LSA Member Club Background Check Setup Manual

Contents

Introduction

Louisiana Soccer has selected GotSoccer as the state online risk management program. We do the actual check through a *Coach* or *Team Official* account. This means the will have to create the coach account. This manual will walk you through both the uploading of multiple coaches via a spreadsheet and the creation of individual accounts.

You will need your club login information (username and password). This can be obtained by contacting your state office.

Log into your Account

1) Go to www.GotSoccer.com
2) Click on the **Login** Link

3) Click on the **Organization** login link

4) Enter your username and password. If you do not know your login information, please contact the state office. GotSoccer cannot provide username and passwords without permission.

Setting up Automatic Emails

Each time a coach account is created, and if desired when a list of coaches is uploaded for the first time a standard email can be sent by our system. This email will contain the coach's username, password and a link to log in. It can also contain customized language written by you.

1) Click on the **Club** tab above the dark blue menu bar.

2) Click on the **Customization** link on the gray menu bar.
3) Then the **User Notification** tab
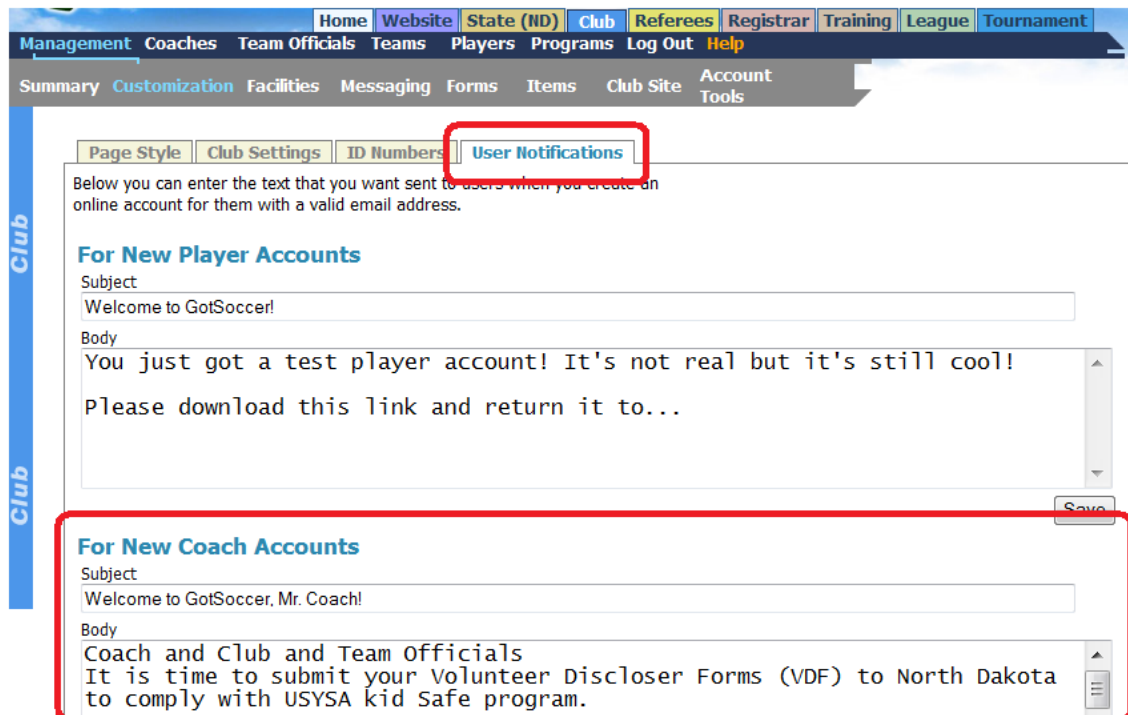
4) Look for the New Coach Account area. Type in a "subject". Perhaps thank you for coaching with the *Your Club Name*

5) Next type in some language designed to help the coach understand that LSA require all coaches and persons coming into contact with children to undergo a background check. Sample:

> *Thank you again for all the time you volunteer to work with our children. In order to help provide the safest environment possible for our children, the Illinois Youth Soccer Association requires all coaches to undergo a background check each year. You will find your username and password attached to the bottom of this email and a link to log into your coach account.*
>
> *It only takes a few minutes to complete the process. Please do this as soon as possible.*
> 1) *Click on Contact Information and fill out your personal information*
> 2) *Click on Background Checks on the gray menu and click Submit new Request. (If you do not see the background check link, you must contact us.*
> 3) *Confirm your contact and personal information, answer the Background Information Disclosure, agree to the background check and Liability Waiver and press Submit.*
> 4) *You can check this background check link for your real time status. It may take as long as a week, but in most cases your status will be updated in under 24 hours.*
>
> *Thank you Again,*

6) Press **Save** at the bottom of the screen. You can also create a similar message for other people like team managers and trainers by filling out the *New Team Official Accounts* section.

For New Coach Accounts
Subject
Welcome to GotSoccer, Mr. Coach!
Body
Coach and Club and Team Officials
It is time to submit your Volunteer Discloser Forms (VDF) to North Dakota
to comply with USYSA kid Safe program.

NDSA has retained a new software vendor, GotSoccer, LLC to process these
checks and to help us create rosters and cards. We will not be able to

Save

For New Team Official Accounts
Subject
So You Think You Can Manage?
Body
Today marks the start of the most important journey of your life. Dont
screw it up.

Save

Preparing an Excel Spreadsheet for Import

Before we begin to import a coach list, we must discuss the requirements of the actual file.

The Excel file must be converted to CSV format. CSV stands for **C**omma **S**eparated **V**alues. The difference between a standard Excel file and a CSV file relate to formatting. In an Excel file you can bold, highlight, create charts, … This information cannot be uploaded into our database. The good news is Excel does the conversion for you. Just:

a) Open an Excel File
b) Click "**Save As**"
c) You see a drop down or list of formats
d) Select "**CSV (Comma Delimited)**"
e) Press "**Save**"
f) That's it!

The GotSoccer database is organized in a precise fashion. Each coach has their own record. Events, team, and program history are attached to the coach profile.

1. Log in to your club account, (see above)
2. Click on "**Club**" (**Home Association** in Texas)
3. Click on "**Coaches**" on the dark blue menu bar.

Screen Shot 1
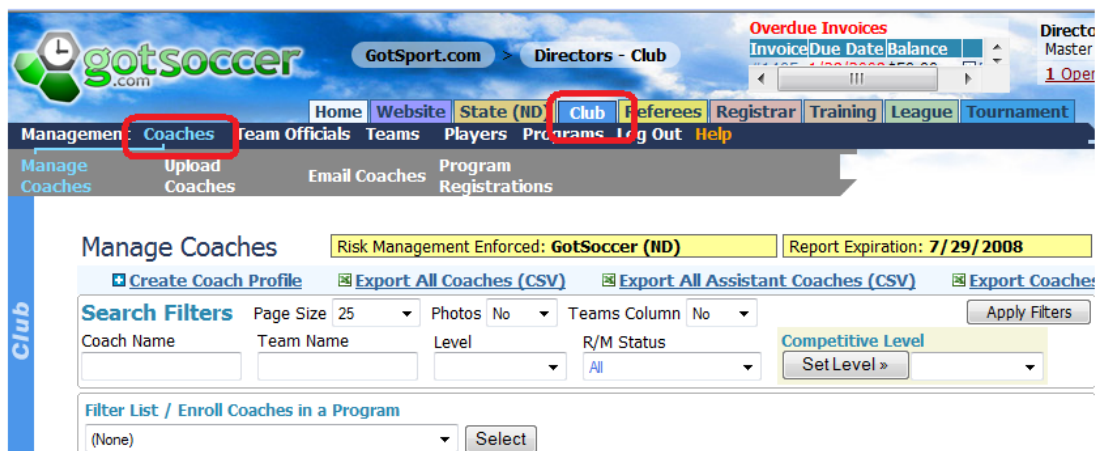
4. This will bring you to the *Manage Coaches* screen.
5. Click "**Upload Coaches**", circled in red below, on the Gray menu bar.

6. We <u>strongly</u> suggest you create a small CSV test file with just a few player records (rows). This will allow you to check the players and teams to insure they were imported as desired.
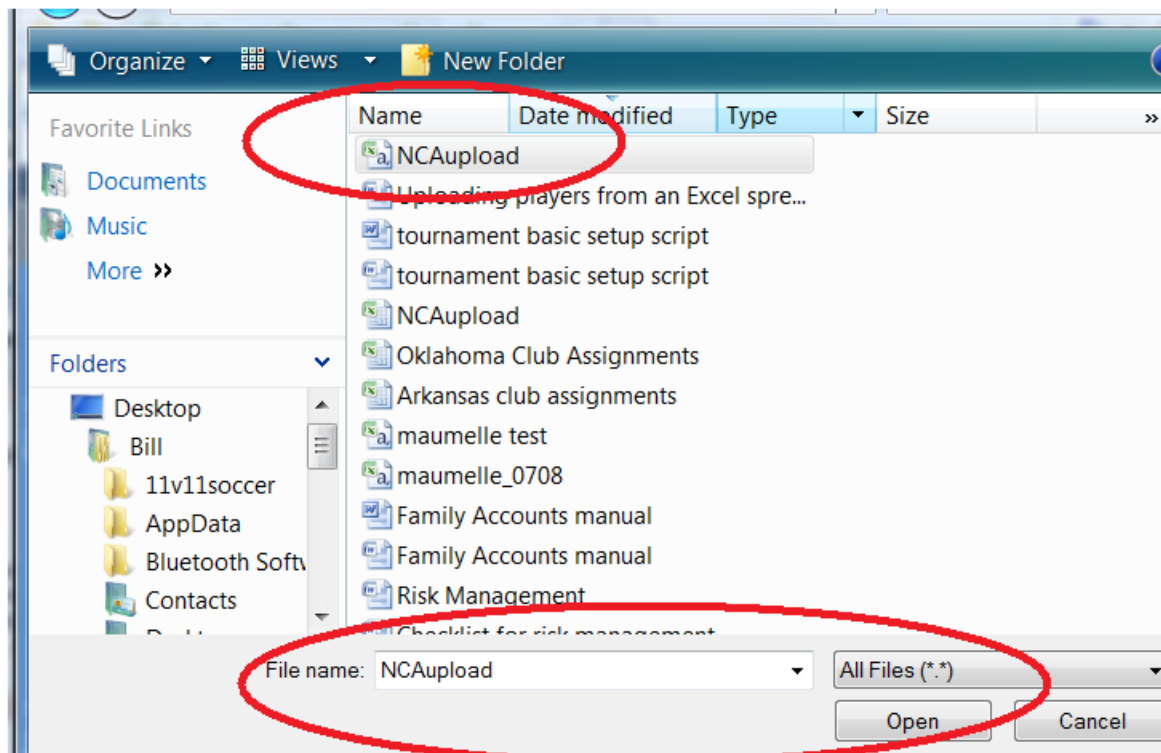
7. You will now be at our **Import** page. Before being the upload please review "Preparing an Excel Spreadsheet to Import". The file <u>must</u> be a CSV file and must be formatted as described above. Click on the **Browse** button. This will take you to the directory of your computer. Again, we <u>strongly</u> suggest you create a small CSV test file with just a few coach records (rows). This will allow you to check the coaches to insure they were imported as desired.
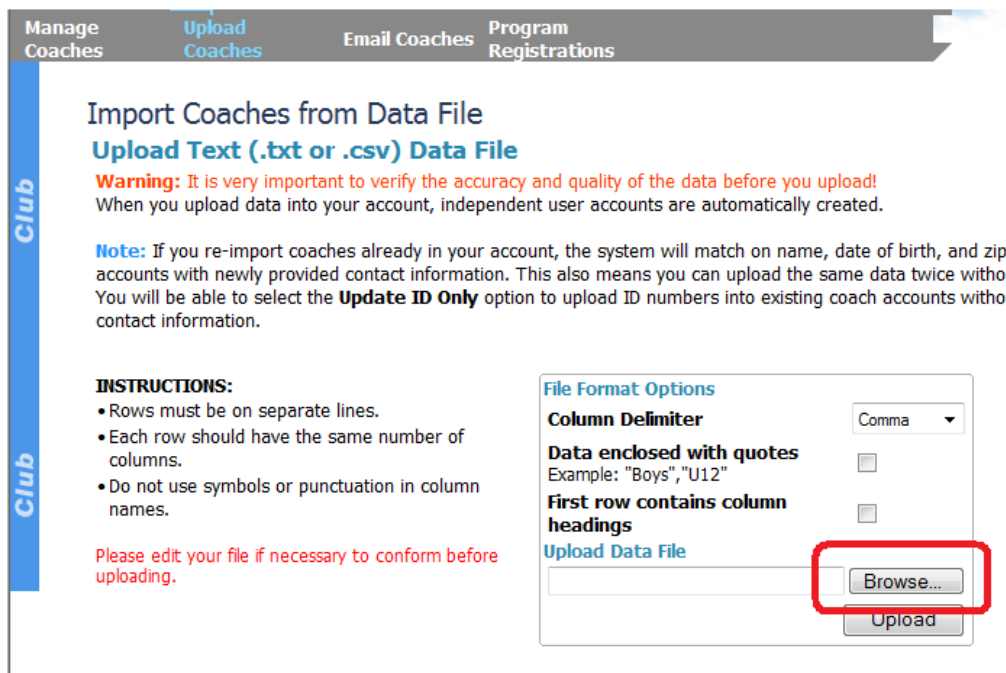
8. Find the CSV file, in this example "NCA upload" click it and press "**Open**" at the bottom of the screen

9. The system will return you to the Import page.
10. Click on "**Upload**" at the bottom left of the screen.
11.

12. The system will load the file in preparation for importation. You will see three options above the coach list.
13. Click on the Email Notification box. This will send an email to all coaches.
14. At the top of each column on your file will be a dropdown menu of our matching fields. In databases each record must have the same exact name. Simply match your column heading to ours. In the example below. We have matched the first few columns. If you have a column that you don't want imported or there in no corresponding field on our drop down list, select "**Do not Import**"

15. Select the options you want use for the upload.

16. At the top of each column on your file will be a dropdown menu of our matching fields. In databases each record must have the same exact name. Simply match your column heading to ours. In the example below. We have matched the first few columns. If you have a column that you don't want imported or there in no corresponding field on our drop down list, select "**Do not Import**"

    a. The column for First Name in the uploaded CSV file is called *First*, the matching name from our dropdown list is *First Name*.

    b. Notice we decided not to import the column called *Address*.

    c. Certain of our fields are marked with a ***** this designates a required field. For coaches, we require a *Last Name*, and *First Name*. We <u>strongly</u> recommend you upload an email address. If the coach does not have an email address we suggest you create a generic email with Hotmail, Google, Yahoo… for coaches. Place this email in the email address of coaches with emails. Then after you upload the coach emails will be sent to this account. You can then review and call the coaches. It is an easy way to see coaches without email addresses.

17. Click "**Import Data**" at the bottom left side of the screen

Screen Shot 7
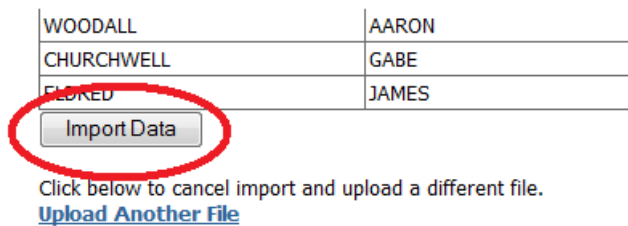
18. The next screen reports the action of the import.

Screen Shot 8

# Creating an Individual Coach or Team Official Account

The process of creating a coach or team official account is identical. The only difference is which link you select. Select the **Coach** link to create a coach account or the **Team Official** link to create a team official account. MYSA states all individuals that come in contact with children should have a background check. If you have board members, trainers, or any other club official that need to have a background check, create their account as a **Team Official**.

1

In this example, we will create a coach account.

1) Click on the **Coach** link on the dark blue menu bar.
2) Click on the **Create Coach Profile** link
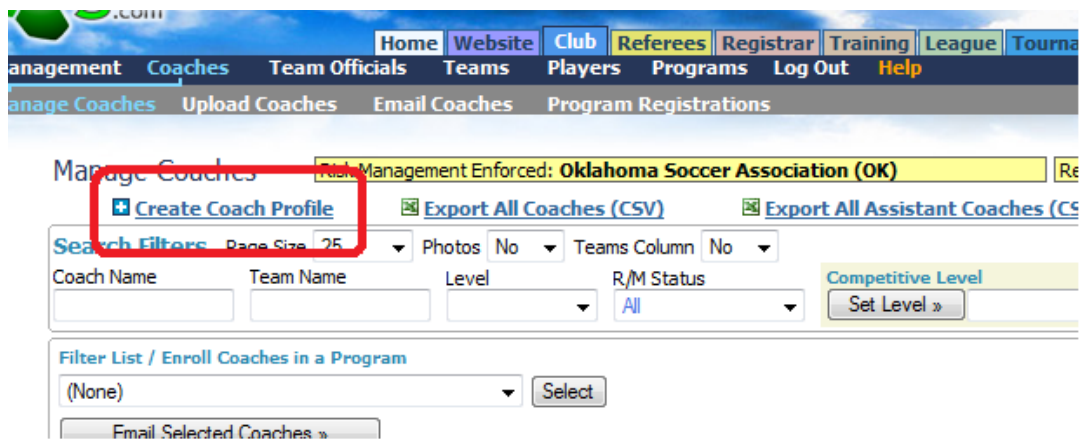
3) You will have to type in the following information:

a. The coaches (team officials) name
b. Email address
c. Username (recommended but not required)
d. Password (recommended but not required)

4) Press **Save**. At this point the GotSoccer system will automatically send an email to the coach using the email address listed. If you do not know the coach's email address, please enter a club address and contact the coach in another manner to give instructions on how to log into their account to submit a background check. We have created a short instruction document (pdf file) that you can place on your website giving detailed instructions to coaches and team official on how to complete the risk management process.

The email will look something like this:

From: GotSport Support [support@gotsport.com]
To: Bill Cameron
Cc:
Subject: Thanks for Coaching at ESC!

Thank you for becoming a coach! We appreciate your sacrifice in time and effort on beh
assist you along the way to make sure that your participation is both rewarding and ben
please log in to the GotSoccer web account that we have created for you using the user
this email. Update your account information and be sure to initiate the Risk Managemen
Soccer Association will perform on your behalf at no charge to you. Again, thanks for
to seeing you on the pitch!

To edit your profile go to http://www.gotsport.com/asp/coaches/

Your username is: lcsacoach and your password is: demo12.

You can change your password once in the administration page of your profile.

Notice it has the coach's username and password attached and the link for them to sign in and complete their risk management form.

Reviewing Risk a Coach's Management Progress

1) If you click back to the **Coach** link on the gray menu bar and type in the name of the coach, you will see a column giving it's Risk Management status. The initial status is N/A for Not Applied.

2) As soon as the coach submits his/her risk management form to MYSA, the status will change from N/A to *Pending*. Once the account has been approved, the status will change to *Approved*.

3) You can follow the progress of your coaches risk management status by using the Search Filters area on the Coach or team Official screen. Just select the *R/M Status* level you want to see (N/A, Pending, Approved or denied) and press **Apply Filters**.