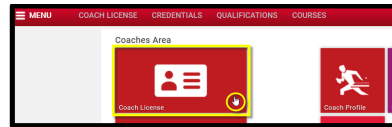


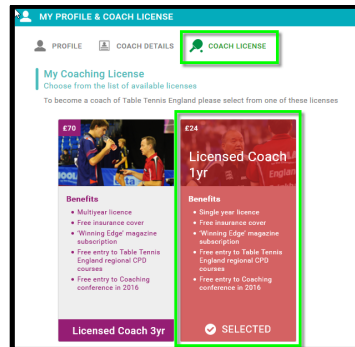
Q: How am I able to renew my coach License?

How to Renew:

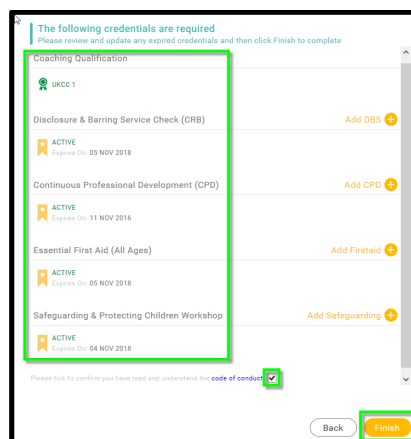
1. Sign in from the login-in screen using your username/password (these will be case sensitive!)
2. Once logged in to the system, from the homepage navigate to the 'Coach License' tile



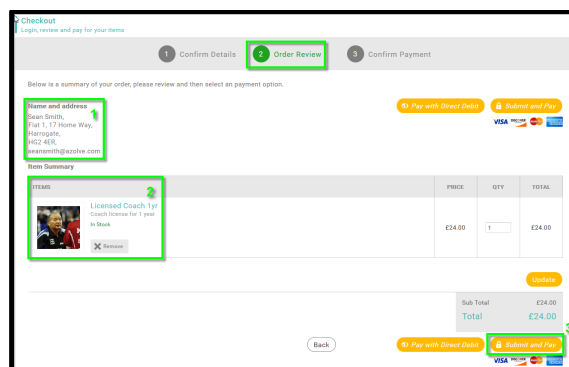
3. Select the licence type you wish to renew from the options available on screen:



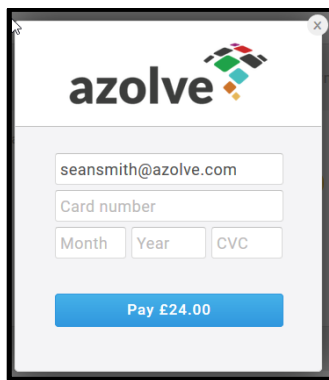
4. Before you are able to proceed to the payment page you must first meet all conditions relating to your coach credentials. Remember to click on the 'Code of Conduct' checkbox to proceed.



5. On clicking 'Finish' you will be directed to the checkout 'Order Review' page. If satisfied all details are accurate then you can proceed to 'Submit and Pay' and confirm payment



6. On action 'Submit and Pay' a secured payment window will open up on screen, enter your card details and then hit the blue pay button.



7. Once payment has successfully processed you will see the message as shown:



8. Once payment is processed your Coach License will be activated. To check your details and print off your new Coach License Card, navigate back to the 'Coach License' tab on the Coach Profile page:

