**How to complete you coach requirements:**

1- Go to https://system.gotsport.com
2- YOUR email/ user name is what you signed up with or gave to your club
3- **If you have never logged in** select forgot Password, use your email for the system to reset your password- you should receive an email for this process.
4- Once logged you, make sure your account information is updated and correct. – IT VERY IMPORTANT TO HAVE THE CORRECT TIME ZONE SELECTED IN YOUR ACCOUNT TAB.
5- Once your account information is completed go back to your dashboard and on the right side you will see you USYS REQUIREMENTS. (Safe sport, heads up, and background check) SafeSport can be stopped and picked up where lefts off, Heads up has to be completed when started or will restart you.
6- Your SafeSport access code is in the box copy it before clicking the link.
7- Pictures are required to be uploaded. Please make sure it's a head shot photo

**How you view your roster or virtual player cards:**

1- Go to Team Management tab
2- Click on the team you need to view
3- Along the top click on the Rosters tab
4- You will need to Select an Event Roster- it needs to be your clubs **ASSOCIATIONS** Cards and rosters event- Most will be under 21/22 BAYSA Cards and Rosters. Select the event and hit Search
5- Now you will see the Application Information under this information there is a tab for Documents and IDs. Select it.
6- In this tab you can find Roster PDF and Virtual Cards.

**How to print game cards:**

1. Go to Team Management tab
2. On the Left-hand side, you will see Matches- Select it
3. Here it will bring up all matches- find the match you need printed
4. On the right-hand side, you will see the column listed as "Chat" under this you will see 3 dots, click the dots
5. Select Print Match card