

Space Coast United Soccer Club

How to Complete FYSA Clearance Requirements

The instructions below give you the detailed steps to complete your Coach or Manager background checks and courses for FYSA.

This document is linked on the Coaches and Managers page: spacecoastsoccer.org/staff

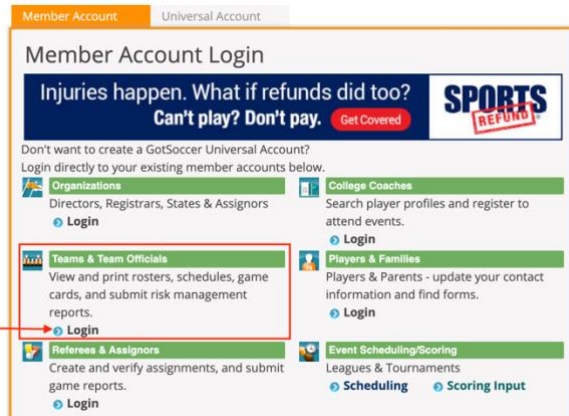
Requirement 1: Background Check

1. Go to gotsoccer.com and click Login at the top right.



For coaches who do not already have a Coach account, register at [SCU Coach Registration](#). Managers, contact registrar@spacecoastsoccer.org to request an account.

2. Click Login under Team & Team Officials.



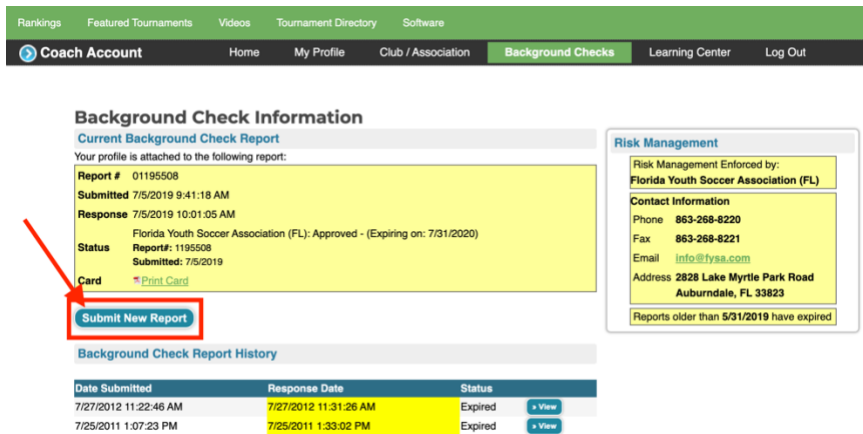
3. Coaches login under Individual Coach, Managers under Individual Manager.



4. Go to the Background Checks tab.



5. Scroll down and click on the **Submit New Report** button.



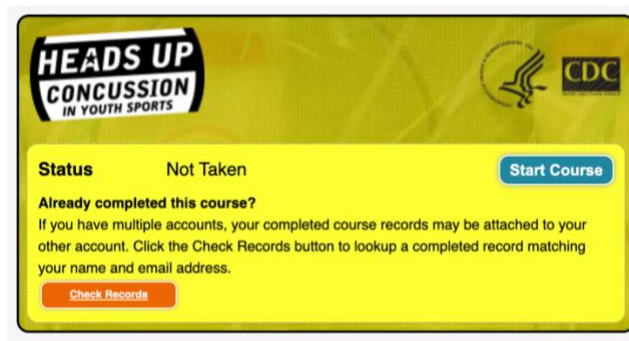
6. On the left, update your information and enter your Social Security number (State ID# not required). On the right answer the risk management questions truthfully. Most rejections are due to not declaring information.
7. Scroll to the bottom of the Blue area and click **I Agree** and **Submit**.

Requirement 2: Complete the CDC Concussion Course

1. Go to your **Home** tab. There is a link to the course. Click **Learning Center Courses**.



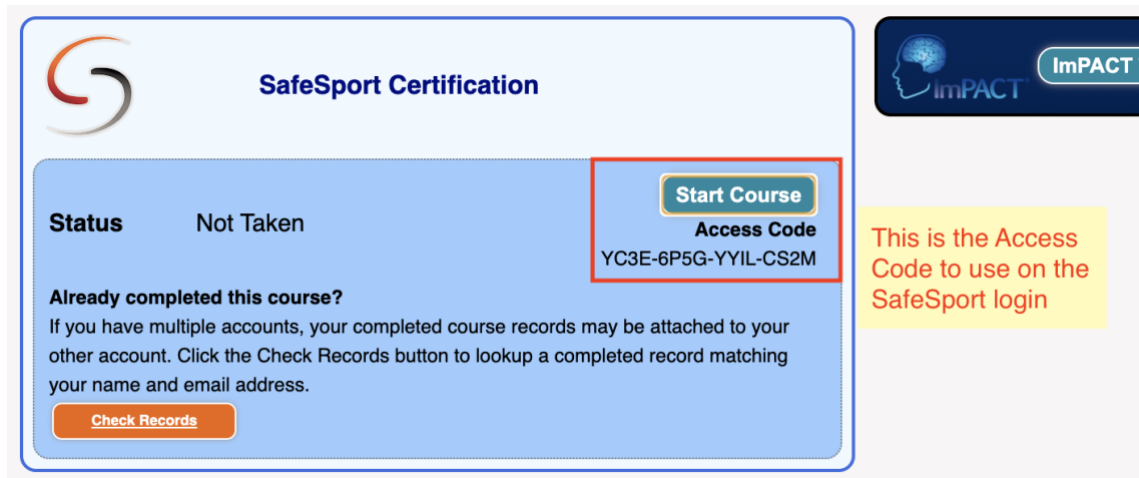
2. **Heads Up Concussion** is listed second. If the status shows that you completed the course last year you do not need to retake it. Otherwise, click **Start Course**. The videos and quizzes take about a half-hour to complete.



3. When complete, be sure to print the certificate. It is best to save it as a PDF or take a screen shot in case you need proof that the course was completed.

Requirement 3: Complete the SafeSport Course

1. Go back to your **Home** tab. Next to **SafeSport Certification**, click **Learning Center Courses**. You are brought to the same Available Courses screen.
2. The **SafeSport Certification** box will show a Status. If the status shows that you completed the course last year you will only need to do a Refresher. Click **Start Course**. The videos and quizzes take about 90 mins. The Access Code is **YC3E-6P5G-YYIL-CS2M**.



Requirement 4: Coaches Only - Brevard County Parks & Rec Fingerprinting

You will need to complete a fingerprint security check for Parks & Rec through AUE Staffing. This is good for 5 years.

1. Contact Bev at bev.gibbs@spacecoastsoccer.org to get a coupon code.
2. Go to the [AUE Staffing Fingerprinting Schedule Page](#) to schedule an appointment. Click on **Fingerprinting**. Choose **Brevard County Parks & Recreation (5 years)**
3. Pick a Date and Time and continue.
4. For **Area** choose *South*. For **Recreation Partner** choose *Space Coast United Soccer Club*. For **Recreation Contractor** enter *Not Applicable*. For **Volunteer** enter *Coach*. Redeem the Coupon Code.
5. Go to AUE to be fingerprinted. NOTE: AUE is open during business hours. If you need a later appointment, contact them to make arrangements.

AUE Staffing
 1600 Sarno Rd #109, Melbourne, FL 32935
 321-622-8306