MSYSA Travel Manager Registration 2023-2024

To register, please follow this link: MSYSA Travel Manager Registration 2023-2024

Login:

Very Important If you already have a gotsport account, please use the same email address and password. Do not create a new account.

- **New to GotSport:**
  - click "CREATE AN ACCOUNT."
  - Select "I'm registering myself."
  - Enter the required information and click "Sign Up."
- **Returning User:**
  - Enter email address and password and click Login
  - If you have forgotten your password or receive the message: "Email/UserID has already been taken"
    - Follow this link GotSport Login
    - Click "Forgot Password."
    - Enter your email address and click "Reset Password."
    - You will receive an email with a link to create a new password. Follow the link, create the new password, and log in.
    - Once you are logged in, ensure the information on the form is accurate and complete and click "Save."
    - Follow this link again to continue with the registration: MSYSA Travel Manager Registration 2023-2024

Registration:

- Click Register next to your name.
- If needed, Upload a headshot photo. *Photo Requirements
- Enter the required information and click "Save and Continue" at the bottom of the screen.
- If needed, read and sign the Covid 19 waiver (click Start, Sign, click Save and click Continue)
- When you get to the payment page:
  - click "Select"
  - Click "Continue to Checkout"
  - Check "Yes, I agree" to the payment terms
  - Click "Register"

Training:

Once your registration is complete, you will be redirected to your Dashboard to complete your trainings and submit for a background check.

- **Safe Sport Training**

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- o Click "Details" next to "Safe Sport."
- o Click "Start Course"
- o Create an account or click Login
- o Click Enroll
- o Click My Courses…If this is your first or fourth time taking this course, you must complete the full course (approximately 2 hours). If you have previously taken the full course and there is a refresher course available, you will need to take a refresher course (approximately 30 minutes).
- o Once you complete the training, return to your Dashboard, and click Check Records to ensure this training is now marked Fulfilled.

- **Background Check**
  - o Select "Details" next to "Background Check."
  - o Click "Submit New Report."
  - o Enter required information, sign, click "Save" and click "Submit."
  - o On the next screen, enter this voucher code: SAC2023
  - o Click "Submit."

- **Concussion Training**
  - o Click "Details" next to "Heads Up"
  - o Click "Launch Heads Up."
  - o Click "Start Training."
  - o Complete the course (approximately 25 minutes).
  - o Once you complete the training, you will be returned to your Dashboard. This training should now be marked Fulfilled.

- **Disqualification-Suspension Review Self-Certification for Staff**
  - o Click "Details"
  - o Click "Submit New Report"
  - o Provide required information and answer all questions.
  - o Sign and save your signature
  - o Click "Submit"