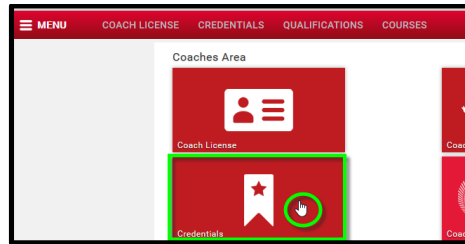


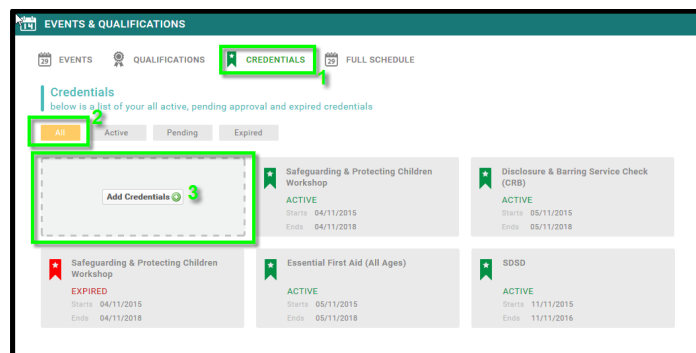
## Q: How am I able to add/view my coach credentials?

### How to add a credential:

1. Sign in from the login-in screen using your username/password (these will be case sensitive!)
2. Once logged in to the system, from the homepage navigate to the 'Credentials' tile

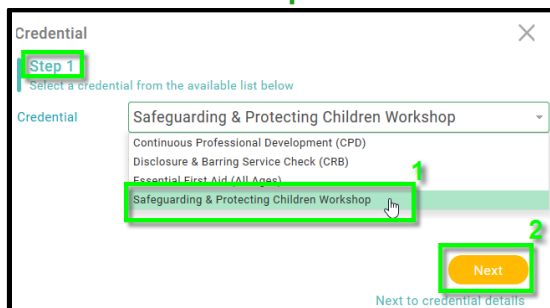


3. On new screen, (Credentials Tab), you will be defaulted to the 'All' view sub-tab where all Active, Expired and Pending credentials are visible. To create a new credential hit 'Add'.

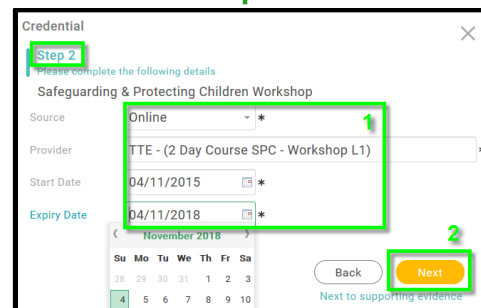


4. A new window will open up that will allow you to move through the various steps to create your credential. Please take care to ensure all mandatory fields and file uploads are completed:

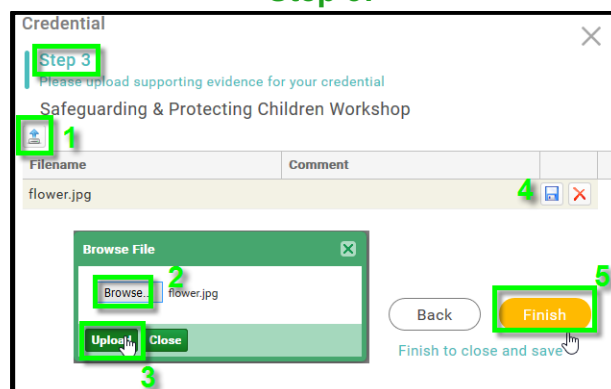
#### Step 1:

A screenshot of a 'Credential' window. The title is 'Credential'. Below the title, it says 'Step 1' and 'Select a credential from the available list below'. There is a dropdown menu with 'Safeguarding & Protecting Children Workshop' selected. Below the dropdown, there is a 'Next' button. A green box highlights the dropdown menu, and another green box highlights the 'Next' button. The text 'Next to credential details' is at the bottom.

#### Step 2:

A screenshot of a 'Credential' window. The title is 'Credential'. Below the title, it says 'Step 2' and 'Please complete the following details'. The form is for 'Safeguarding & Protecting Children Workshop'. Fields include 'Source' (Online), 'Provider' (TTE - (2 Day Course SPC - Workshop L1)), 'Start Date' (04/11/2015), and 'Expiry Date' (04/11/2018). There are 'Back' and 'Next' buttons. A green box highlights the 'Source' dropdown, and another green box highlights the 'Next' button. The text 'Next to supporting evidence' is at the bottom.

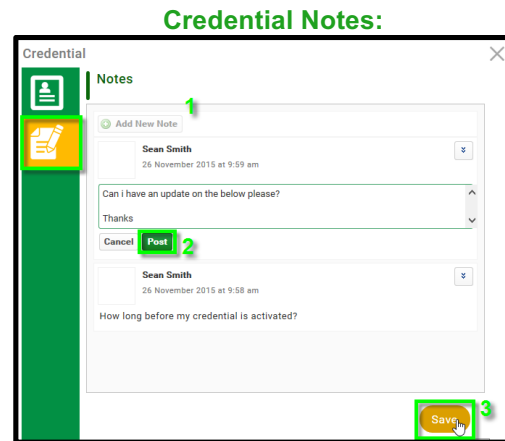
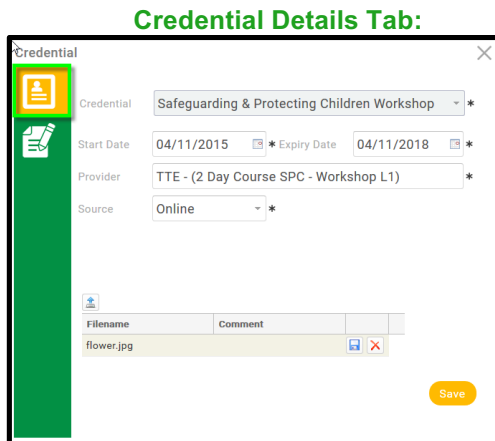
#### Step 3:

A screenshot of a 'Credential' window. The title is 'Credential'. Below the title, it says 'Step 3' and 'Please upload supporting evidence for your credential'. The form is for 'Safeguarding & Protecting Children Workshop'. There is a 'Browse File' button, a table with columns 'Filename' and 'Comment', and a 'Finish' button. A green box highlights the 'Browse File' button, and another green box highlights the 'Finish' button. The text 'Finish to close and save' is at the bottom.

- On action 'Finish' you will be directed back to the credentials page where your new credential will now be listed as 'Pending Approval'.



- You can review the progress of your credential (and all others) by clicking on the specific tile (as shown above) to review the full details and notes section:



- To add additional information to the credential record you can add notes or attach additional documentation, files etc.
- You are also able to access the credentials section by using the 'My Credentials' section from the 'My Profile' page. From there the same process as above is fully replicated:

