



STEPS TO

SUBMITTING YOUR

LIVESCAN



Submitting User Requirements

LiveScan

STEP 1

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

STEP 2

Depending on your the role you have with your club, the user requirements will consist of either Intro to Safety, SafeSport, LiveScan, and Background Check, or all four. These user requirements will be located on your account "Dashboard." Click the "Details" for the respective requirement to continue.

USYS Requirements	Rolling	21/22	22/23	
Intro to Safety	Fulfilled	Not Applicable	Not Applicable	Details
Background Check	Fulfilled	Not Applicable	Not Applicable	Details
Safe Sport	Fulfilled	Not Applicable	Not Applicable	Details
Live Scan	Fulfilled	Not Applicable	Not Applicable	Details

STEP 3

Click on the "Submit New Report"

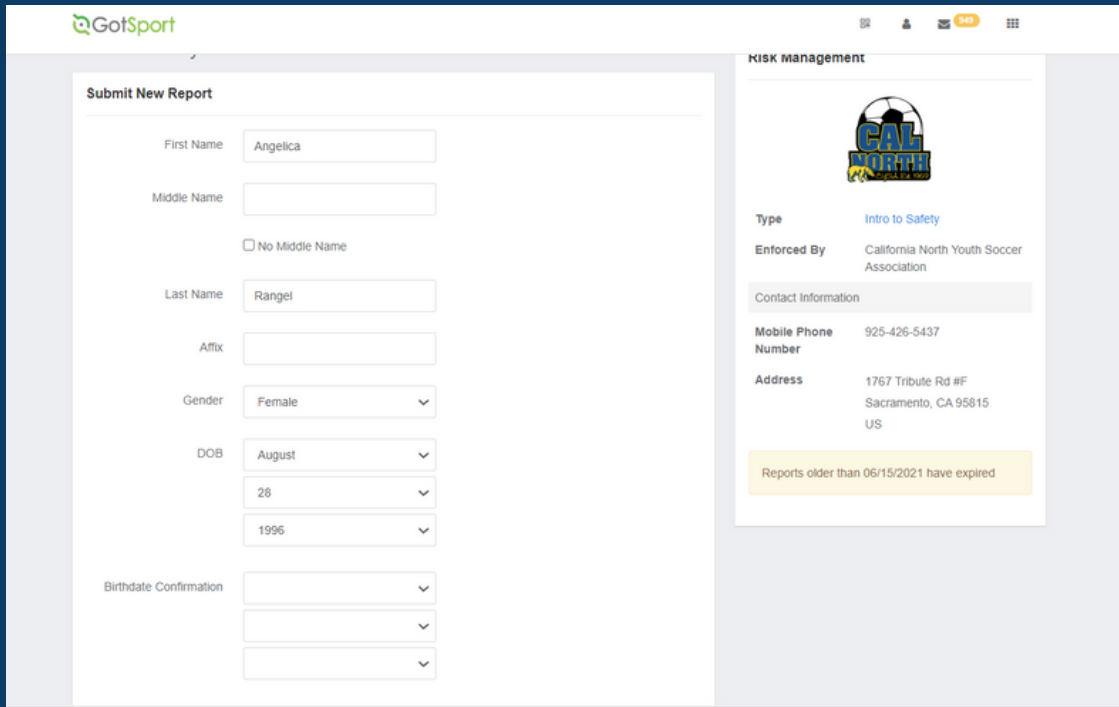
ID	Date Submitted	Date Completed	Updated	Status
1097116	07/19/2021 17:00	08/13/2019 17:00	07/20/2021 08:37	Approved

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STEP 4

You will be asked to enter and confirm your information.



STEP 5

As you scroll down you will see instructions and the process of getting livescanned (fingerprinted.)

If your league/club pays for your livescan, please contact your league/club admin to receive your pre-paid code and the link to the livescan portal.

If you will be paying for your livescan yourself, please use the link in GotSport.

Updates to Capital Live Scan!

Capital Live Scan has improved their operating system as it comes with more efficient software that will help Member Services track who has indeed been live scanned, who has scheduled an appointment, and who still needs to be live scanned. This new model will get coaches on the pitch faster!

Please contact your club admin if your club will be paying for your live scan.

If you are paying for yourself, please use this Self Pay Link:

[Applicants paying on their own](#)

**** If your club offers reimbursement for Livescan, please clarify with your club before choosing this option or you will personally incur this expense. *****

Please read all info as Capital Live Scan WILL NOT ACCEPT the old live scan forms after 3/1/22. Everything will be done through the Capital Live Scan Portal.



Submitting User Requirements

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STEP 6

Once report is submitted, please either:

Contact your club admin if your club will be paying for your livescan to get your pre-paid code and link to the livescan portal.

If you are paying for yourself, please use the Self Pay Link.

**** If your club offers reimbursement for Livescan, please clarify with your club before choosing this option or you will personally incur this expense. ****

Please read all info as Capital Live Scan WILL NOT ACCEPT the old live scan forms after 3/1/22. Everything will be done through the Capital Live Scan Portal.

STEP 7

Click Here to View the [Online Experience for Coaches](#)

This will show you the process of scheduling the livescan appointment within the live scan portal once you are in the live scan portal.

Once the State receives your results, we will update. Please keep in mind this can take anywhere from a few days to a week.

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 or call our office at (925)426-5437.

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

