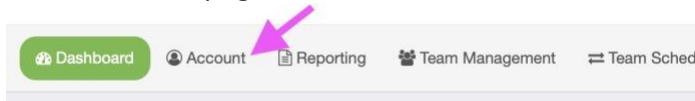
The CDC Heads Up Concussion training must be completed every 3 years.

1. Log in to your account: system.gotsport.com
 - If you have an account but do not have your password, use the [Password Reset tool](#) (enter the email address associated with your account)
 - If you have issues logging into your GotSport account, contact your Club Administrator.

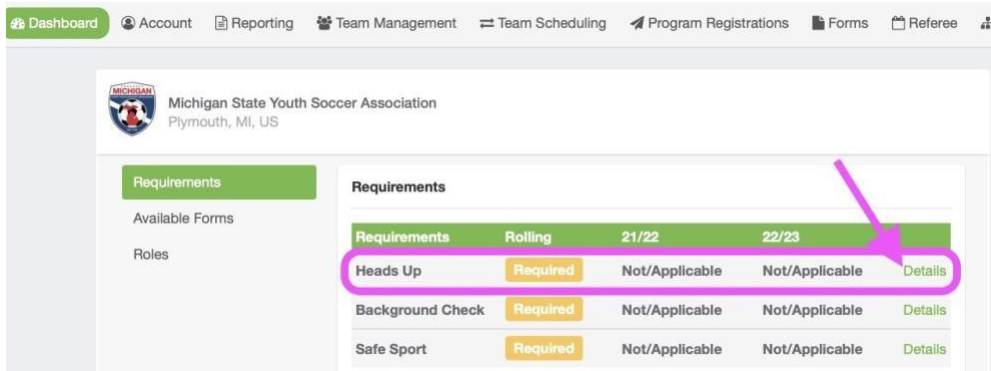
2. In the top-right corner of your screen, click the 'Profile' icon. This will take you to your Account Dashboard:



3. Before starting your CDC Heads Up training, first click on the 'Account' tab to ensure your profile is complete. Be sure that your legal name, gender, DOB, Phone number, and Address are filled out on your account. If you make any changes on your account, click the green 'Save' button at the bottom of the Account page.



4. To proceed with the CDC Heads Up training, go to the Dashboard tab. View the Requirements associated with your Club(s). Find **Heads Up** and click the green 'Details' text along the right side.





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Launch Heads Up

- Click the yellow 'Launch Heads Up' button.

Note: If you already have a CDC Heads Up certification associated with your account, you may not need to complete the training at this time. You can review your Report History to determine if/when you need to renew your CDC Heads Up certification.

Report History				
ID	Date Submitted	Date Completed	Updated	Status

- A module should open on your screen. Click the orange 'Start Training' button.

Start Training

- Proceed through the video training. Note: You should complete the training in a single 'sitting.' If you stop the training prior to completion, you will have to start over from the beginning.
- Once you have completed Lesson 5 of the CDC Heads Up training, GotSport will automatically redirect to display the **post-training quiz** (within a few seconds). You must answer the quiz with at least eight (8) questions correct. After completing the quiz successfully, the page should refresh and your status in GotSport will update to 'Approved.' Note: If you do not complete the post-training quiz, your status will instead change to 'Pending.' When your CDC Heads Up status is 'Pending', you can access the post-training quiz by clicking the green "Heads Up" text/link.
- If your status is 'Approved', click on the green **Heads Up** text/link under your Requirements in order to save/download a copy of your certificate.

Requirements					
USYS Requirements	Rolling	21/22	22/23		
Heads Up	Approved	Fulfilled	Not/Applicable	Not/Applicable	Details
Background Check	Approved	Fulfilled	Not/Applicable	Not/Applicable	Details
Safe Sport	Approved	Fulfilled	Not/Applicable	Not/Applicable	Details

Updated 09.15.2022