





## How to do a Background Check

**\*All background checks and safesports expire every year on May 31<sup>st</sup>\***

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.

1. Log into your GotSport account at [www.system.gotsport.com](http://www.system.gotsport.com)
2. Click on the person icon in the top right: 
3. Click on Profile:  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 More Info: Background Check Required More Info
7. Then Click Submit New Report 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 Evelyn Swissler at 972-979-6582

Please DO NOT call Evelyn if you do not see an option to do a background check. She only assists with background checks AFTER submission.

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