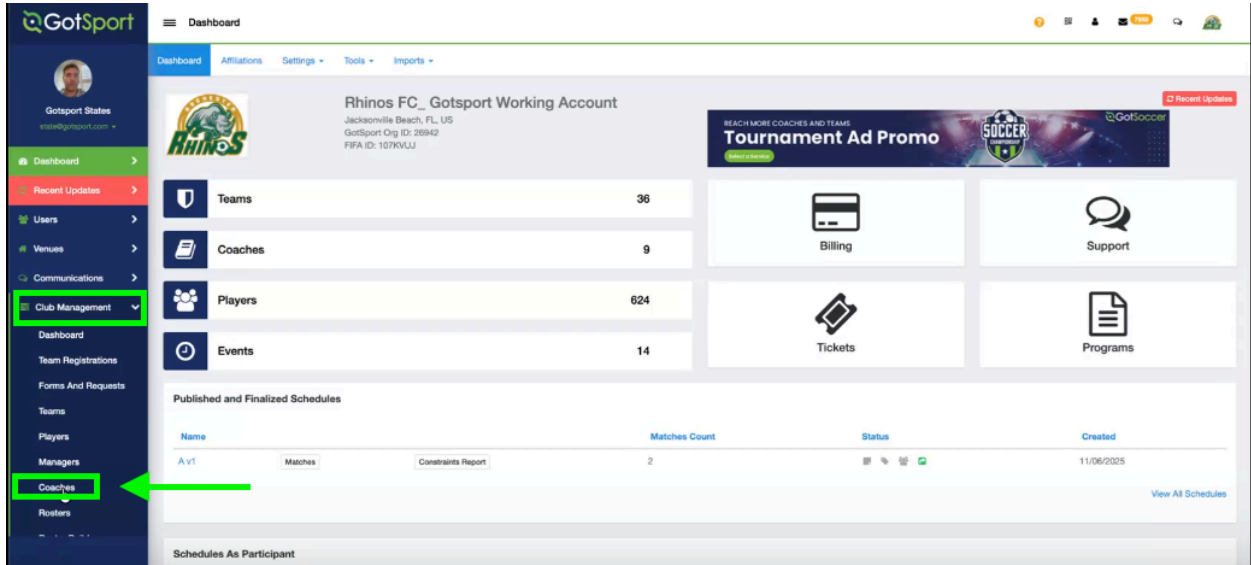


Step by Step Guide: Approving a Coach's CPR/AED Certification in GotSport

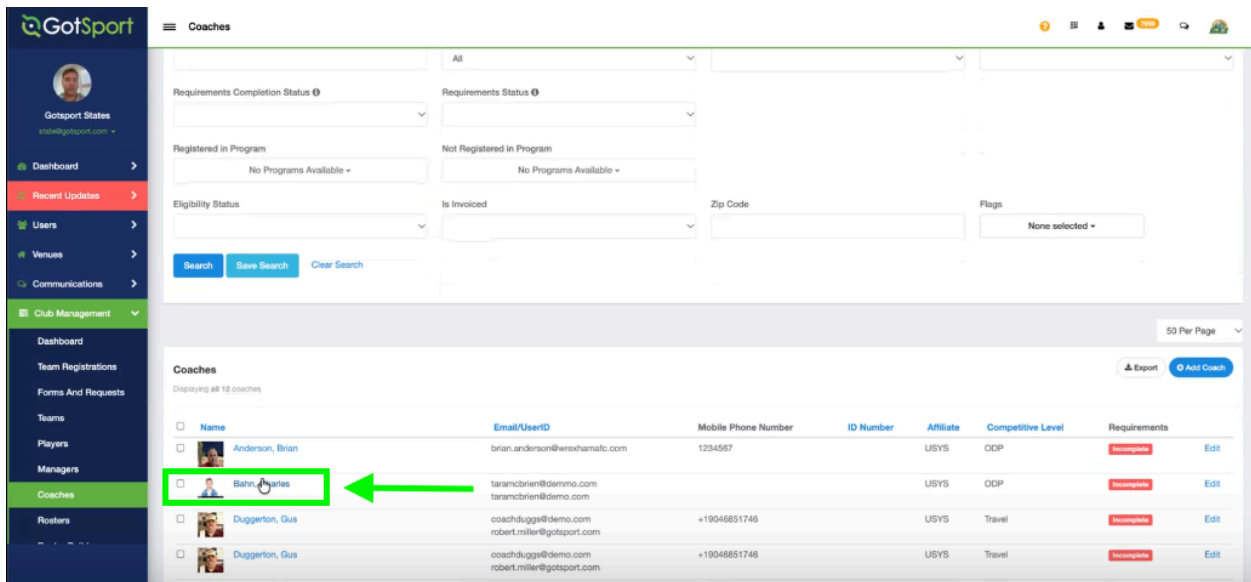
[Click here](#) to view a short video on how to approve a Coach's CPR/AED Certification in GotSport

Step 1: Navigate to **“Club Management”** > **“Coaches”** in the left sided menu on your GotSport club Dashboard



The screenshot shows the GotSport Club Dashboard for Rhinos FC. The left sidebar menu is expanded, and the 'Coaches' option is highlighted with a green box and a green arrow. The main content area shows a summary of club statistics: Teams (36), Coaches (9), Players (624), and Events (14). There are also buttons for Billing, Support, Tickets, and Programs. Below this, there is a section for 'Published and Finalized Schedules' with a table showing a single match for 'Avi'.

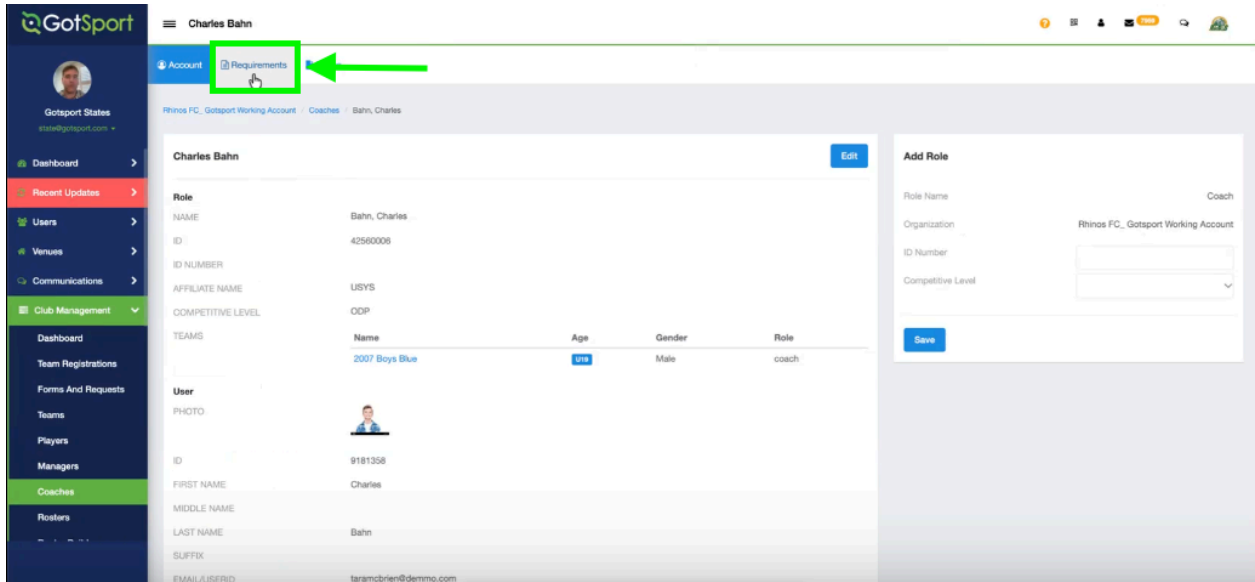
Step 2: Click on the coach in question



The screenshot shows the GotSport Coaches list. The left sidebar menu is expanded, and the 'Coaches' option is highlighted with a green box and a green arrow. The main content area shows a search filter section with various dropdowns and a search button. Below this is a table of coaches. The first coach, 'Bahr, Charles', is highlighted with a green box and a green arrow. The table columns include Name, Email/UserID, Mobile Phone Number, ID Number, Affiliate, Competitive Level, and Requirements.

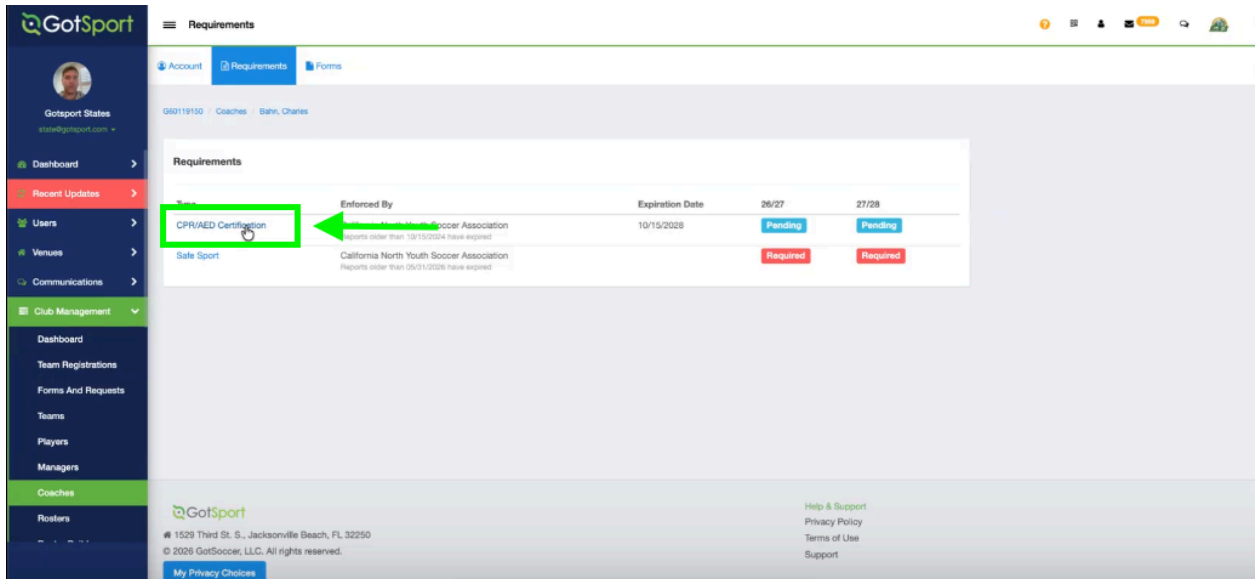
Name	Email/UserID	Mobile Phone Number	ID Number	Affiliate	Competitive Level	Requirements
Bahr, Charles	taramcbrian@demo.com			USYS	ODP	Incomplete
Duggerton, Gus	coachdugga@demo.com	+19046851748		USYS	Travel	Incomplete
Duggerton, Gus	coachdugga@demo.com	+19046851748		USYS	Travel	Incomplete

Step 3: Click on the “Requirements” tab at the top of the coach’s profile



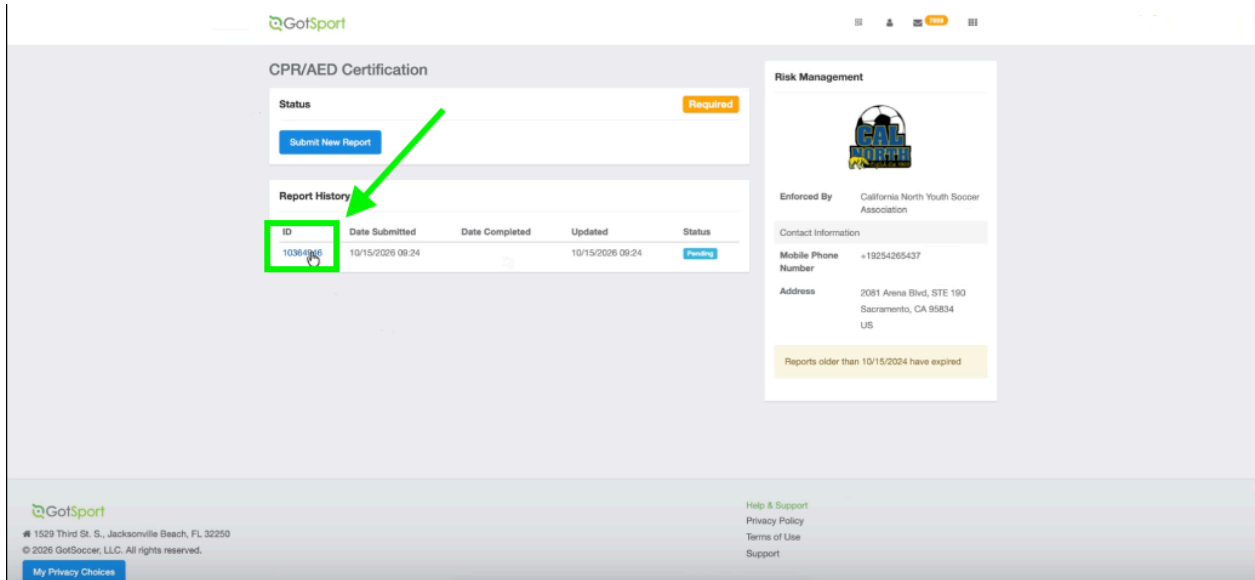
The screenshot shows the GotSport interface for a coach's profile. The left sidebar contains navigation links: Dashboard, Recent Updates, Users, Venues, Communications, Club Management, and a list of options under Club Management (Dashboard, Team Registrations, Forms And Requests, Teams, Players, Managers, Coaches, Rosters). The main content area is titled "Charles Bahn" and has tabs for Account, Requirements, and Forms. The "Requirements" tab is selected and highlighted with a green box and a green arrow. The profile details for Charles Bahn are displayed, including his role, name, ID, and a table of teams he is associated with. The table has columns for Name, Age, Gender, and Role, with one entry for "2007 Boys Blue" where the age is "13+", gender is "Male", and role is "coach".

Step 4: Click on the “CPR/AED Certification” requirement



The screenshot shows the GotSport interface for the Requirements tab of Charles Bahn's profile. The left sidebar is the same as in the previous screenshot. The main content area is titled "Requirements" and has tabs for Account, Requirements, and Forms. The "Requirements" tab is selected. A table lists the requirements for Charles Bahn. The table has columns for Requirement, Enforced By, Expiration Date, and Status. The first requirement is "CPR/AED Certification", which is highlighted with a green box and a green arrow. It is enforced by the "California Youth Soccer Association" and has an expiration date of "10/15/2028". The status is "Pending". The second requirement is "Safe Sport", which is enforced by the "California North Youth Soccer Association" and has an expiration date of "10/15/2028". The status is "Required".

Step 5: Click on the **Report ID** number to view the coach's submission

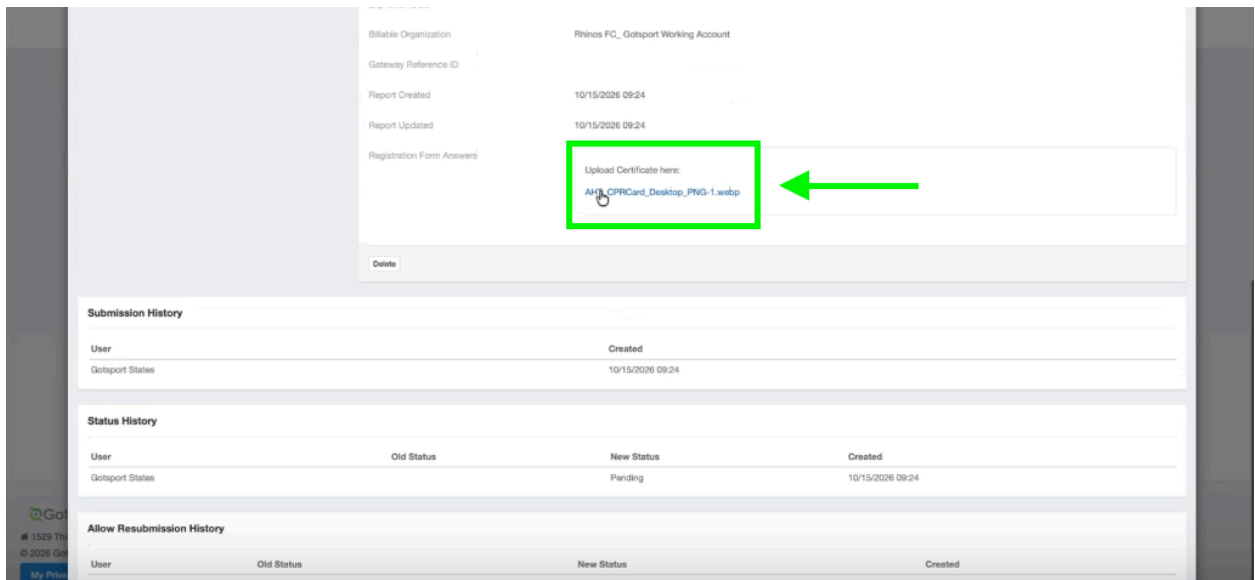


The screenshot shows the 'CPR/AED Certification' page on the GotSport platform. A green arrow points to the 'Report ID' 1036486 in the 'Report History' table. The table has columns for ID, Date Submitted, Date Completed, Updated, and Status. The 'Status' column shows 'Pending'.

ID	Date Submitted	Date Completed	Updated	Status
1036486	10/15/2026 09:24		10/15/2026 09:24	Pending

On the right side, the 'Risk Management' section displays the organization's name, contact information, and address. A note at the bottom states: 'Reports older than 10/15/2024 have expired'.

Step 6: Scroll down to click on the file your coach uploaded. Review your coach's submission file and verify that their first and last name are correct, **the certification includes both CPR and AED**, and the **completion date is current**. Pay close attention to the completion date, as it will be important for the next step.



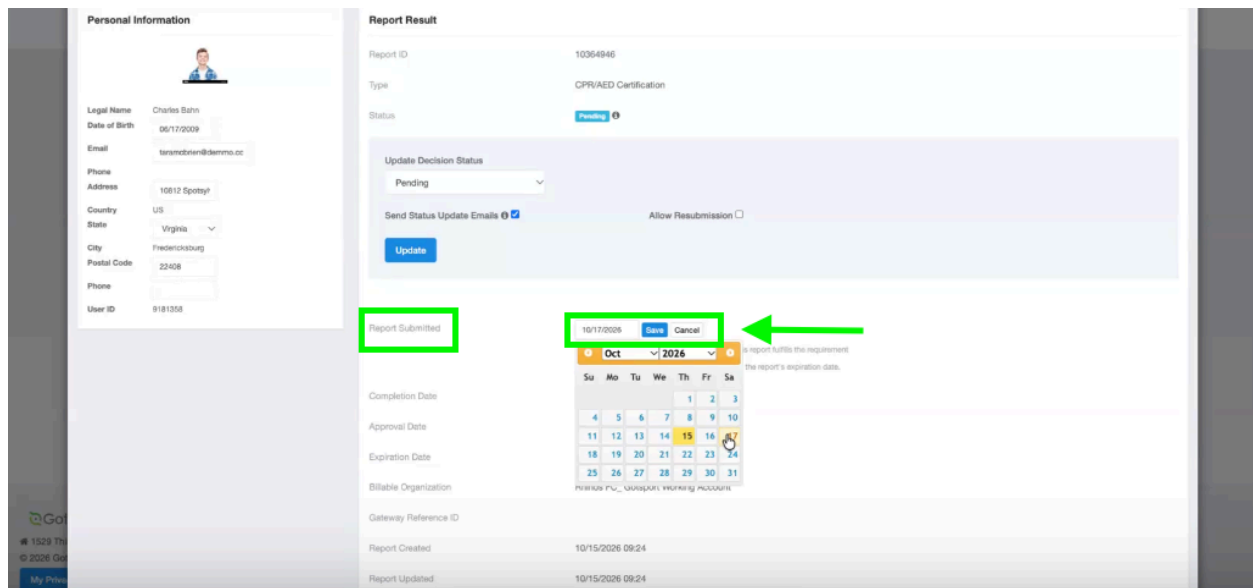
The screenshot shows the 'Submission History' section of the GotSport platform. A green arrow points to the uploaded file 'AED CPR Card_Desktop.PNG-1.webp' in the 'Upload Certificate here:' section. The page also displays a 'Submission History' table and a 'Status History' table.

User	Created
GotSport States	10/15/2026 09:24

User	Old Status	New Status	Created
GotSport States		Pending	10/15/2026 09:24

Step 7: Return to the previous screen and update the **“Report Submitted”** date to **match the completion date** listed on the coach’s uploaded CPR/AED certification. Once you have entered the correct date, click **“Save.”**

Important: Entering the correct completion date ensures the **CPR/AED requirement remains valid for two years** from the certification completion date. 23 months after the completion date, **GotSport will automatically send the coach an email reminder notifying** them that it is time to **renew their CPR/AED certification**.



Personal Information

Legal Name: Charles Bahr
 Date of Birth: 06/17/2009
 Email: tsamcbahr@demmo.cc
 Phone: 10812 Spotty!
 Address: 10812 Spotty!
 Country: US
 State: Virginia
 City: Fredericksburg
 Postal Code: 22408
 Phone:
 User ID: 9181358

Report Result

Report ID: 10364946
 Type: CPR/AED Certification
 Status: Pending

Update Decision Status: Pending

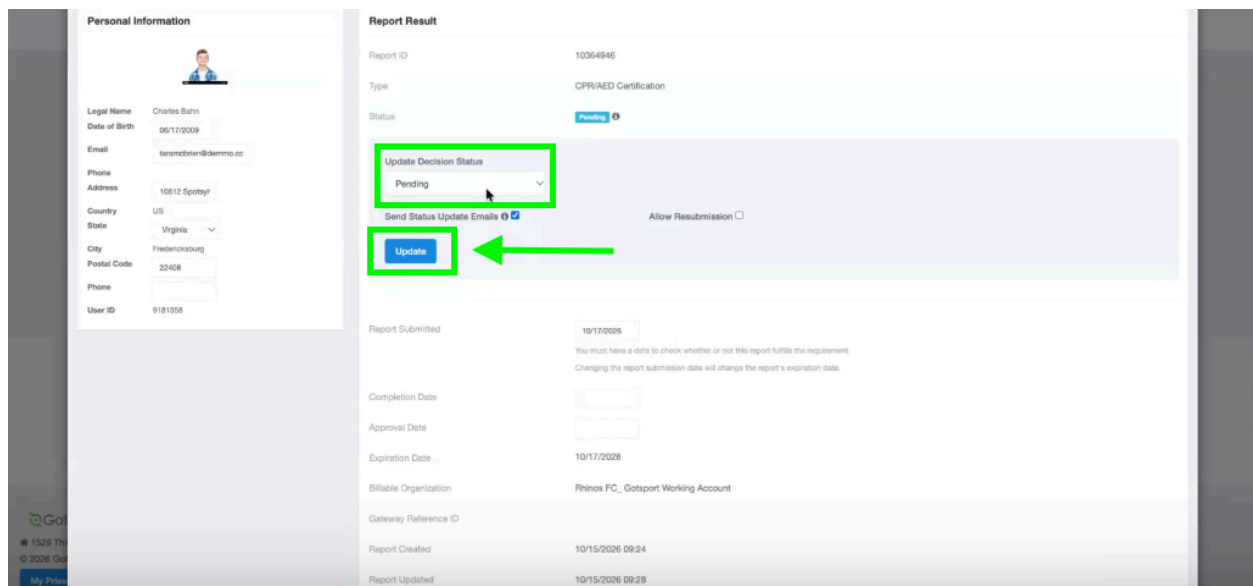
Send Status Update Emails: ☒ Allow Resubmission: ☐

Update

Report Submitted: 10/17/2026

Completion Date:
 Approval Date:
 Expiration Date:
 Billable Organization: Rhinos FC, GotSport Working Account
 Gateway Reference ID:
 Report Created: 10/15/2026 09:24
 Report Updated: 10/15/2026 09:24

Step 8: Go to **“Update Decision Status”** click **“Approved”** and click **“Update”**



Personal Information

Legal Name: Charles Bahr
 Date of Birth: 06/17/2009
 Email: tsamcbahr@demmo.cc
 Phone: 10812 Spotty!
 Address: 10812 Spotty!
 Country: US
 State: Virginia
 City: Fredericksburg
 Postal Code: 22408
 Phone:
 User ID: 9181358

Report Result

Report ID: 10364946
 Type: CPR/AED Certification
 Status: Pending

Update Decision Status: Pending

Send Status Update Emails: ☒ Allow Resubmission: ☐

Update

Report Submitted: 10/17/2026

Completion Date:
 Approval Date:
 Expiration Date: 10/17/2028
 Billable Organization: Rhinos FC, GotSport Working Account
 Gateway Reference ID:
 Report Created: 10/15/2026 09:24
 Report Updated: 10/15/2026 09:28