

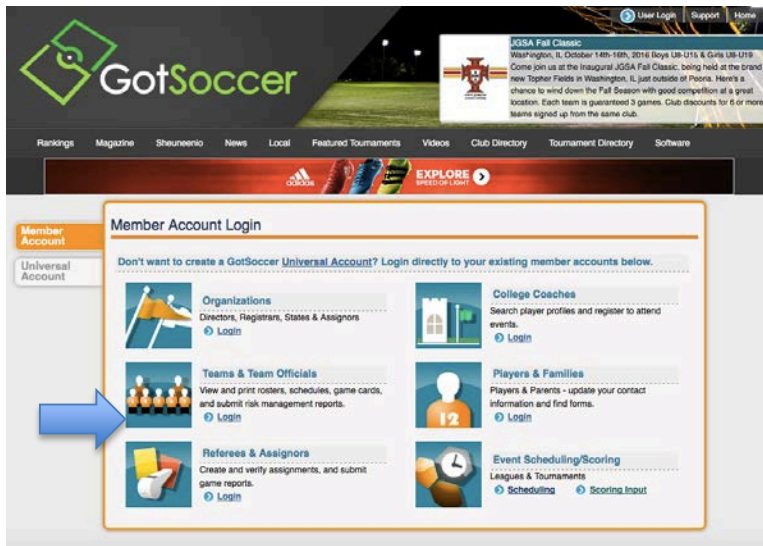
Background Check and CDC Concussion Course Instructions

1. Go to **gotsoccer.com** and click **User Login**.

(For those coaches who do not already have a Coach account, please contact Bev Gibbs at bev.gibbs@spacecoastsoccer.org and provide your Full Name, Address, Cell number, Date of Birth. An account will be set up for you. You will receive an email with login instructions.)



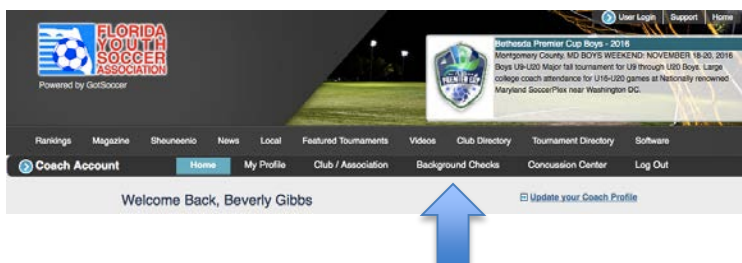
2. Click **Login** under **Team & Team Officials**.



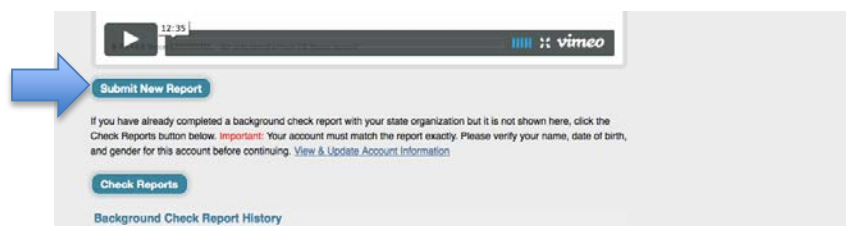
3. Coaches login under **Individual Coach**, Managers under **Individual Manager**.



4. Go to the **Background Checks** tab.



5. Scroll down until you see the **Submit New Report** button.

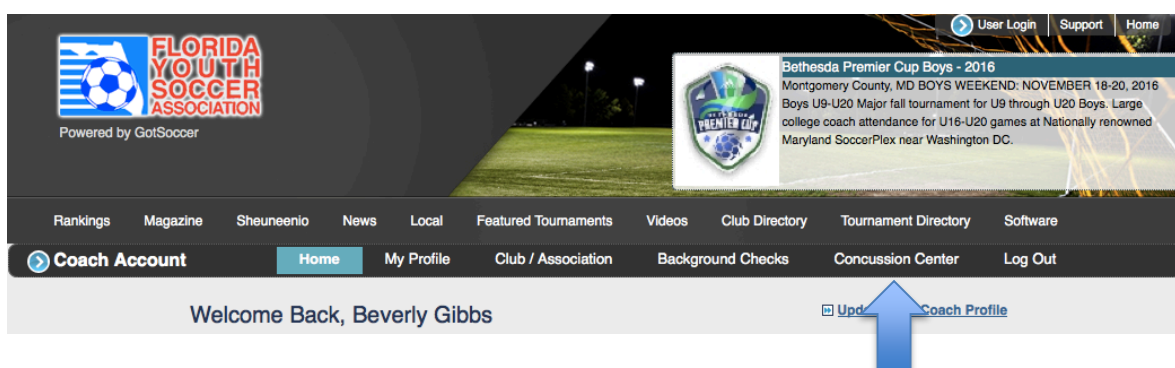


6. Click on **Submit New Report**.

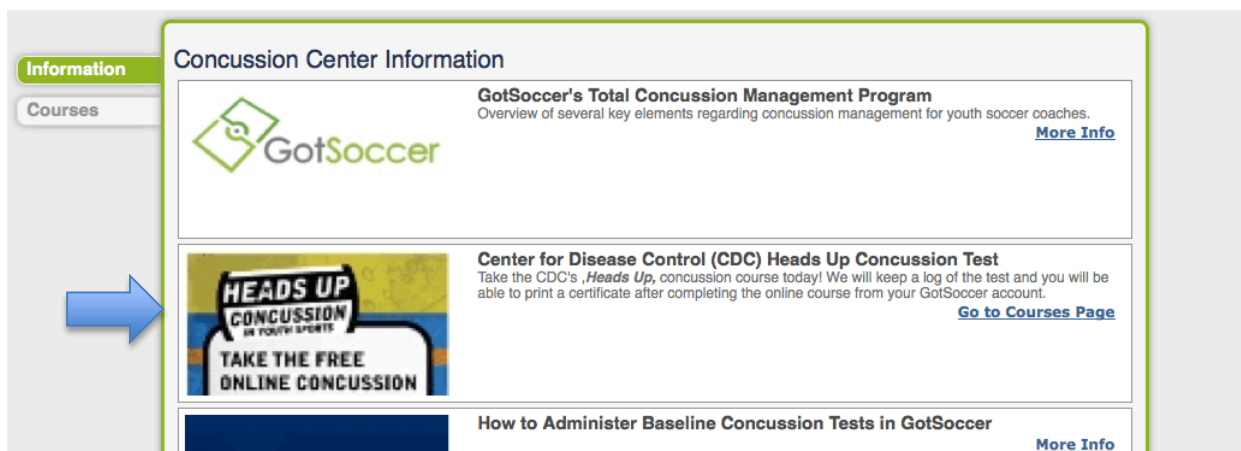
On the left, update your information and enter your Social Security number. On the right answer the risk management questions truthfully. Most rejections are due to not declaring information.

7. Scroll to the bottom of the Blue area and click **I Agree** and **Submit**.

8. To perform the CDC Concussion Course, click on the **Concussion Center** tab.



9. Locate the **CDC Heads Up Concussion Test** and click **Go to Courses Page**.



Your course status is shown. **If you completed the course in 2016 you do not need to repeat it.** If not, take the course. The video and quizzes take about a half-hour to complete.

10. When complete, be sure to print the certificate. It is best to save it as a PDF or take a screen shot. The course does not always connect to your account.

New Brevard County Parks & Rec Requirements

The Brevard County Parks & Rec Department has instituted a new background screening process for volunteers. This higher level screening requires fingerprinting.

The Company doing the fingerprinting is AUE Staffing. Periodic mobile fingerprinting dates are offered at the park, otherwise you must go to their Melbourne office.

AUE Staffing, Inc.
1600 Sarno Road #211
Melbourne, FL 32935
Tel. 321-622-8306 | Fax. 877-628-8934

Appointments for the fingerprinting can be made by phone or online.

1. Go to auestaffing.com.
2. Under Fingerprinting click **Volunteer Background Form**.
3. Follow the instructions on the screen. Under Step 1 be sure to access the Demographic form and print it out. Bring this with you to the appointment.

Note: For the Region we are the *South Region*

4. At the bottom click the location at which you want to make an appointment. Chose the date and time and proceed.

Depending on how many people are scheduled the process can take from 15 to 30 minutes.