

How to do a Background Check

All background checks and safesports expire every year on May 31st

Note: You will only be able to complete a background check in the new system once you are attached to an organization (example: added as a coach, manager, admin, etc)

You will only have one log in for the new system and can use that same log in to access any organizations or teams you are assigned to. This helps eliminate the need for multiple log ins.

You must log in with your personal log in. You cannot use a spouse's or a child's.

- 1. Log into your GotSport account at https://system.gotsport.com/
- 2. Click on the person icon in the top right:
- 3. Click on Profile: A Profile
- 4. You will automatically be on the dashboard tab.
- 5. If you do not see any organizations listed on the dashboard tab, then you cannot do a background check until you are attached to an organization. Contact the club or association to have them add you to their organization.
 If you are attached already, you will see your organizations listed. If you have multiple, you do not have to do the required background check and safesport on each one. You only have to do it under one organization and it will then link to all the others automatically once approved.
- 6. For Background Check, click on Details.
- 7. Then Click Submit New Report

 After you submit, status will state pending. Please allow at least 24 hours for this to update to approved, denied, or under review. If shows as Under Review or Denied, then you will need to reach out to Risk Management at risk_management@ntxsoccer.org

If you do not see an option to do a background check please contact the office at 214-297-5022.

If you have any questions that do not pertain to the DENIED or UNDER REVIEW status, please call the NTSSA office at 214-297-5022