



STEPS TO

SUBMITTING YOUR

CPR/AED



Submitting User Requirements

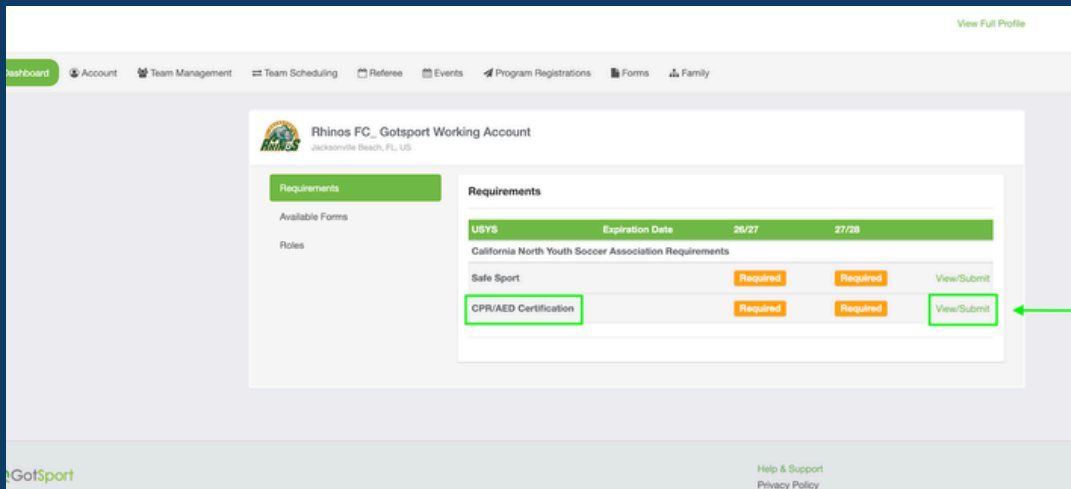
CPR/AED

STEP 1

Log in to your GotSport account at system.gotsport.com

STEP 2

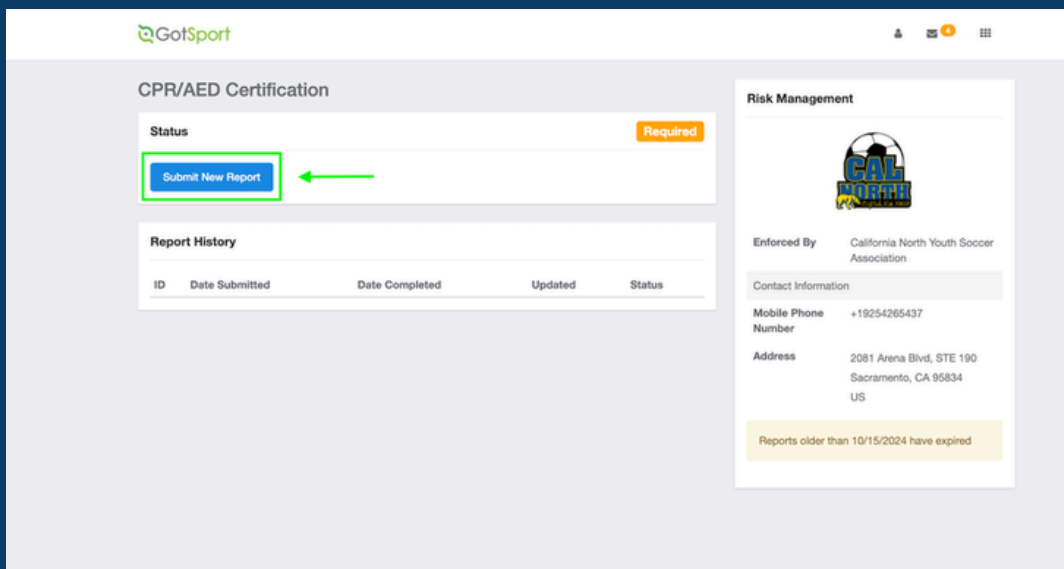
Depending on your role within your club, the user requirements will consist of either CPR/AED, Intro to Safety, SafeSport, LiveScan, and Background Check, or all five. These requirements are located on your account "Dashboard." Click "View/Submit" for the CPR/AED requirement to continue.



STEP 3

Click "Submit New Report" to upload your certification:

Note: On the following screen it will prompt you to confirm your profile contact information and then upload a screenshot of your CPR/AED Certification that proves you completed the course.

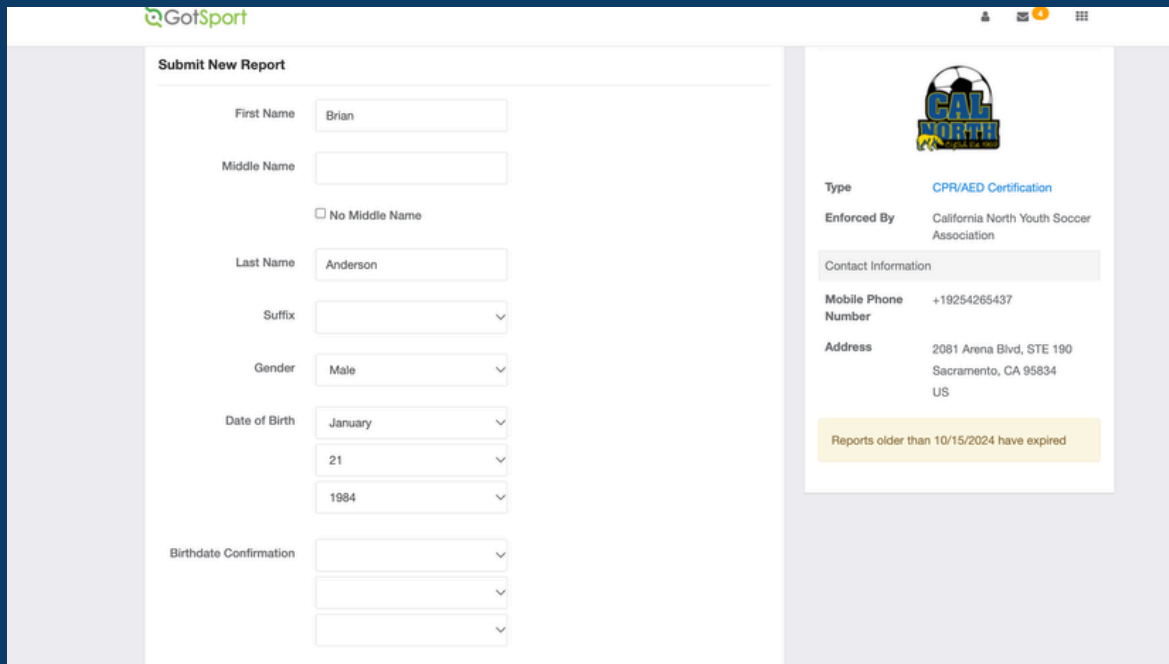


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STEP 4

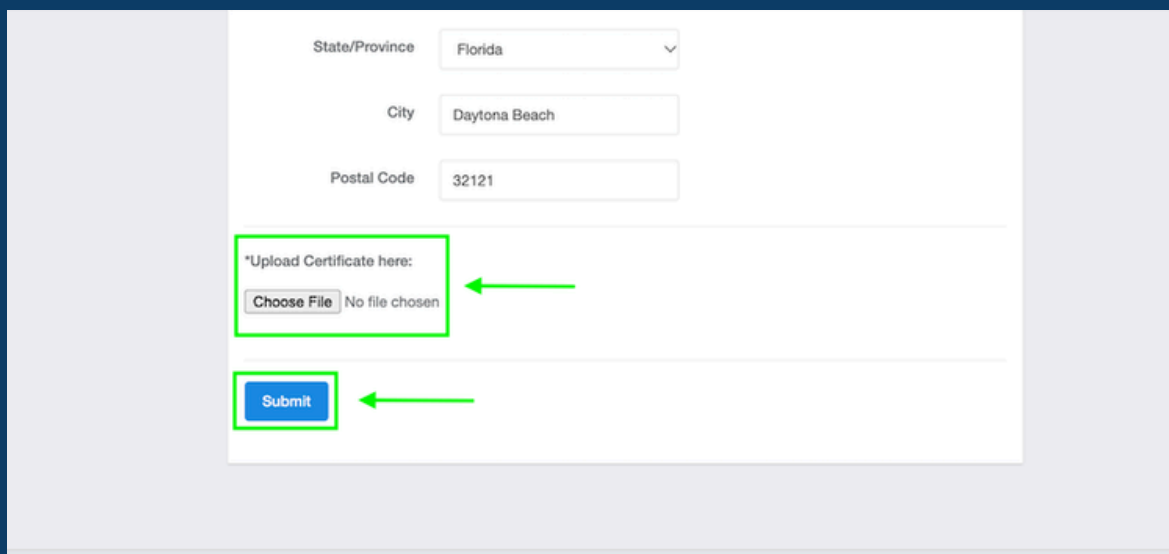
On the next page you will enter and confirm your profile information. Make sure to confirm your date of birth and middle name before proceeding.



The screenshot shows the 'Submit New Report' form. On the left, there are input fields for First Name (Brian), Middle Name (empty), Last Name (Anderson), Suffix (dropdown), Gender (Male), Date of Birth (January 21, 1984), and Birthdate Confirmation (three empty dropdowns). On the right, there is a sidebar with the CAL NORTH logo, Type (CPR/AED Certification), Enforced By (California North Youth Soccer Association), Contact Information (Mobile Phone Number: +19254265437, Address: 2081 Arena Blvd, STE 190, Sacramento, CA 95834, US), and a yellow warning box stating 'Reports older than 10/15/2024 have expired'.

STEP 5

Once you've uploaded the file click "Submit" to submit your requirement. You're status will change to pending on your dashboard for your club administrator to go and review/approve.



The screenshot shows the final submission step. It includes fields for State/Province (Florida), City (Daytona Beach), and Postal Code (32121). Below these is a section labeled '*Upload Certificate here:' with a 'Choose File' button and the text 'No file chosen'. A green arrow points to the 'Choose File' button. Below this is a blue 'Submit' button, also highlighted with a green box and a green arrow pointing to it.

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If you have any questions please feel free to contact your Member Service Representative. If you are unsure who your representative is, please visit our contact directory, email **memberservices@calnorth.org**, or call our office at **(925)426- 5437**.

<https://www.calnorth.org/contact-directory>

