



## **How to gain access to and upload** **Coach Certification and Safe Haven Certification** **For Presidents Cup 2023**

For Presidents Cup, Head Coaches and Assistant Coaches are required to upload BOTH their Coach Certification AND Safe Haven Certification to GotSoccer. This is to ensure your certifications are matching or exceeding the division you are coaching.

There are two ways to obtain Coach Certifications and Safe Haven Certifications. The first option is the preferred one. If you can not find your certifications following the instructions in option 1, please proceed to option 2 and follow those instructions instead.

### **OPTION 1**

#### **How to find your certifications:**

1. Log onto your regional website. (For example [www.ayso64.org](http://www.ayso64.org).)
2. LOGIN.
3. On top of the page is a picture of you or a head/shoulder image. Hover over it and select "Account".
4. Once on your account page you will see your name, and your child's name if you have registered your child under your account.
5. On the left side of the page click "Volunteer"
6. Approximately in the top right corner click on the button "AYSOU"
7. On the left side of the screen hit "Skills Passport"
8. This screen shows all your courses and qualifications.
9. In the top right corner, click "Download PDF"
10. Your screen will show you a page with all your accreditations.
11. Please save this PDF to your computer and upload it to GotSoccer (see below).

#### **How to upload the document to GotSoccer:**

From the team home page in GotSoccer:

1. Click on tab EVENTS
2. Select the Event – Presidents Cup 2023
3. Go to Documents Tab
4. Here is a box called Team Document Upload. Upload your Coach/Safe Haven Certification Document here.
5. Once uploaded it will show on the left side of this page

## **OPTION 2**

Send an email to [PC\\_registrar@ayso2j.org](mailto:PC_registrar@ayso2j.org)

Please give this email the heading "Coach certifications"

This email should include the following

- A statement explaining that you can not upload the head coach and assistant coach certifications using option 1 above.
- Confirmation number of your Accepted Presidents Cup application (for example E89890-T1616830)
- AYSO Region (for example 2J64)
- Age bracket (for example U10)
- Name of your team (for example Eagles)
- Name and **email** of the head coach **AND**
- Name and **email** of the assistant coach (Please note that the assistant coach has to be filled in on the application to Presidents Cup as well prior to approving the coach certifications. Many teams only fill out the name of the head coach, which is not sufficient.)