## New Hampshire Soccer Association Risk Management (Background check) Instructions

New Hampshire Soccer (NHSA) requires all persons who come in contact with children to undergo an annual background check. This is a quick and private undertaking. You will be asked for:

- Your GotSoccer username and password. Your club can email you this information. It will come from an email address called <u>support@gotsport.com</u>. Please search both your inbox and junk mail folders.
- 2) Your legal first and last name, birth date address, Social security number, and phone number.
- 3) To answer a few questions regarding any arrest records.
- 4) To agree to NHSA's liability waiver.

To log in go to www.gotsoccer.com and click the login link.



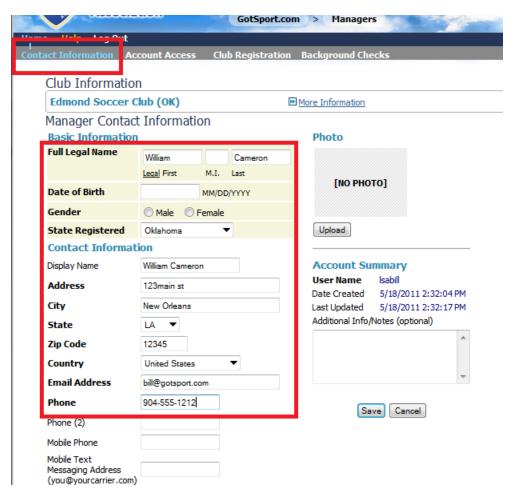
Next click the **Teams** link



Enter your Coach or team official username and password (just fill in one not both). Click Login



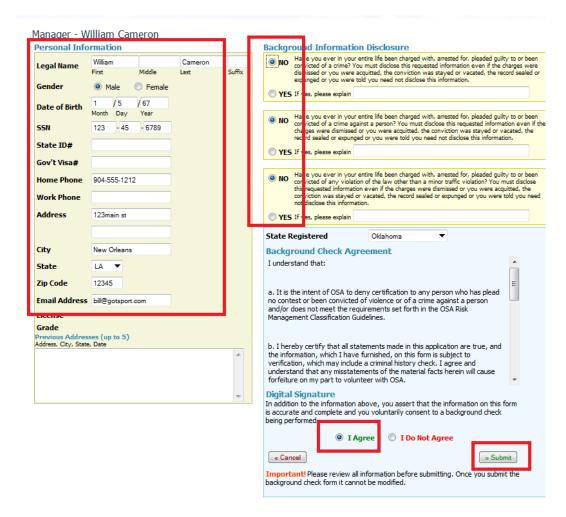
Click on the Contact Information link on the gray menu bar and fill in your personal information. Everything in bold is required, this includes a phone number. Press **Save** 



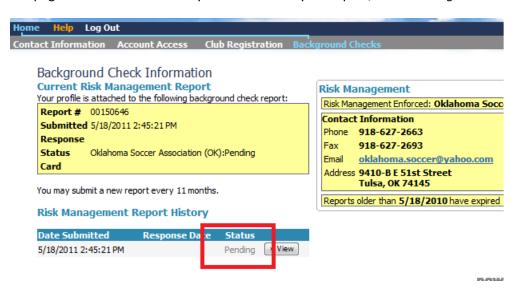
Next, click on the **Background** check link on the gray menu bar. If you are applying for the first time this seasonal year (2011-2012) click on **Submit New Report**. (If you already have a check for the current seasonal year, and need one for a different type of account, a referee for example, you can use the **Check Reports** button.



Confirm your information is correct, make sure your gender is selected, enter your social security number if requested, read and answer the *Background Information Disclosure*, **Agree** to the background Check and Liability Waiver agreement and press **Submit** 



The page will refresh and show you the status of your report, here *Pending*.



The status will change to approved or denied anywhere from a few minutes to several days later, depending on the state and results.