



## 2025/26 BACKGROUND CHECK (RISK MANAGEMENT) SUBMISSION INSTRUCTIONS

This season, there will be two risk management pathways:

- Those who were L2 approved in the 2024/2025 season.
- All other members can submit **EITHER** an FDLE Level 2 (\$60.00) or an FDLE Level 1 (\$45.00). **If you are unsure which option to select, contact your club administrator.**

### Directions for Those Who Were **Level 2 Approved** in the 2024/25 Seasonal Year.

**Step 1:** Log in to your GotSport Account.

- Please ensure that you are using **a full legal name** as it appears on your government-issued identification so that your requirements will sync with SafeSport and the National Data Center.

**Step 2:** Click on 'Dashboard' and scroll down until you see the pathway for **ENTER YOUR CLUB'S NAME HERE**. You will see the FDLE Level 2 requirement as 'fulfilled.' Click on 'Details to submit the National Check (\$20.00)

Florida Youth Soccer Association  
Auburndale, FL, US

← Your club name will show here

Requirements

National Check		Required	Required	Details
Safe Sport	07/31/2026	Fulfilled	Fulfilled	Details
FDLE Level 1	07/31/2025	Fulfilled	Expired	Details

**Step 3:** Click on 'Submit New Report' and answer all the questions with as much detail as possible.

**Step 4:** Add your signature, click save, and then click submit.

Signature

*[Handwritten Signature]*

Save Reset

Submit

### Step 5: [Submit payment.](#)

- If your club has purchased credits for your background check, you will see the 'Voucher Code' box appear once the voucher code has been entered (your club will communicate this), click on Submit.

Enter Voucher Code to complete background check checkout

Charged Today  
Total

Voucher Code

Submit

Credit Card Checkout

**Risk Management**

Type: Background Check

Enforced By

Contact Information

Phone number: (843) 429-0006

Address: 192 E Bay St Suite 301, Charleston, SC 29401, US

Reports older than 05/31/2021 have expired

- If no credit is available, click 'Credit Card Checkout' to input your credit card information. Click on the 'Yes Agree to Payment Terms' button and click Pay. **Contact your club administrator if you are unsure how to proceed.**

Fill Out Form To Purchase Background Check

Charged Today  
Total

Ensure you see the correct fee, as FYSA is unable to issue any refunds. If you are unsure, check with your club administrator.

FDLE 1	\$45.00
FDLE 2 (fingerprint)	\$60.00
National Criminal	\$20.00

**Credit Card Information**

Credit Card Number

Expiration Month

Expiration Year

CVV

Postal Code: 32266

**Payment Terms**

☐ Yes Agree To Payment Terms

Pay

If a payment is not linked, the status will change to unpaid, and the background check will not be submitted.

Fulfilled Unpaid Details

To continue, click on 'Details' and click on the blue cart to enter either a voucher code or credit card information.

**Report History**

ID	Date Submitted	Date Completed	Updated	Status
7382241			06/06/2025 16:44	Unpaid

**Step 6:** Complete your [SafeSport](#) and [Heads Up](#) certificates.

## Directions for Those Who Were **NOT** Level 2 Approved in the 2024/25 Seasonal Year.

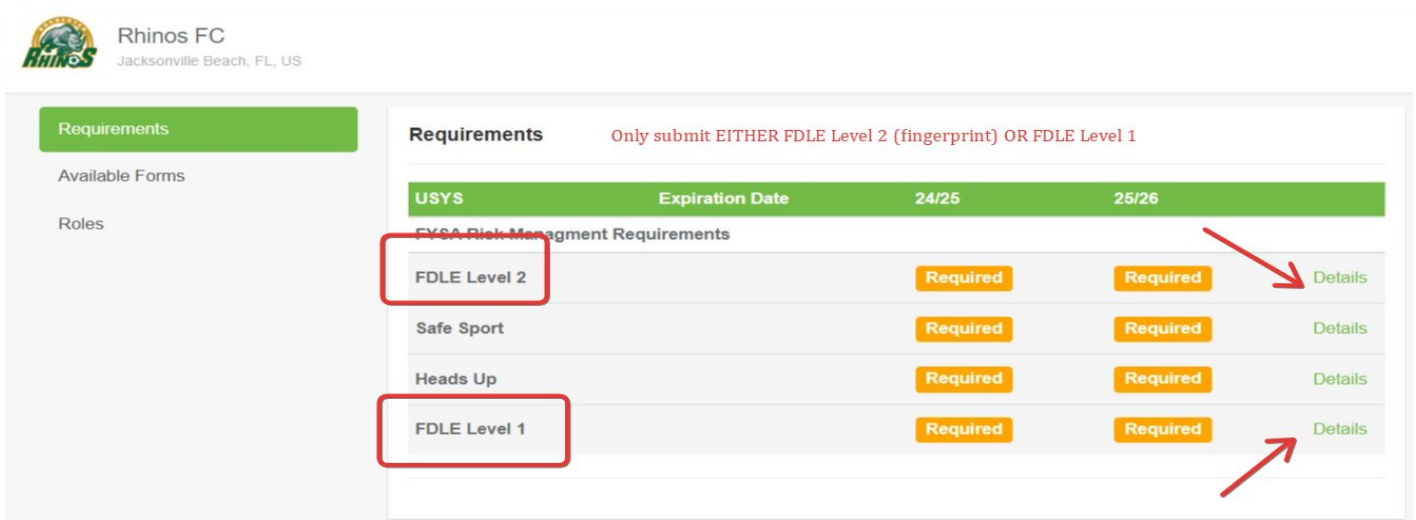
Step 1: Ensure you know which background check to submit. If you are unsure, contact your club administrator before proceeding. **We will be unable to issue any refunds should you select the incorrect pathway.**

- FDLE Level 2 (fingerprint) \$60.00
- FDLE Level 1 \$45.00

**Step 1:** Log in to your GotSport Account.

- Please ensure that you are using a **full legal name** as it appears on your government-issued identification so that your requirements will sync with SafeSport and the National Data Center.

**Step 2:** Click on the Dashboard and scroll down to the risk management pathway for your club. You will see the option to submit **EITHER** an FDLE Level 2 (fingerprint \$60.00) or an FDLE Level 1 (\$45.00). If you are unsure which option to select, contact your club administrator for guidance. Click on 'Details' for the type of background check you wish to submit.

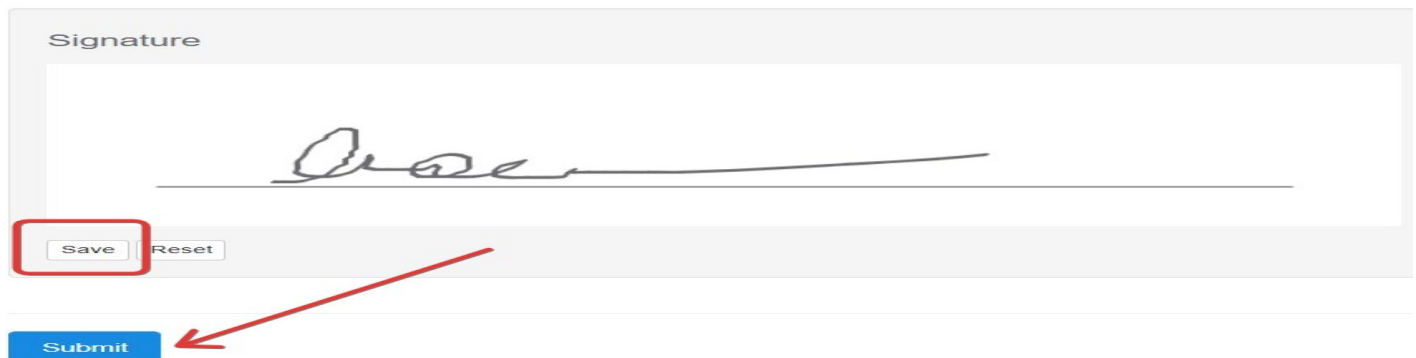


The screenshot shows the Rhinos FC dashboard with a sidebar containing 'Requirements', 'Available Forms', and 'Roles'. The main content area is titled 'Requirements' and includes a red note: 'Only submit EITHER FDLE Level 2 (fingerprint) OR FDLE Level 1'. Below this is a table with columns for 'USYS', 'Expiration Date', and two dates: '24/25' and '25/26'. The table lists four requirements: 'FYSA Risk Management Requirements', 'FDLE Level 2', 'Safe Sport', and 'Heads Up'. Each requirement has a 'Required' status for both dates and a 'Details' link. Red boxes highlight 'FDLE Level 2' and 'FDLE Level 1' in the table, and red arrows point to the 'Details' links for these two options.

USYS	Expiration Date	24/25	25/26
FYSA Risk Management Requirements			
FDLE Level 2		Required	Required
Safe Sport		Required	Required
Heads Up		Required	Required
FDLE Level 1		Required	Required

**Step 3:** Click on 'Submit New Report' and answer all the questions with as much detail as possible.

**Step 4:** Add your signature, click save, and then click submit.



The screenshot shows a 'Signature' section with a handwritten signature. Below the signature are 'Save' and 'Reset' buttons. A red box highlights the 'Save' button, and a red arrow points from it to a blue 'Submit' button located below the signature section.

## Step 5: [Submit payment.](#)

- If your club has purchased credits for your background check, you will see the 'Voucher Code' box appear once the voucher code has been entered (your club will communicate this), click on Submit.

Enter Voucher Code to complete background check checkout

Charged Today  
Total

Voucher Code

Submit

Credit Card Checkout

**Risk Management**

Type: Background Check

Enforced By

Contact Information

Phone number: (843) 429-0006

Address: 192 E Bay St Suite 301  
Charleston, SC 29401  
US

Reports older than 05/31/2021 have expired

- If no credit is available, click 'Credit Card Checkout' to input your credit card information. Click on the 'Yes Agree to Payment Terms' button and click Pay. **Contact your club administrator if you are unsure how to proceed.**

Fill Out Form To Purchase Background Check

Charged Today \$  
Total \$

Ensure you see the correct fee, as FYSA is unable to issue any refunds. If you are unsure, check with your club administrator.

FDLE 1	\$45.00
FDLE 2 (fingerprint)	\$60.00
National Criminal	\$20.00

**Credit Card Information**

Credit Card Number

Expiration Month Expiration Year CVV Postal Code

32266

**Payment Terms**

☐ Yes Agree To Payment Terms

Pay

If a payment is not linked, the status will change to unpaid, and the background check will not be submitted.

Fulfilled Unpaid Details

To continue, click on 'Details' and click on the blue cart to enter either a voucher code or credit card information.

Report History				
ID	Date Submitted	Date Completed	Updated	Status
7382241			06/06/2025 16:44	Unpaid

**Step 6:** Complete your [SafeSport](#) and [Heads Up](#) certificates.