

Memo 9: **Coach Accounts, Registration and Background Check**

Risk Management status has been turned to Expired for all Approved risk managed Personnel (Coaches, referees, team officials etc.) Once you have determined your staff for next year you will want to send them a reminder email with their login and password. See instructions in Memo #9 [HERE](#).

This will allow them the opportunity to complete the background check prior to being registered for the 2011-2012 seasonal year.

Affiliates are reminded that they are required to give all club staff “coach accounts,” this includes all Board members, especially those with Got Soccer online access, team moms and even those members of your club who only do field maintenance since they can be in contact with players. Got Soccer will be setting all members to “Not Registered”, after July 5, this will not affect their current registered status, but will allow affiliates time to give them the proper competition levels for the 2011-2012 season. If you are not sure if a member is coming back, such as happens with recreational coaches, just leave them as not registered and you can register them when they return. The process of completing a risk management form does not register the coach. A coach is only registered if they have a current competition level of Competitive, or Recreational.

Please look at your coach list and do any consolidation that may be necessary due to duplicate accounts. Since the system looks at the spelling of names, you may have a coach with Jim and with James, and you know it is the same person. You can change the nickname to the real name, and then merge. Remember, data does not move across in a merge, the merged account just disappears. Got Soccer also has instructions in the Club basic manual on page 36-37:

<http://www.gotsport.com/Content/directors/upimg/dir8934/newclubbasic.2.3.2010.pdf>

Any coach not marked “inactive” or “Not registered” in your account on Aug 1 will be registered with your club, and you will be billed \$15.00.

Got Soccer also allows clubs to create a customized welcome when new coach accounts are created, and remind them to do their online background check. See example below, while on the Club tab, click on Customization, then user notifications. Please insert the message below in the coach account, and team manager section.