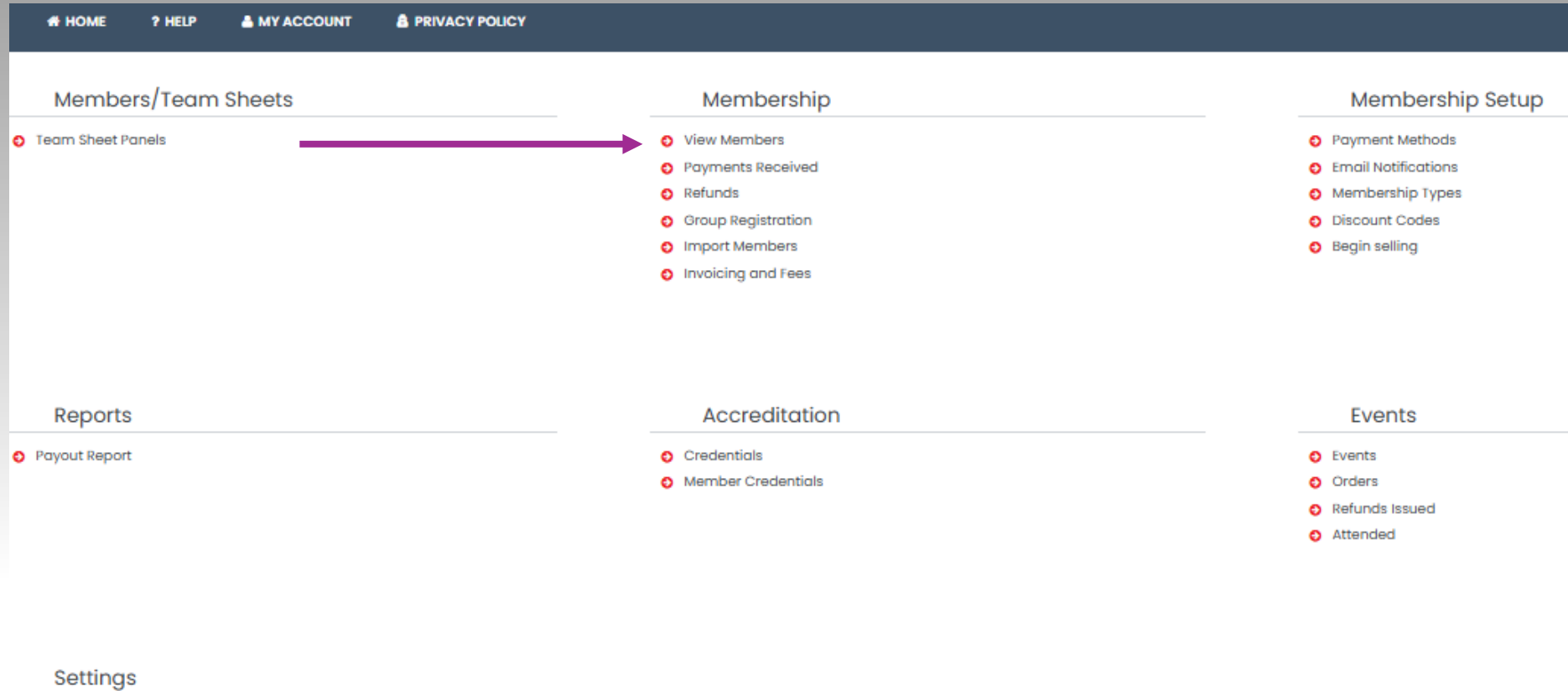




Entering credentials on  
behalf of staff

# Go to the admin portal dashboard and select View Members



I like to select just the coaches from the category field to narrow it down. You may want to also change Membership status to All if coaches have not signed the waiver yet.

### Membership

View/Manage Members← Back

Options  
View Payments Export

Search/filter options

Member ID	<input type="text"/>	Gender	<input type="text"/>	Season	<input type="text" value="2024-2025"/>
First Name	<input type="text"/>	From Dob	<input type="text" value="yyyy-mm-dd"/>	Club	<input type="text" value="Type to Search for a club"/>
Last Name	<input type="text"/>	To Dob	<input type="text" value="yyyy-mm-dd"/>	Membership Status	<input type="text" value="Active"/>
Primary Email Address	<input type="text"/>	From Registration Date	<input type="text" value="yyyy-mm-dd"/>	Primary/Dual	<input type="text" value="All"/>
Public User Email	<input type="text"/>	To Registration Date	<input type="text" value="yyyy-mm-dd"/>	Category	<input type="text" value="2024-2025 Coach (19 an"/>
		Identifier Type	<input type="text"/>	Type	<input type="text"/>
		Member Identifier	<input type="text"/>	Category Group	<input type="text"/>

Search

# Click on the “i” on the right side of the screen next to the coach you are uploading for

The screenshot shows a web application interface for managing coaches. At the top, there are buttons for "View Payments" and "Export". Below these is a "Search/filter options" section with various input fields and dropdown menus for filtering results. The table below displays a list of coaches with columns for Member ID, First Name, Last Name, DOB, Active status, Official status, Teamsheets, Registration Date, Start Date, Expiry, Season, Primary/Dual status, and Actions. A red arrow points to the "i" icon in the Actions column of the third row.

Member ID	First Name	Last Name	DOB	Active	Official	Teamsheets	Registration Date	Start Date	Expiry	Season	Primary/Dual	Actions
[Redacted]	[Redacted]	[Redacted]	[Redacted]	✓	⊘	⊘	09/10/2024 12:00	09/10/2024	30/06/2025	2024-2025	Primary	[i] [🗑️]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	✓	⊘	⊘	09/10/2024 12:00	09/10/2024	30/06/2025	2024-2025	Primary	[i] [🗑️]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	✓	⊘	✓	09/10/2024 10:07	01/07/2024	30/06/2025	2024-2025	Primary	[i] [🗑️]

Total 3 | page 1 of 1

# Click on View Credentials

## Membership Management

Member Details

← Back

Options

View All

View Credentials

View Playing History

Member Signed Acceptances

Member Notes

### Member Details

#### Association

#### Parent Association

BC Sport Cheer

Member ID

### Membership Types

Category	Type	Start Date	Expiry Date	Source	Actions
2024-2025	2024-2025 Coach	09/10/2024	30/06/2025	Registration	
(19 and \	(19 and				

### Approval History

Association	Season	Status	Member Approval Rule	Comments	Last Updated	Updated By
BC Sport Cheer	2023-2024	Active	Coach		23/11/2023 15:45	BC Sport Cheer

# Click on Upload Credential

Certifications

Credentials ← Back

Options

[+ Upload Credential](#)

Search/filter options

Name	Type	First Name	Last Name	Status	Start Date	Expiry Date	Actions
BCSC Credentialing Cert - highest level	BCSC Credentialing Certificate			Approved	23/11/2023		
Criminal record check with vulnerable sector search	Background check			Awaiting Approval	05/11/2024	09/10/2026	
Emergency Action Plan	NCCP			Approved	11/07/2021	11/07/2028	
First Aid or CPR-C Certification Certification	First Aid			Approved	28/06/2023	28/06/2026	
ICU coaches credentials	Coaching credentials			Approved	01/02/2024	01/02/2027	
Making Headway	Safe Sport			Approved	24/09/2021		
Making Headway	NCCP			Approved	03/10/2021	03/10/2025	
Mental Health in Sports	Mental Health in Sports			Approved	24/09/2021		
NCCP Making Ethical Decisions course	NCCP Making Ethical Decisions Course			Approved	03/10/2021		
Planning a Practice	Planning a Practise			Approved	11/07/2021		
Respect in Sport	Respect in sport			Approved	30/11/2018		

# Choose the type of credential, then the credential name. This example, I chose NCCP, then the credential type

**Credential**

Upload Credential ← Back

**Details**

Type: NCCP

Credential Name: **Select Credential**

Provider: **Select Credential**

Provider Identifier: **Select Credential**

Start Date: **Select Credential**

Expiry Date: **Select Credential**

Additional Info: **Select Credential**

**Attachment(s)**

Choose file

**Save**

**Select Credential Type**

- Select Credential Type
- BCSC Credentialing Certificate
- Background check
- Cheerleading Credential
- Coaching credentials
- First Aid
- Mental Health in Sports
- NCCP
- NCCP Locker Transcript
- NCCP Making Ethical Decisions Course
- Planning a Practise
- Respect in sport
- Safe Sport
- Screening Policy
- Teaching and Learning

**Select Credential**

- Advanced Practice Planning
- Basic Mental Skills
- Coach and Leading Effectively
- Design a Basic Sport Program
- Developing Athletic Abilities
- Emergency Action Plan
- Making Ethical Decisions
- Making Headway
- Managing Conflict
- Performance Planning
- Planning a Practice
- Prevention and Recovery
- Psychology of Performance
- Safe Sport Training
- Sport Nutrition
- Teaching and Learning
- Understanding the Rule of Two

Enter the start date and expiry date if applicable (First Aid, Criminal Record Check or Credentialing Certificate-mandatory). If there is a certificate, please upload in the right side by selecting “Choose File”, then select Save.

The screenshot shows a web interface for uploading a credential. At the top, there is a header bar with the text "Upload Credential" and a "Back" button. The main content is divided into two panels: "Details" on the left and "Attachment(s)" on the right. The "Details" panel contains several input fields: "Type" (a dropdown menu with "NCCP" selected), "Credential Name" (a dropdown menu with "Select Credential" selected), "Provider" (a text input field), "Provider Identifier" (a text input field), "Start Date" (a date input field with a purple arrow pointing to it), "Expiry Date" (a date input field with a purple arrow pointing to it), and "Additional Info" (a text area). The "Attachment(s)" panel features a "Choose file" button and a blue plus sign icon. At the bottom of the form, there is a prominent red "Save" button.



You do not have to upload your locker transcript every time, however, one time would be very helpful!

Upload Credential ← Back

**Details**

Type: NCCP

Credential Name: Select Credential Type

Provider: [ ]

Provider Identifier: [ ]

Start Date: [ ]

Expiry Date: [ ]

Additional Info: [ ]

- Select Credential Type
- BCSC Credentialing Certificate
- Background check
- Cheerleading Credential
- Coaching credentials
- First Aid
- Mental Health in Sports
- NCCP
- NCCP Locker Transcript
- NCCP Making Ethical Decisions Course
- Planning a Practise
- Respect in sport
- Safe Sport
- Screening Policy
- Teaching and Learning

**Attachment(s)**

Choose file

+

Save

Click Save

# You can then go back to your coaches list and work on the next one!

Options

[View Payments](#) [Export](#)

Search/filter options

Member ID  Gender  Season

First Name  From Dob  Club

Last Name  To Dob  Membership Status

Primary Email Address  From Registration Date  Primary/Dual

Public User Email  To Registration Date  Category

Identifier Type  Type

Member Identifier  Category Group

[Search](#)

Member ID	First Name	Last Name	DOB	Active	Official	Teamsheets	Registration Date	Start Date	Expiry	Season	Primary/Dual	Actions
							09/10/2024 12:00	09/10/2024	30/06/2025	2024-2025	Primary	
							09/10/2024 12:00	09/10/2024	30/06/2025	2024-2025	Primary	
							09/10/2024 10:07	01/07/2024	30/06/2025	2024-2025	Primary	

Total 3 | page 1 of 1

Have questions about this?

Email us at

[info@bcsportcheer.ca](mailto:info@bcsportcheer.ca)