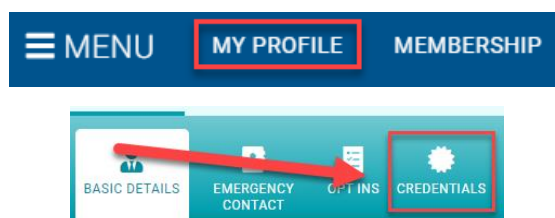


ADD A CREDENTIAL

Credentials are used in the system for some memberships and roles. This process shows you how to add them to your profile.

ACCESSING YOUR CREDENTIAL AREA

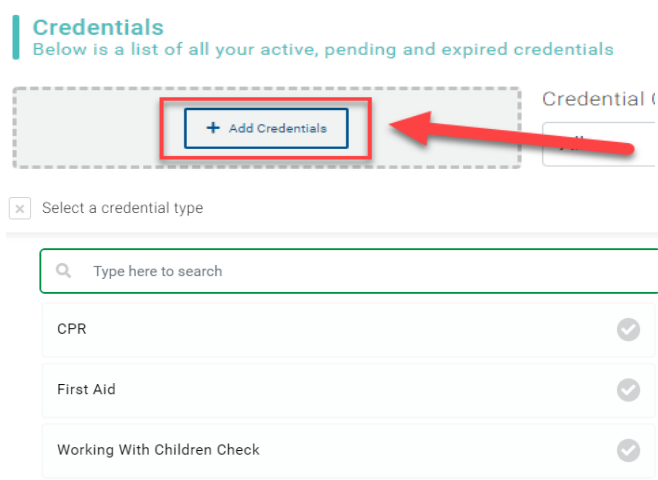
Your credentials are available to view and edit on your profile at any time by going to My Profile and then navigating to Credentials



ADD A NEW CREDENTIAL

To add in a new credential, select Add Credentials.

A pop-out will ask you the type of credential you want to add and then take you to a form to complete the submission.



Depending on the credential, you may also be asked to provide evidence with a PDF or image, as per the below screenshot.

Working With Children Check
Active

OVERVIEW

Start date

📅

Expiry date

📅

Child Protection Type: *

▼

Number *

Working with Children Evidence Information

Please note that you will need to provide sufficient evidence of your Working with Children Check. Please only upload PDF or image files that clearly show the clearance information (including name) and any relevant watermarks/imagery that come with the document. (If you have a physical card, you can take a photo and upload it)

Please upload the certificate below

Working With Children Check

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MANAGE EXISTING CREDENTIALS

As well as adding new credentials, you can also view existing credentials and their status. When your credential is nearing the expiration date, a reminder will be automatically sent to you.

To view the credential, simply click on it to open up more detailed information including fields and any relevant documentation that was uploaded.

Recent	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response	Inactive Pending Conditions
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 📄 Working With Children Check Working With Children Check Coaching, Technical and Club ACTIVE Starts: 20/01/2020 Ends: 20/01/2025 </div> <div style="border: 1px solid #ccc; padding: 5px;"> 📄 Foundation Accredited Coach Foundation Accredited Coach Coach Volunteer, Coach Professional EXPIRED Starts: 20/01/2020 Ends: 20/01/2025 </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 📄 Working With Children Check Working With Children Check Coaching, Technical and Club EXPIRED Starts: 20/01/2020 Ends: 20/01/2025 </div> <div style="border: 1px solid #ccc; padding: 5px;"> 📄 TA LTO Local Technical Official TA LTO Local Technical Official Technical Official ACTIVE Starts: 20/01/2020 Ends: 20/01/2025 </div>						