How to Submit GotSport Background Check

1. Go to GotSport via the following link: <https://system.gotsport.com/>
2. CASA will create an account for you. Username is the email address that you used to register your child. Default password is ‘casasoccer’ (you can change this if you want).
3. Click on ‘Account’. Enter your birthdate, scroll to bottom and click on ‘Save’.



 

1. Click on ‘Dashboard’.



1. Click on ‘Requirements’ – Find the line that says ‘Background Check’ and click on ‘Details’.



NOTE - For those that have previously submitted a background check:

Your background check is good for one year. By clicking on ‘Details’ you can see when you last submitted a background check. You will receive an email two weeks prior to expiration. If Background Check states ‘Fulfilled’ this means that you previously submitted a background check and this has not yet expired. If you are participating in the upcoming season and your background check will expire before the season ends, you should submit a new background check prior to the upcoming season. We do not want to worry about background checks expiring during the season!

1. Click on ‘Submit New Report’.



1. Complete all required fields, sign, and click on ‘Submit’.



1. Your background check will not be processed until you pay the $7.50 fee (you will be reimbursed by CASA). Click on ‘Credit Card Checkout’.



1. Enter your credit card information and click on ‘Pay’.



1. If you see ‘Payment Successful’, you are all done!



1. If you did not complete check out right away, you can complete the following steps to pay. Click on ‘Details’ to get back to the background check screen.



1. Click on the ‘cart’ icon.



1. Complete steps 8 and 9 above to complete payment.