



BCSPORTCHEER.CA



INFO@BCSPORTCHEER.CA

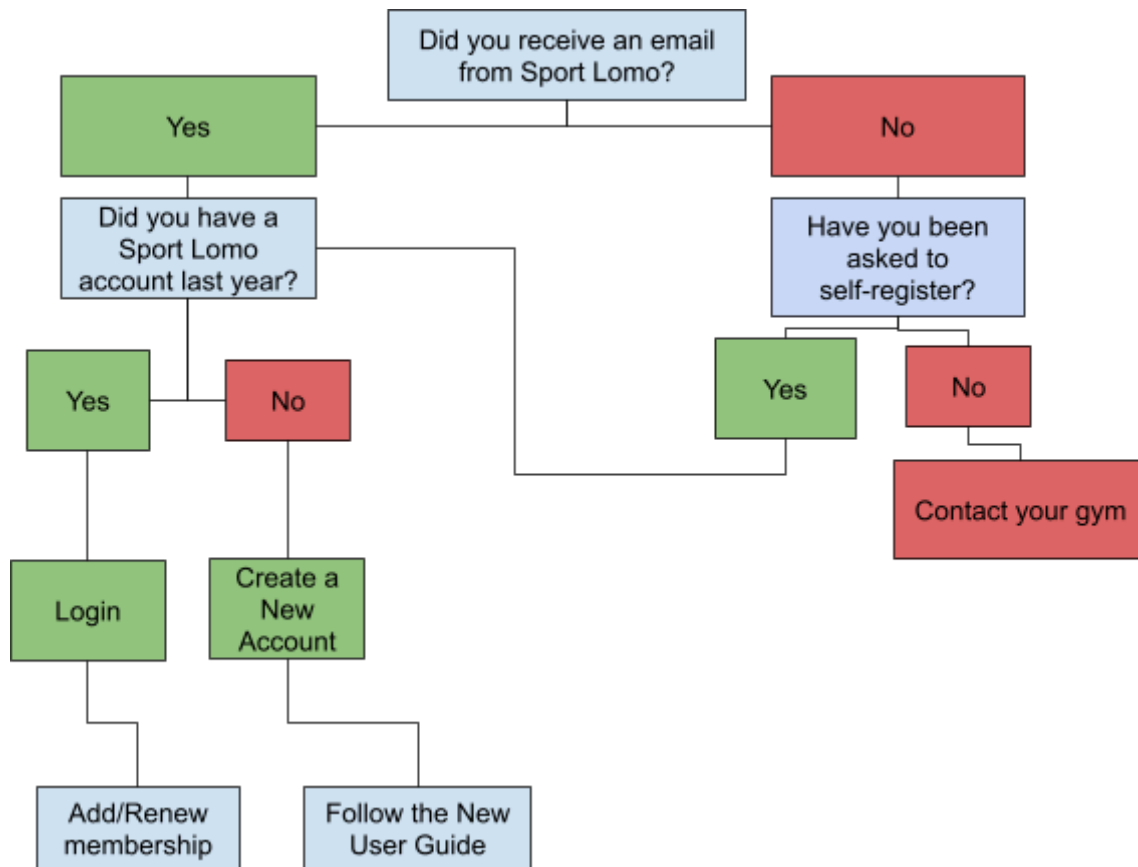
Sport Lomo Guide - Coaches

2024-2025 Season

Registration Website	1
SELF-PAY FOR COACHES	2
ADD/RENEW MEMBERSHIP FOR SELF-PAY	2
NEW USER GUIDE FOR SELF PAY COACHES	12
PROGRAM PAID/REGISTERED	21
ADD/RENEW MEMBERSHIP FOR PROGRAM PAID	21
NEW USER GUIDE FOR PROGRAM PAID	28

Registration Website

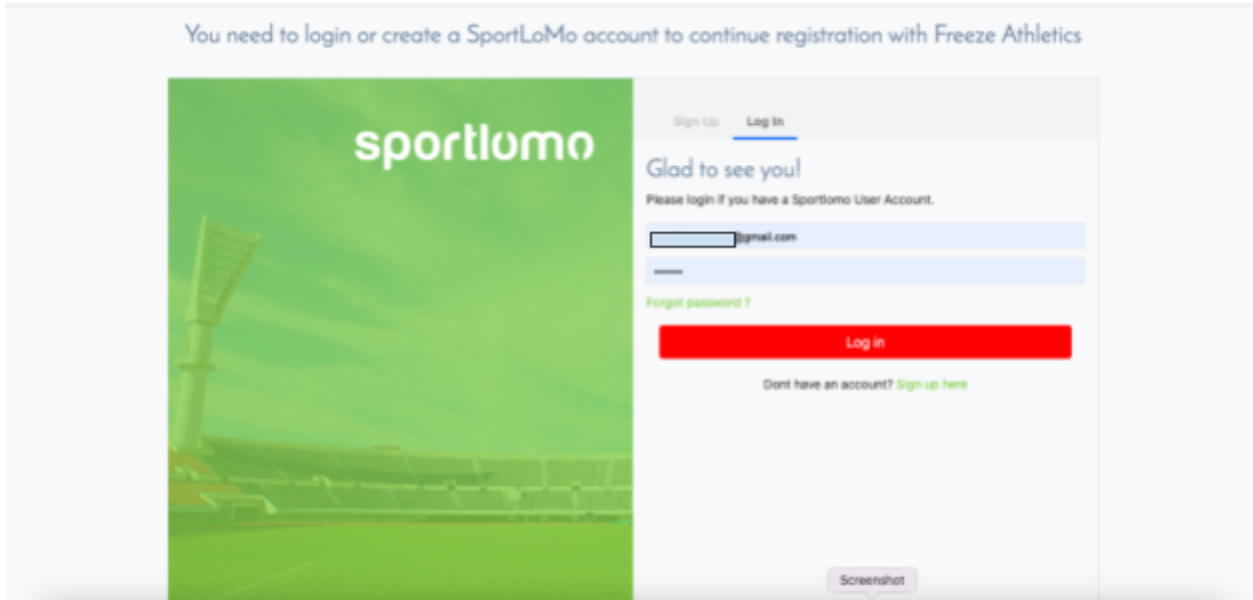
<http://cheercanadareg.sportlomo.com/>



SELF-PAY FOR COACHES

ADD/RENEW MEMBERSHIP FOR SELF-PAY

Log in to your account. If you didn't save your password, or don't remember it, you may need to click on Forgot Password.



Wait for the email (check your SPAM and junk folders for an email from noreply@sportmanager.ie) and reset it.

You should have a screen like this with your “card.”



Make sure that it says 2024/2025 season. If it says 2023-2024 Season, you should have a button that says Add/Renew in Green below.



Select the type of membership to renew (i.e. Competitive Athlete under 19) and change the QTY to 1. **IF THEY ARE AN ATHLETE AND A COACH OR CIT, PLEASE SELECT MULTIPLE MEMBERSHIP, and choose all that apply under multiple membership, not above)**

Name	Price	Qty	Total
Name: Administrator & Program Owner	Price: 31.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Volunteer/Chaperone/PTSO Member	Price: 5.00	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Competitive Athlete - Adult	Price: 36.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Competitive Athlete - Under 19	Price: 36.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Recreational Athlete - Under 19	Price: 16.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Coach (19 and over)	Price: 41.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Coach (ages 16-18)	Price: 41.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 CIT (under 16)	Price: 5.00	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Administrator/Program Owner	Price: 31.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Multiple Memberships (19 and over)	Price: 0.00	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Multiple Memberships (under 19)	Price: 0.00	Qty: <input type="text" value="0"/>	Total: 0.00

Total Cost (Ex Fees): 0.00

And click continue at the bottom of the screen.

You will be asked to fill in/verify your information and upload a photo. If you are a coach, you will also need to fill out the right side of the screen.

Selected Membership

MULTIPLE MEMBERSHIPS (UNDER 19)

Multiple Memberships (under 19)

Personal Data

Member First Name

E-mail

DOS

Parent First Name

Address 1

Post Code

Mobile (Primary)

Headshot Photo

Use Existing Upload Photo

Member Last Name

Gender

Ethnic Origin

Parent Secondname

City/Town

Parent Phone

NCCP number

If you are exempt from needing a NCCP number type N/A

Questionnaire

1.* Select all that apply

Coach in Training - Cheer

Coach in Training - Performance Cheer

Coach - Performance Cheer

Coach - Cheer

5.* Select all that apply regarding your current level of certification

New Coach (not certified)

Novice

Recreational

Level 1/Beginner

Level 2/Intermediate

Level 3/Median

Level 4/Advanced

Level 5/Elite

Scroll Down to the waiver and sign the waiver, then click REGISTER at the bottom.

Waiver

Underage Waiver - Parent / Guardian to sign

You will find the French version at the bottom of the document. / Vous trouverez la version en français au bas du document.

WARNING! Please read carefully! By signing this document, you will assume certain risks.

1. This is a binding legal agreement. Clarify any questions or concerns before signing. Prior to participating, an individual who is younger than the age of majority and who wants to participate in the sport of cheerleading and the activities, programs, classes, camps, clinics, and/or events provided by, and/or in the events sponsored

[More](#)

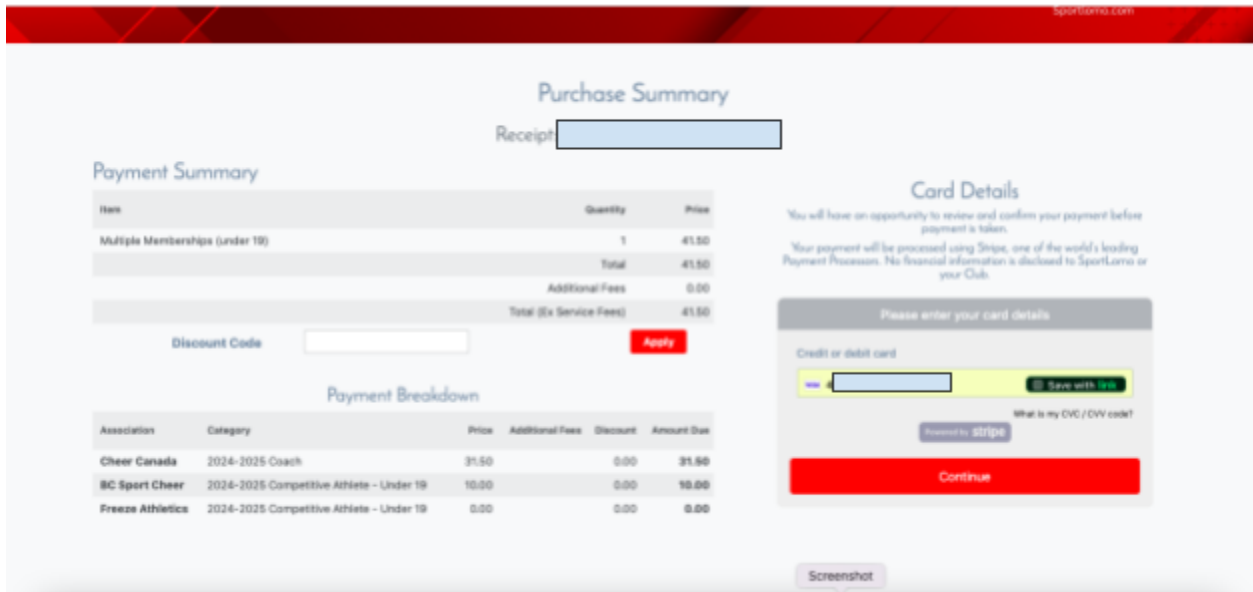
Please sign above

Complete

Receipt

Receipt will be emailed to

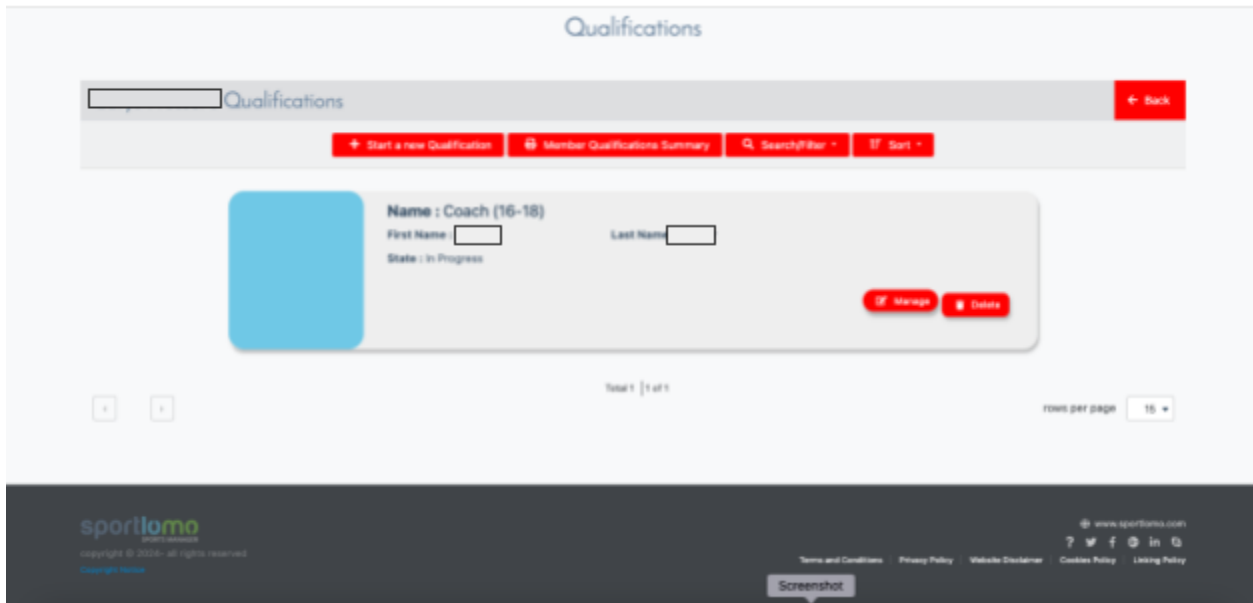
You will be taken to the payment page if you are self-paying. **YOU SHOULD NOT SEE THIS PAGE IF YOUR PROGRAM HAS PREPAID.**




You will be taken back to this page and will be emailed a receipt.









If you are a **coach**, you will need to click on the Qualifications button to upload your credentials and certificates.



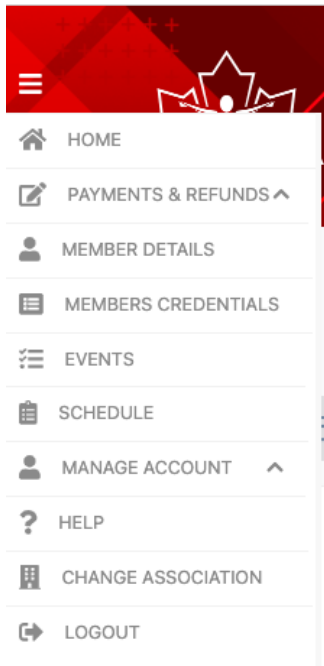
Click on “Manage.”

The prerequisites will show up here. If they have expired from previous years, you will need to upload them. They will have a button that says Direct  and you can upload here.

Prerequisite Credentials					
Credential Name	Credential Short Name	Condition	Valid Till	Status	Application Process
REQUIRED CREDENTIALS					
First Aid or CPR-C Certification Certification	First Aid	AND		Approved	
BCSC Credentialing Cert - Highest level	BCSC	AND		Approved	
Making Headway	Headway	AND		Approved	
Safe Sport	SS	AND		Approved	
Understanding the Rule of Two	Rule of Two	AND		Approved	
Emergency Action Plan	EAP	AND		Approved	

Member Categories	
Category Description	Members Category Status
2024-2025 Coach (ages 16-18)	Future Start Date
2024-2025 Coach (ages 16-18)	Future Start Date

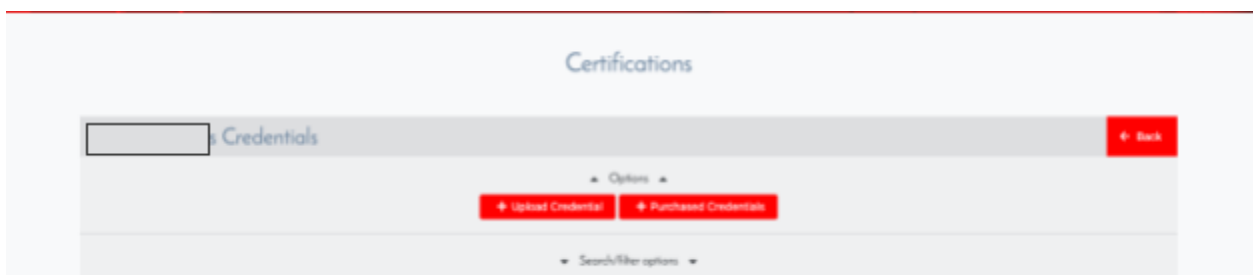
To add additional credentials over and above the minimum requirements, click on the top three lines in the top left corner and select HOME to be taken back to your card..



Click on the Certifications button



Click on Upload Credential



Using the top drop down, select the type of credential

The screenshot shows a web interface for uploading a credential. At the top, the word "Credential" is centered. Below it is a header bar with "Upload Credential" on the left and a red "Back" button on the right. The main content area is titled "Details" and contains a form with the following fields: "Type" (a dropdown menu currently showing "Select Credential Type"), "Credential Name" (a dropdown menu showing "Select Credential"), "Provider" (a text input field), "Provider Identifier" (a text input field), "Start Date" (a date input field), "Expiry Date" (a date input field), and "Additional Info" (a larger text area). At the bottom of the form is a prominent red "Save" button.

In this instance, we will select the NCCP courses. Then select the type of course from the NCCP list.

This screenshot is identical to the one above, but the "Type" dropdown menu is now set to "NCCP". The "Credential Name" dropdown menu remains set to "Select Credential". All other fields and the "Save" button are the same as in the previous image.

Credential

Upload Credential ← Back

Details

Type NCCP

Credential Name 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

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Save

Select the course and enter the start date. Click save. Repeat this for all NCCP courses.

Credential

Upload Credential ← Back

Details

Type Select Credential Type

Credential Name Select Credential

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Save

Add a new Credential, this time select NCCP Locker Transcript. Put today's date in the start date, and upload a pdf of your NCCP Locker transcript. Then click Save.

Credential

Upload Credential← Back

Details

Type

Credential Name

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Attachment(s)

Choose file

+

Save

Follow the Upload Credential process above for each additional Credential:

- Your certification (BCSC, ICU, IASF)
- Your first aid certificate
- Your criminal record check (if 18+)

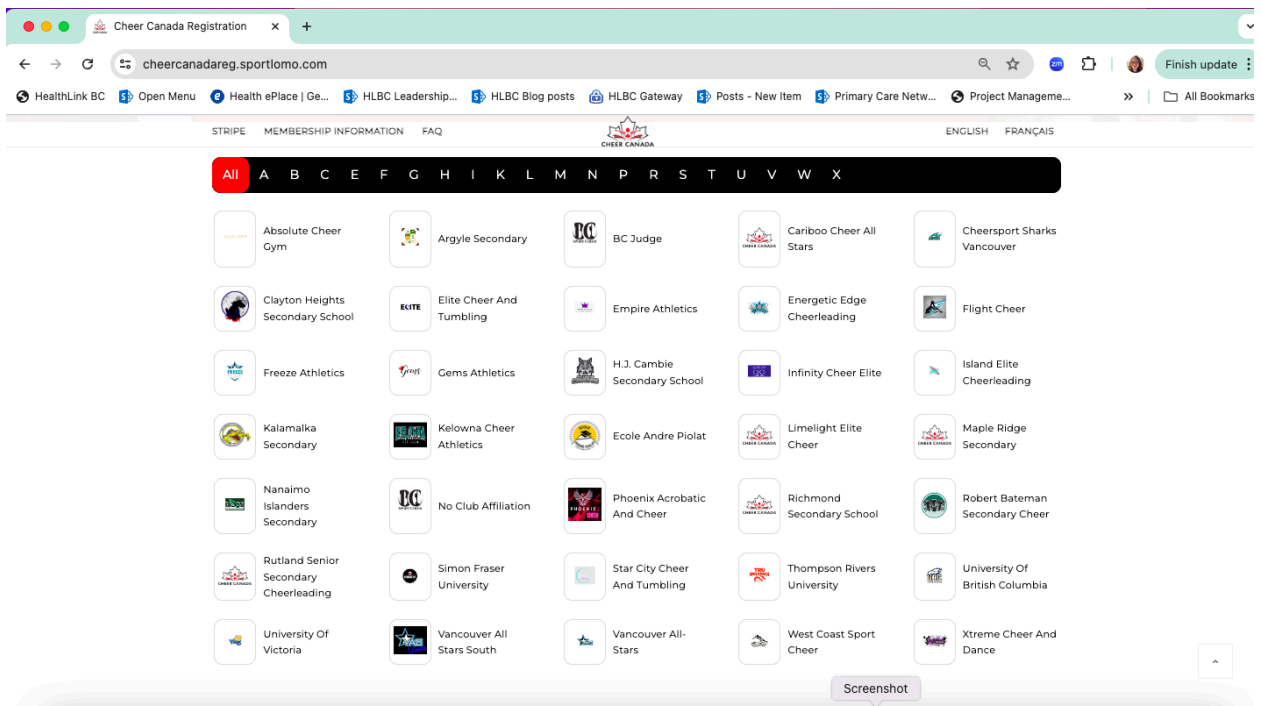
You will need to be approved by the BCSC Administrator. If you do not upload copies of your certificates, you will be rejected and asked to resubmit.

[Please see the BC Sport Cheer website for a full list of requirements.](#)

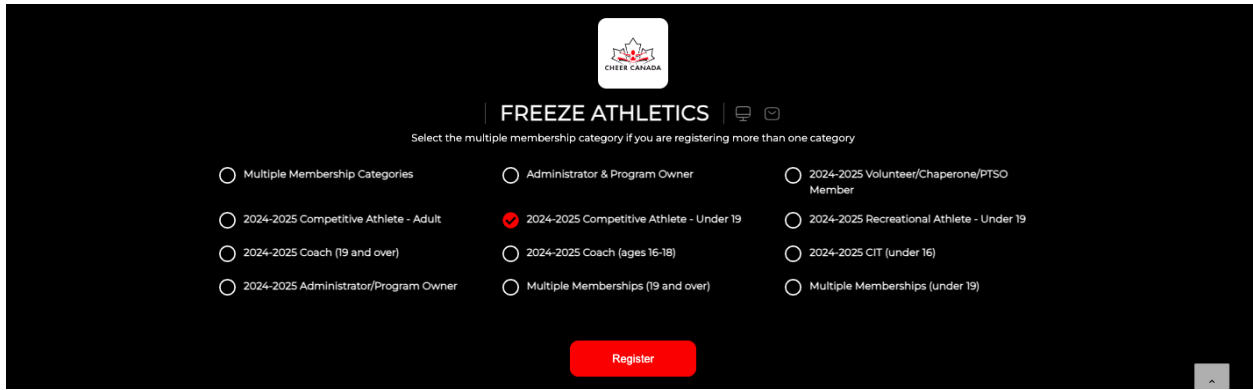
NEW USER GUIDE FOR SELF PAY COACHES



Select your province, then scroll down to select your program.

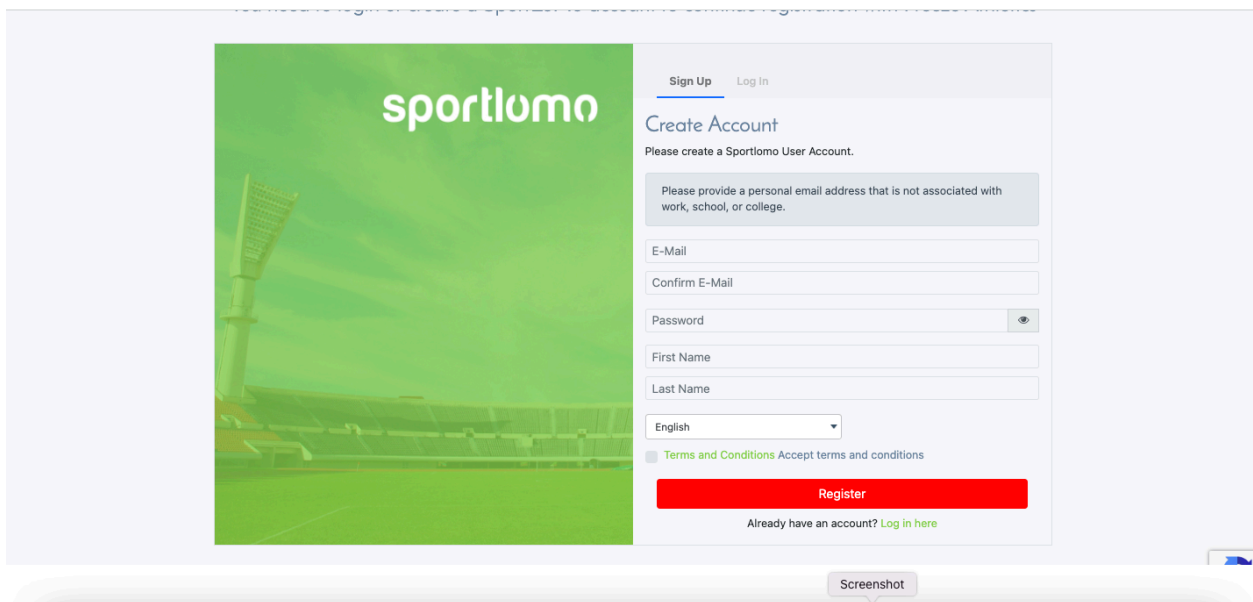


Select your membership type from the list. IF YOU ARE MORE THAN ONE CATEGORY (AN ATHLETE AND A COACH OR CIT, VOLUNTEER), PLEASE SELECT MULTIPLE MEMBERSHIP.



Then select Register.

You will need to Create an account and wait for the Activation email. Check your SPAM and junk folders for an email from noreply@sportmanager.ie.



If you select a single category, you will ensure the proper category has a 1 in the QTY and click continue at the bottom of the screen.

Name	Price	Qty	Total
Name: Administrator & Program Owner	Price: 31.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Volunteer/Chaperone/PTSO Member	Price: 5.00	Qty: <input type="text" value="0"/>	Total: 0.00
Name: 2024-2025 Competitive Athlete - Adult	Price: 36.50	Qty: <input type="text" value="0"/>	Total: 0.00
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Name: 2024-2025 Administrator/Program Owner	Price: 31.50	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Multiple Memberships (19 and over)	Price: 0.00	Qty: <input type="text" value="0"/>	Total: 0.00
Name: Multiple Memberships (under 19)	Price: 0.00	Qty: <input type="text" value="0"/>	Total: 0.00

Screenshot Total Cost (Ex Fees): 0.00

You will be asked to fill in your information and upload a photo. If you are a coach, you will also need to fill out the right side of the screen.

Selected Membership

MULTIPLE MEMBERSHIPS (UNDER 19)

Multiple Memberships (under 19)

Personal Data

Member First Name

Member Last Name

E-mail

Gender

DOB

Ethnic Origin

Parent First Name

Parent Secondname

Address 1

City/Town

Post Code

Parent Phone

Mobile (Primary)

NCCP number

If you are exempt from needing a NCCP number type N/A

Headshot Photo

Use Existing Upload Photo

Questionnaire

1.* Select all that apply

Coach in Training - Cheer

Coach in Training - Performance Cheer

Coach - Performance Cheer

Coach - Cheer

5.* Select all that apply regarding your current level of certification

New Coach (not certified)

Novice

Recreational

Level 1/Beginner

Level 2/Intermediate

Level 3/Median

Level 4/Advanced

Level 5/Elite

Scroll Down to the waiver and sign the waiver, then click REGISTER at the bottom.

Waiver

Underage Waiver - Parent / Guardian to sign
 You will find the French version at the bottom of the document. / Vous trouverez la version en français au bas du document.

WARNING! Please read carefully! By signing this document, you will assume certain risks.

1. This is a binding legal agreement. Clarify any questions or concerns before signing. Prior to participating, an individual who is younger than the age of majority and who wants to participate in the sport of cheerleading and the activities, programs, classes, and/or events provided by, and/or in the events sponsored by SportLama.

Please sign above

Receipt

Receipt will be emailed to

Complete

You will be taken to the payment page if you are self-paying. **YOU SHOULD NOT SEE THIS PAGE IF YOUR PROGRAM HAS PREPAID.**

Purchase Summary

Receipt:

Payment Summary

Item	Quantity	Price
Multiple Memberships (Under 19)	1	41.50
		Total
		41.50
		Additional Fees
		0.00
		Total (Ex Service Fees)
		41.50

Discount Code: Apply

Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
Cheer Canada	2024-2025 Coach	31.50	0.00	0.00	31.50
BC Sport Cheer	2024-2025 Competitive Athlete - Under 19	10.00	0.00	0.00	10.00
Freese Athletics	2024-2025 Competitive Athlete - Under 19	0.00	0.00	0.00	0.00

Card Details

You will have an opportunity to review and confirm your payment before payment is taken.
 Your payment will be processed using Stripe, one of the world's leading Payment Processors. No financial information is disclosed to SportLama or your Club.

Please enter your card details

Credit or debit card

Save with this

What is my CVC / DVV code?

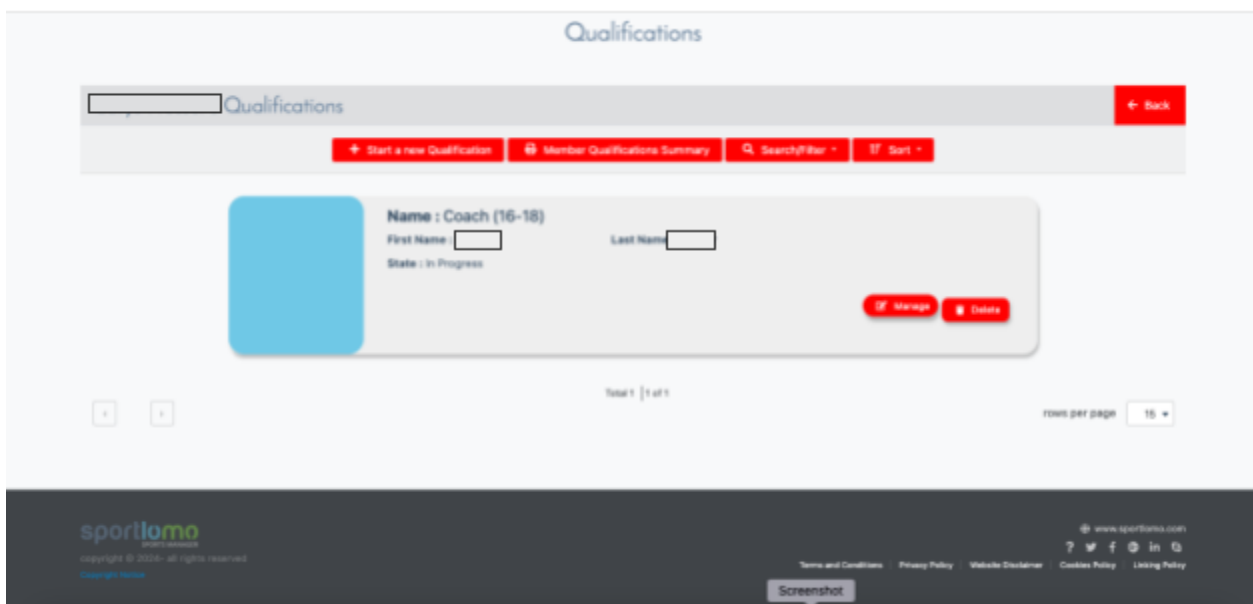
Continue

Screenshot


You will be taken back to this page and will be emailed a receipt.



If you are a **coach**, you will need to click on the Qualifications button to upload your credentials and certificates.



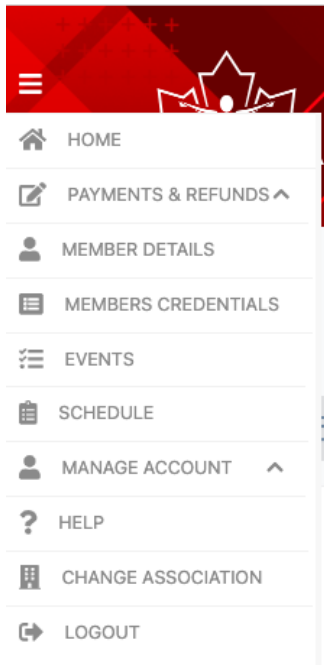
Click on “Manage.”

The prerequisites will show up here. If they have expired from previous years, you will need to upload them. They will have a button that says Direct  and you can upload here.

Prerequisite Credentials					
Credential Name	Credential Short Name	Condition	Valid Till	Status	Application Process
REQUIRED CREDENTIALS					
First Aid or CPR-C Certification	First Aid	AND		Approved	⌵
BCSC Credentialing Cert - Highest level	BCSC	AND		Approved	⌵
Making Headway	Headway	AND		Approved	⌵
Safe Sport	SS	AND		Approved	⌵
Understanding the Rule of Two	Rule of Two	AND		Approved	⌵
Emergency Action Plan	EAP	AND		Approved	⌵

Member Categories	
Category Description	Members Category Status
2024-2025 Coach (ages 16-18)	Future Start Date
2024-2025 Coach (ages 16-18)	Future Start Date

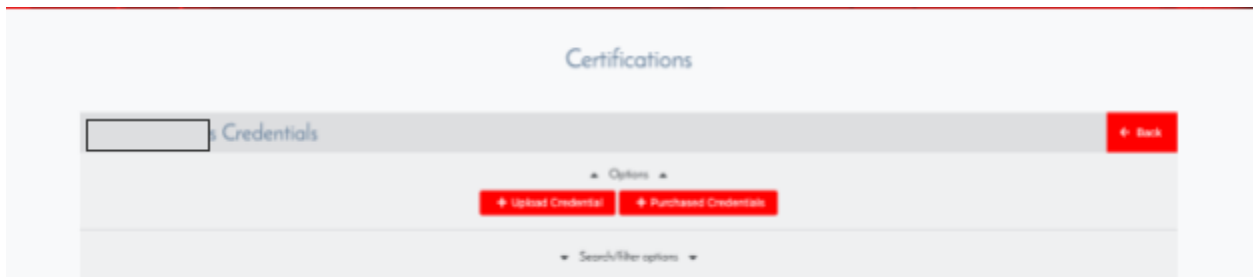
To add additional credentials over and above the minimum requirements, click on the top three lines in the top left corner and select HOME to be taken back to your card..



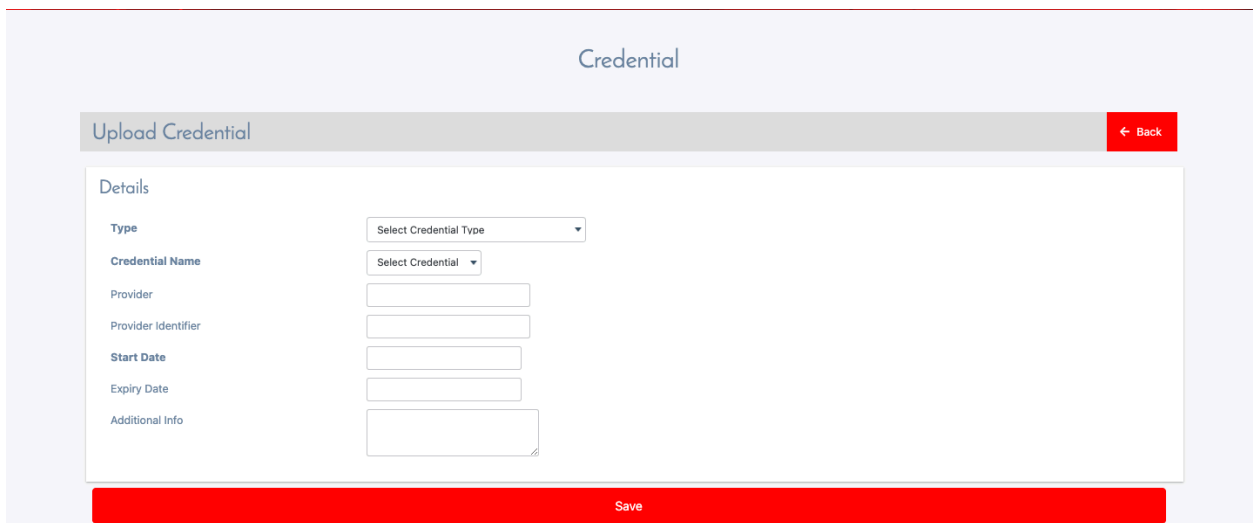
Click on the Certifications button



Click on Upload Credential



Using the top drop down, select the type of credential



In this instance, we will select the NCCP courses. Then select the type of course from the NCCP list.

The screenshot shows a web form titled "Credential" with a sub-header "Upload Credential" and a "Back" button. The "Details" section contains the following 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.
- Expiry Date:** A date input field.
- Additional Info:** A text area.

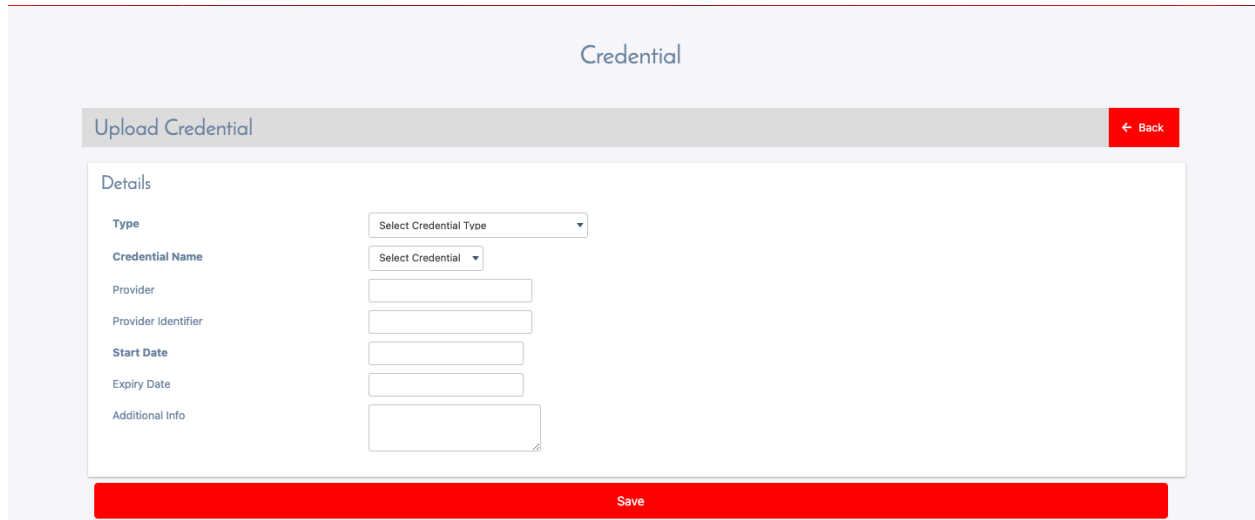
A red "Save" button is located at the bottom of the form.

This screenshot shows the same "Credential" upload form, but with the "Credential Name" dropdown menu open, displaying a list of NCCP courses:

- 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

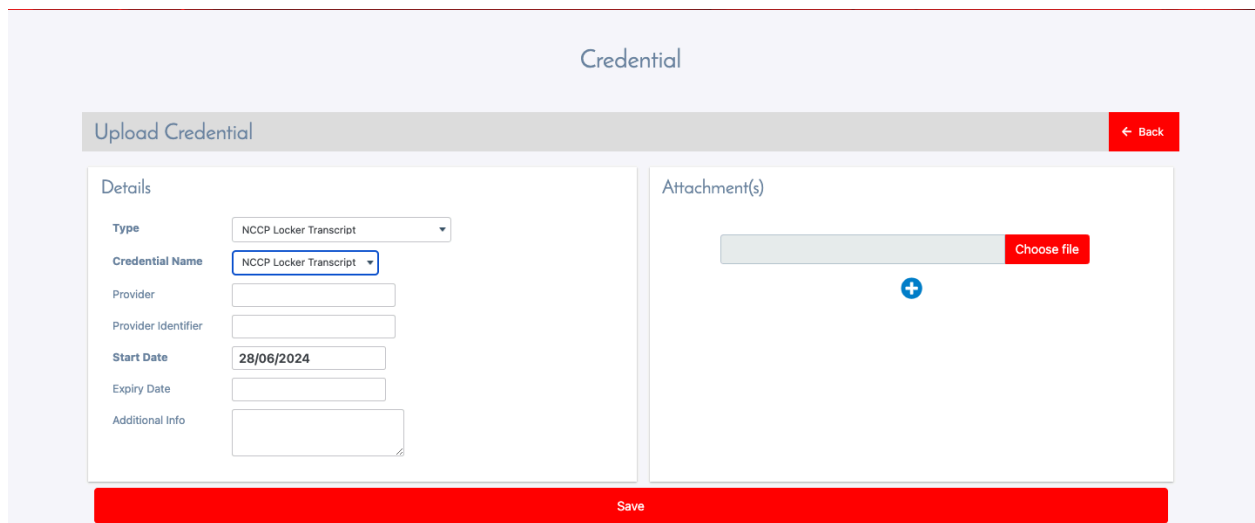
The "Type" dropdown remains set to "NCCP". A red "Save" button is visible at the bottom.

Select the course and enter the start date. Click save. Repeat this for all NCCP courses.



The screenshot shows the 'Credential' upload interface. At the top, there is a header 'Credential' and a sub-header 'Upload Credential' with a red 'Back' button. Below this is a 'Details' form with the following fields: 'Type' (dropdown menu), 'Credential Name' (dropdown menu), 'Provider' (text input), 'Provider Identifier' (text input), 'Start Date' (text input), 'Expiry Date' (text input), and 'Additional Info' (text area). A red 'Save' button is located at the bottom of the form.

Add a new Credential, this time select NCCP Locker Transcript. Put today's date in the start date, and upload a pdf of your NCCP Locker transcript. Then click Save.



The screenshot shows the 'Credential' upload interface with the 'Attachment(s)' section. The 'Details' section is partially filled out: 'Type' is 'NCCP Locker Transcript', 'Credential Name' is 'NCCP Locker Transcript', and 'Start Date' is '28/06/2024'. The 'Attachment(s)' section has a 'Choose file' button and a plus sign icon. A red 'Save' button is at the bottom.

Follow the Upload Credential process above for each additional Credential:

- Your certification (BCSC, ICU, IASF)
- Your first aid certificate
- Your criminal record check (if 18+)

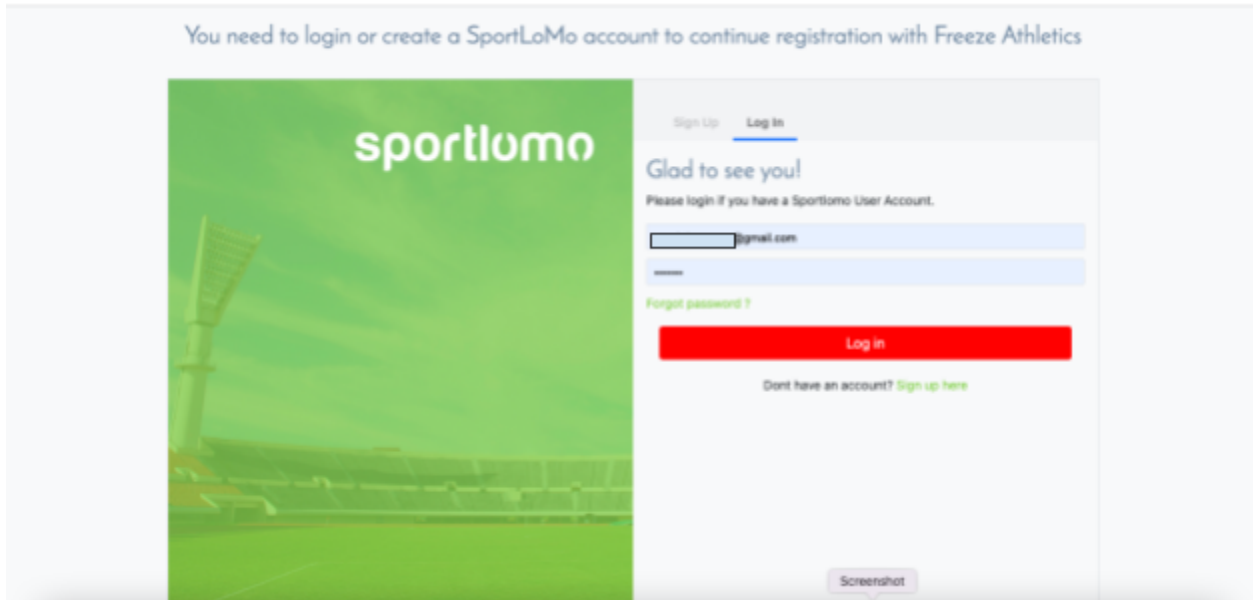
You will need to be approved by the BCSC Administrator. If you do not upload copies of your certificates, you will be rejected and asked to resubmit.

[Please see the BC Sport Cheer website for a full list of requirements.](#)

PROGRAM PAID/REGISTERED

ADD/RENEW MEMBERSHIP FOR PROGRAM PAID

Click on the link in the email from noreply@sportmanager.ie. You will be taken to the log in page. If you didn't save your password, or don't remember it, you may need to click on Forgot Password and re-activate using the email from noreply@sportmanager.ie.



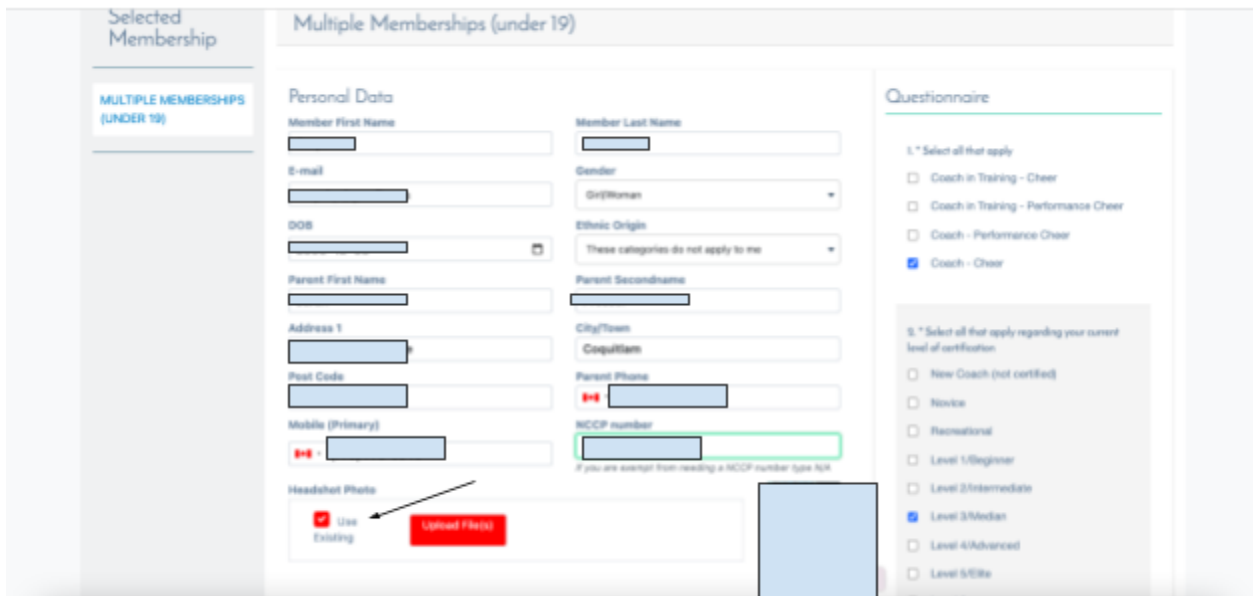
You should have a screen like this with your "card."



Make sure that it says 2024/2025 season. If it says 2023-2024 Season, contact your gym administrator.



You will be asked to fill in/verify your information and upload a photo. You will also need to fill out the right side of the screen.



Scroll Down to the waiver and sign the waiver, then click REGISTER at the bottom.

Waiver

Underage Waiver - Parent / Guardian to sign
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Please sign above

Complete

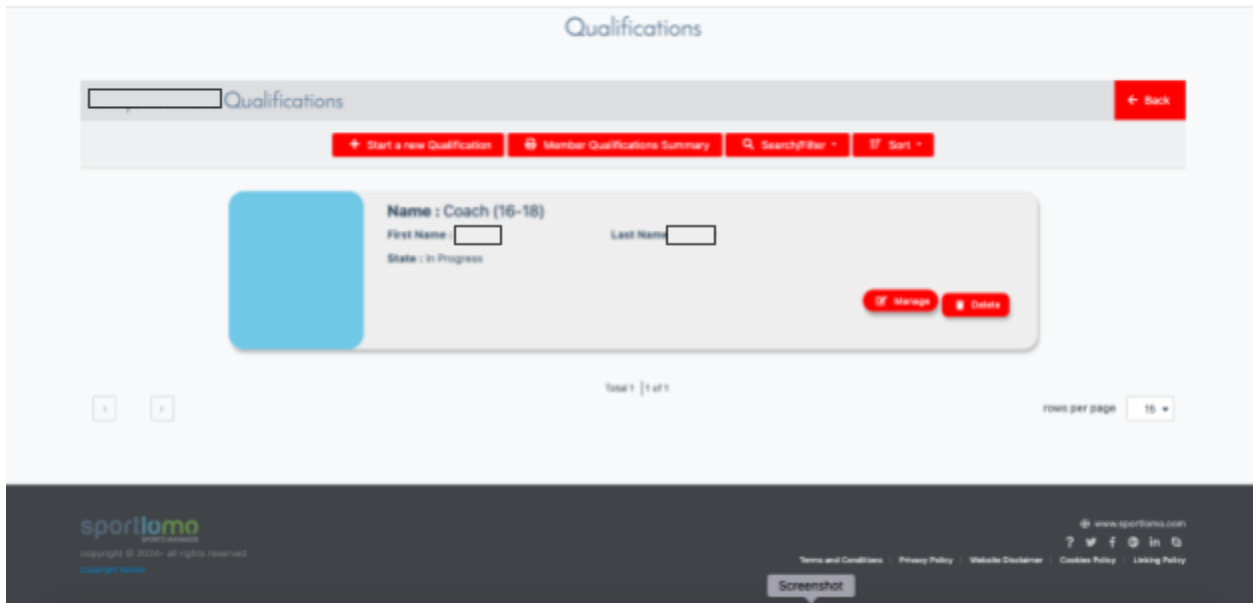
Receipt
 Receipt will be emailed to

You will be taken back to the home page and your “card” should be displayed










If you are **a coach**, you will need to click on the Qualifications button to upload your credentials and certificates.

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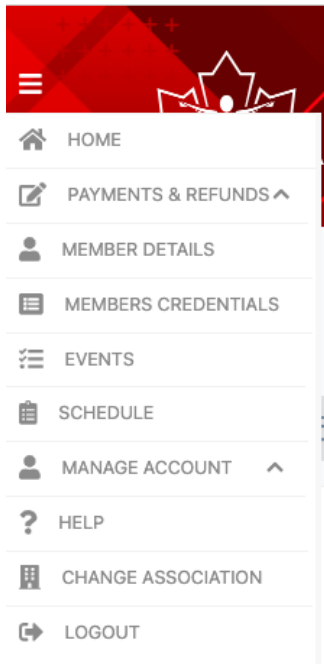
Click on “Manage.”

The prerequisites will show up here. If they have expired from previous years, you will need to upload them. They will have a button that says Direct  and you can upload here.

Prerequisite Credentials					
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BCSC Credentialing Cert - Highest level	BCSC	AND		Approved	
Making Headway	Headway	AND		Approved	
Safe Sport	SS	AND		Approved	
Understanding the Rule of Two	Rule of Two	AND		Approved	
Emergency Action Plan	EAP	AND		Approved	

Member Categories	
Category Description	Members Category Status
2024-2025 Coach (ages 16-18)	Future Start Date
2024-2025 Coach (ages 16-18)	Future Start Date

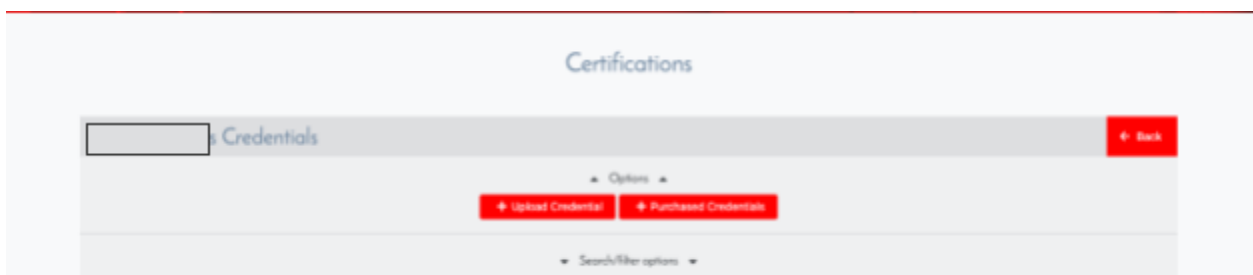
To add additional credentials over and above the minimum requirements, click on the top three lines in the top left corner and select HOME to be taken back to your card..



Click on the Certifications button



Click on Upload Credential



Using the top drop down, select the type of credential

The screenshot shows a web interface for uploading a credential. At the top, the word "Credential" is centered. Below it is a header bar with "Upload Credential" on the left and a red "Back" button on the right. The main content area is titled "Details" and contains a form with the following fields: "Type" (a dropdown menu currently showing "Select Credential Type"), "Credential Name" (a dropdown menu showing "Select Credential"), "Provider" (a text input field), "Provider Identifier" (a text input field), "Start Date" (a date input field), "Expiry Date" (a date input field), and "Additional Info" (a larger text area). At the bottom of the form is a prominent red "Save" button.

In this instance, we will select the NCCP courses. Then select the type of course from the NCCP list.

This screenshot is identical to the one above, but the "Type" dropdown menu is now set to "NCCP". The "Credential Name" dropdown menu is still set to "Select Credential". All other fields and the "Save" button remain the same.

Credential

Upload Credential ← Back

Details

Type NCCP

Credential Name 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

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Save

Select the course and enter the start date. Click save. Repeat this for all NCCP courses.

Credential

Upload Credential ← Back

Details

Type Select Credential Type

Credential Name Select Credential

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Save

Add a new Credential, this time select NCCP Locker Transcript. Put today's date in the start date, and upload a pdf of your NCCP Locker transcript. Then click Save.

Credential

Upload Credential← Back

Details

Type

Credential Name

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Attachment(s)

Choose file

+

Save

Follow the Upload Credential process above for each additional Credential:

- Your certification (BCSC, ICU, IASF)
- Your first aid certificate
- Your criminal record check (if 18+)

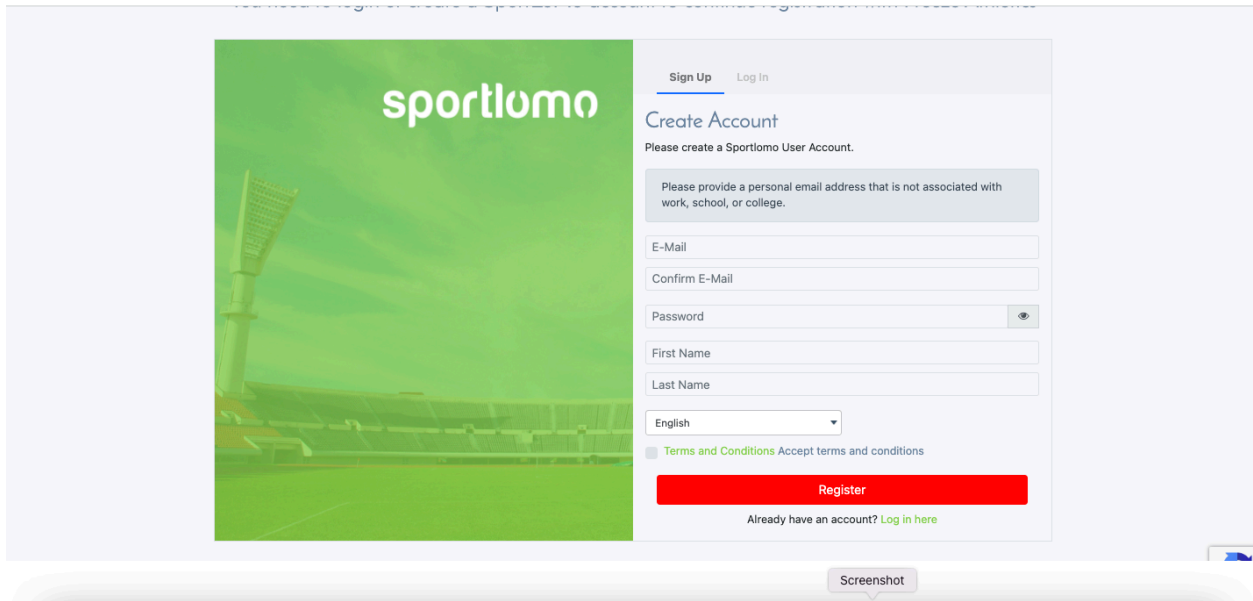
You will need to be approved by the BCSC Administrator. If you do not upload copies of your certificates, you will be rejected and asked to resubmit.

[Please see the BC Sport Cheer website for a full list of requirements.](#)

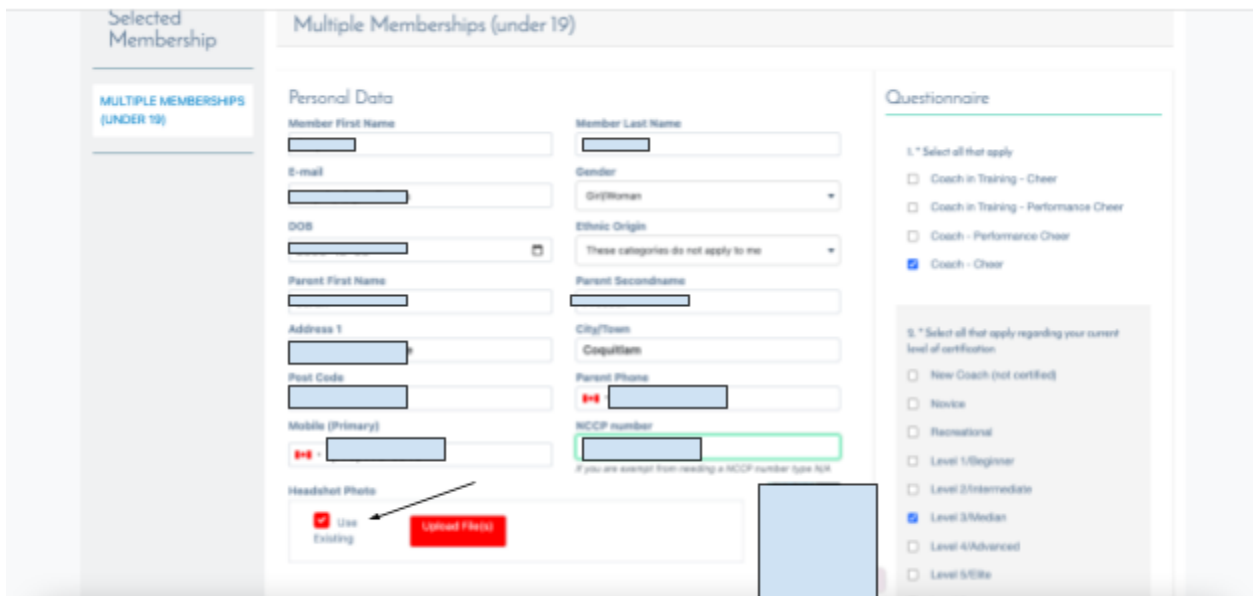
NEW USER GUIDE FOR PROGRAM PAID

Click on the link in the email from noreply@sportmanager.ie. You will be taken to the log in page.

You will need to Create an account and wait for the Activation email. Check your SPAM and junk folders for an email from noreply@sportmanager.ie.



You will be asked to fill in your information and upload a photo. If you are a coach, you will also need to fill out the right side of the screen.



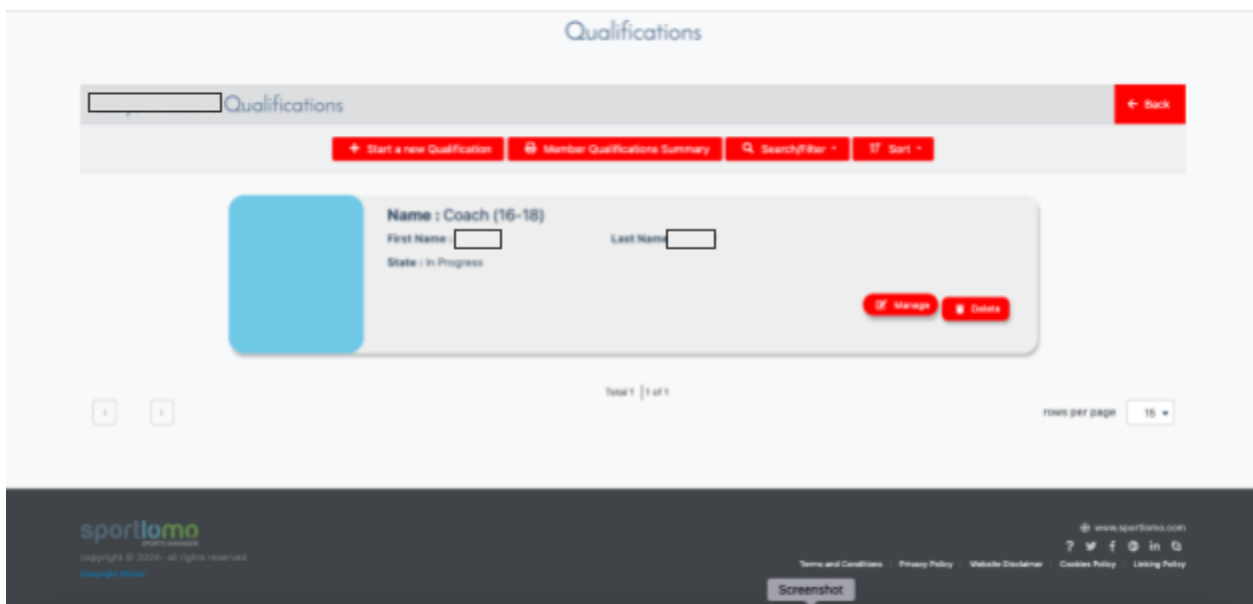
Scroll Down to the waiver and sign the waiver, then click REGISTER at the bottom.

You will be taken back to the home page and your “card” should be displayed










If you are **a coach**, you will need to click on the Qualifications button to upload your credentials and certificates.

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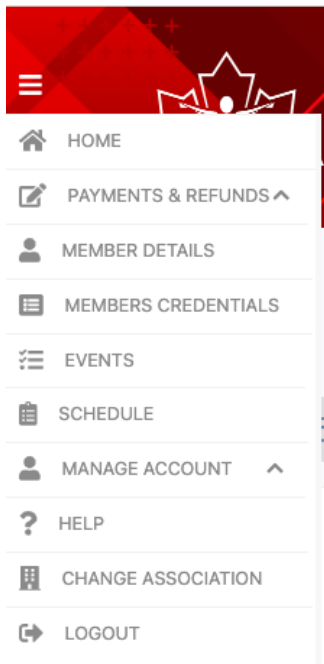
Click on “Manage.”

The prerequisites will show up here. If they have expired from previous years, you will need to upload them. They will have a button that says Direct  and you can upload here.

Prerequisite Credentials					
Credential Name	Credential Short Name	Condition	Valid Till	Status	Application Process
REQUIRED CREDENTIALS					
First Aid or CPR-C Certification	First Aid	AND		Approved	
BCSC Credentialing Cert - Highest level	BCSC	AND		Approved	
Making Headway	Headway	AND		Approved	
Safe Sport	SS	AND		Approved	
Understanding the Rule of Two	Rule of Two	AND		Approved	
Emergency Action Plan	EAP	AND		Approved	

Member Categories	
Category Description	Members Category Status
2024-2025 Coach (ages 16-18)	Future Start Date
2024-2025 Coach (ages 16-18)	Future Start Date

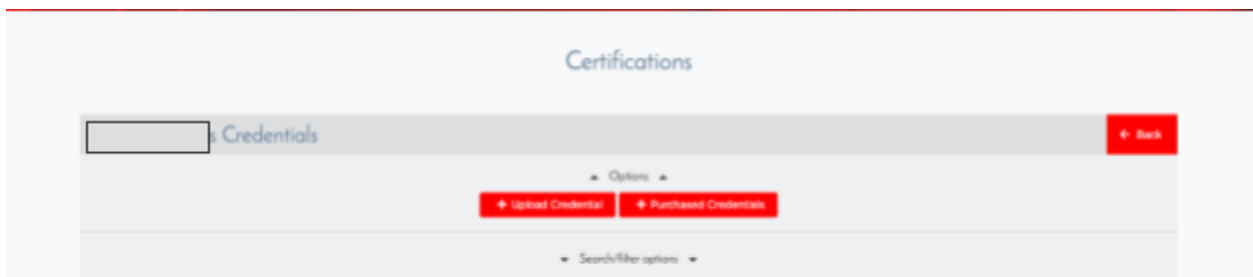
To add additional credentials over and above the minimum requirements, click on the top three lines in the top left corner and select HOME to be taken back to your card..



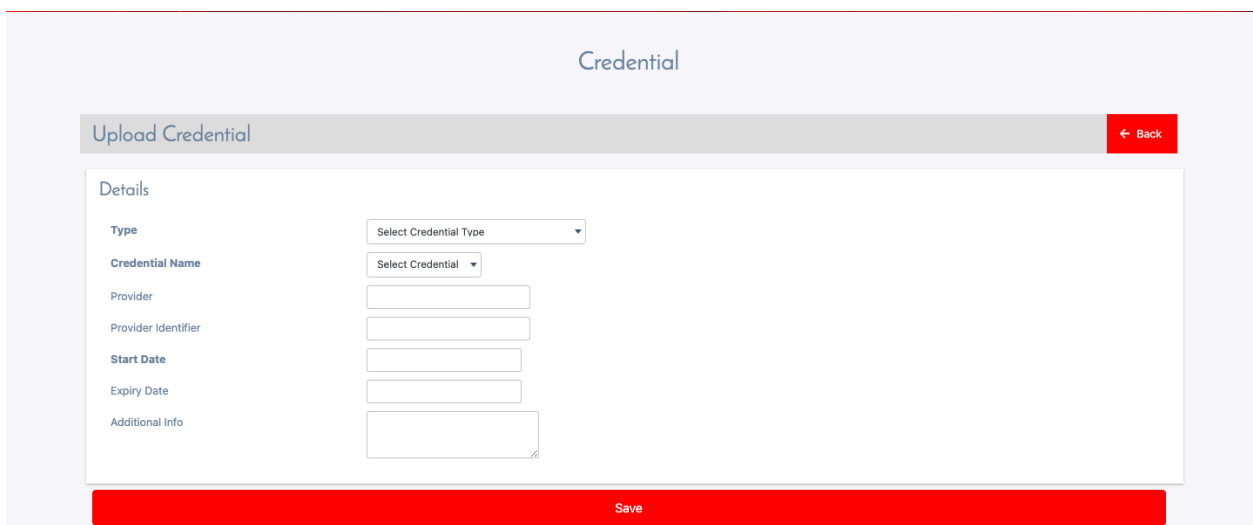
Click on the Certifications button



Click on Upload Credential



Using the top drop down, select the type of credential

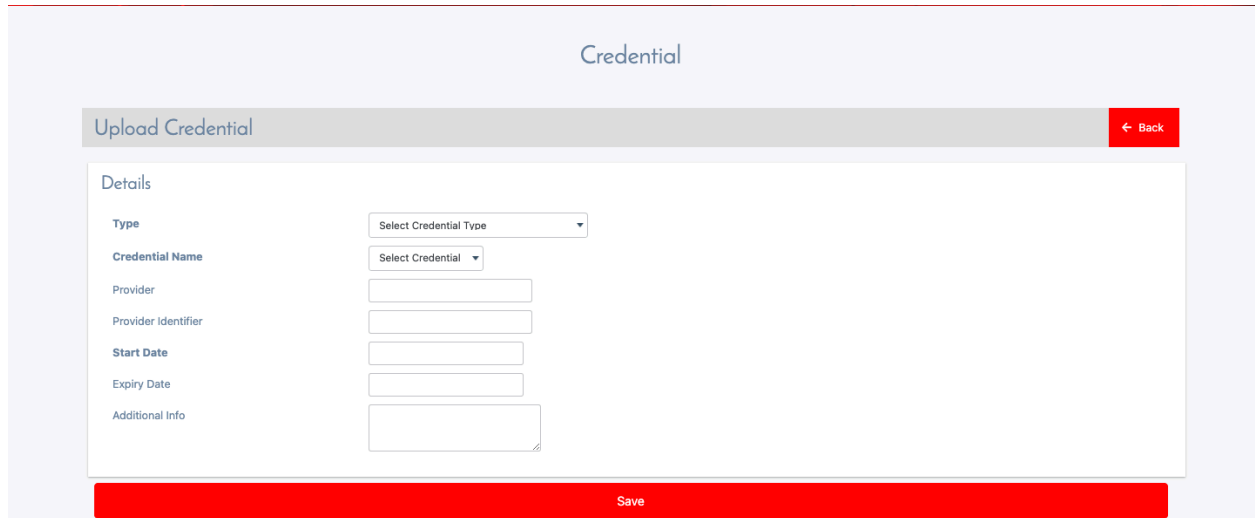


In this instance, we will select the NCCP courses. Then select the type of course from the NCCP list.

The screenshot shows a web interface for uploading a credential. At the top, the word "Credential" is centered. Below it is a header bar with "Upload Credential" on the left and a red "Back" button on the right. The main content area is titled "Details" and contains several form 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), "Expiry Date" (a date input field), and "Additional Info" (a larger text area). At the bottom of the form is a prominent red "Save" button.

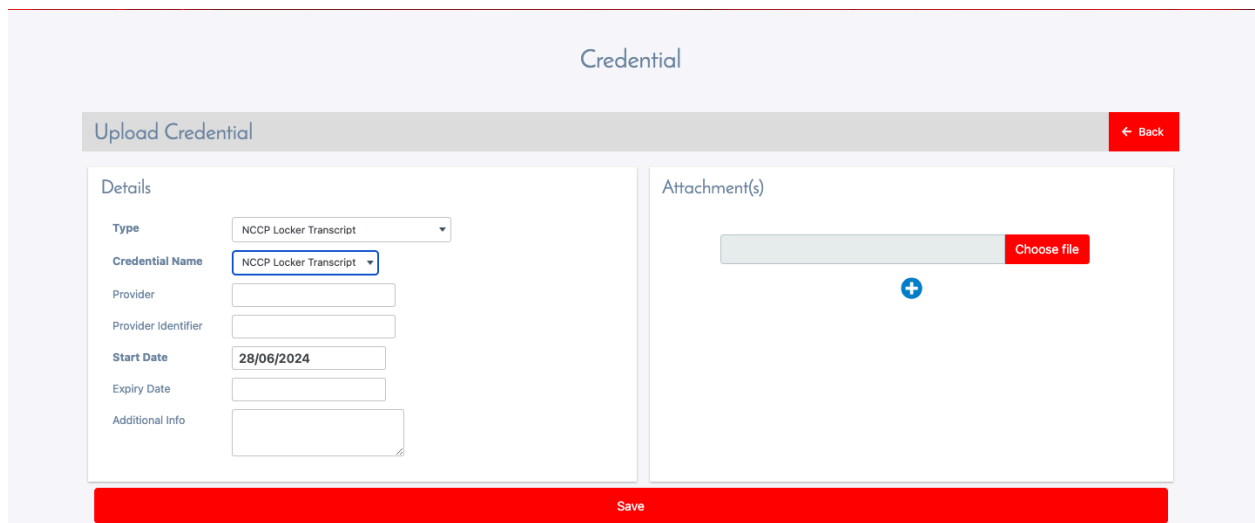
This screenshot shows the same "Credential" upload form, but with the "Credential Name" dropdown menu open. The menu lists various NCCP courses, including "Advanced Practice Planning", "Basic Mental Skills", "Coach and Leading Effectively", "Design a Basic Sport Program", "Developing Athletic Abilities", "Emergency Action Plan", "Making Ethical Decisions", "Making Headway", "Managing Conflict", "Performance Planning", "Planning a Practice", "Prevention and Recovery", "Psychology of Performance", "Safe Sport Training", and "Sport Nutrition". The "Select Credential" option is highlighted at the top of the list. The "Type" dropdown remains set to "NCCP". The "Save" button is still visible at the bottom.

Select the course and enter the start date. Click save. Repeat this for all NCCP courses.



The screenshot shows the 'Credential' upload interface. At the top, there is a header 'Credential' and a sub-header 'Upload Credential' with a red 'Back' button. Below this is a 'Details' form with the following fields: 'Type' (dropdown menu), 'Credential Name' (dropdown menu), 'Provider' (text input), 'Provider Identifier' (text input), 'Start Date' (text input), 'Expiry Date' (text input), and 'Additional Info' (text area). A red 'Save' button is located at the bottom of the form.

Add a new Credential, this time select NCCP Locker Transcript. Put today's date in the start date, and upload a pdf of your NCCP Locker transcript. Then click Save.



The screenshot shows the 'Credential' upload interface with the 'Attachment(s)' section added. The 'Details' section is the same as in the previous screenshot, but with 'Type' and 'Credential Name' set to 'NCCP Locker Transcript' and 'Start Date' set to '28/06/2024'. The 'Attachment(s)' section contains a 'Choose file' button and a plus sign icon. A red 'Save' button is at the bottom.

Follow the Upload Credential process above for each additional Credential:

- Your certification (BCSC, ICU, IASF)
- Your first aid certificate
- Your criminal record check (if 18+)

You will need to be approved by the BCSC Administrator. If you do not upload copies of your certificates, you will be rejected and asked to resubmit.

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