

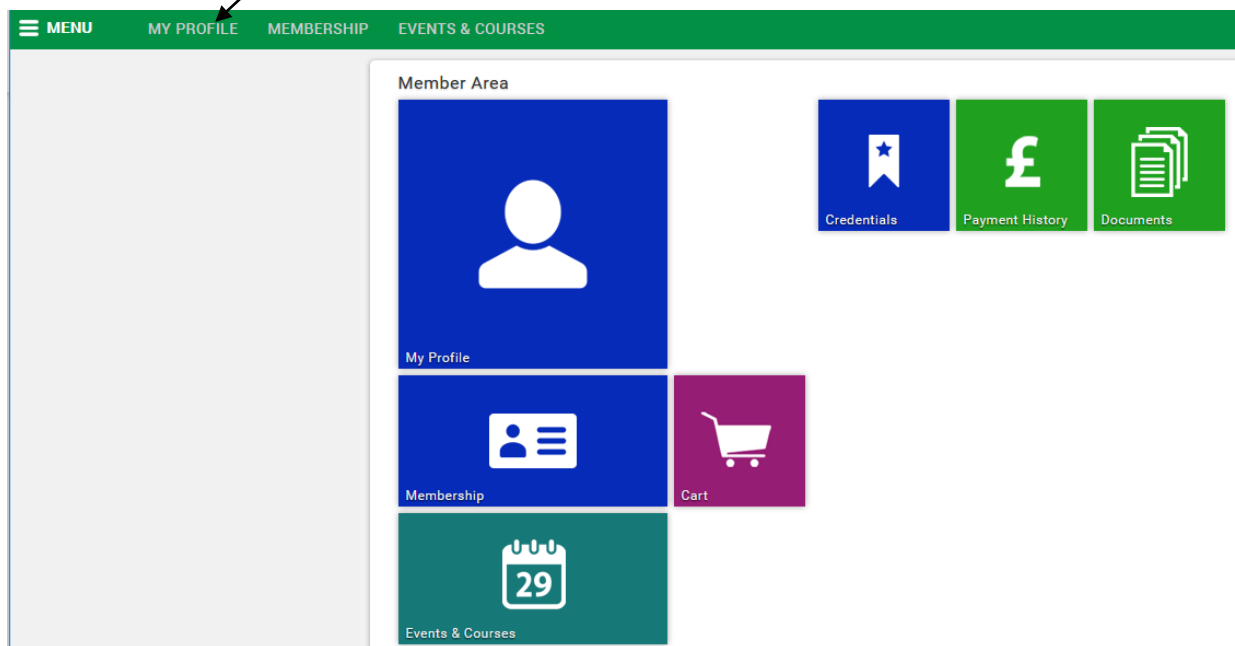
BAFA National Leagues



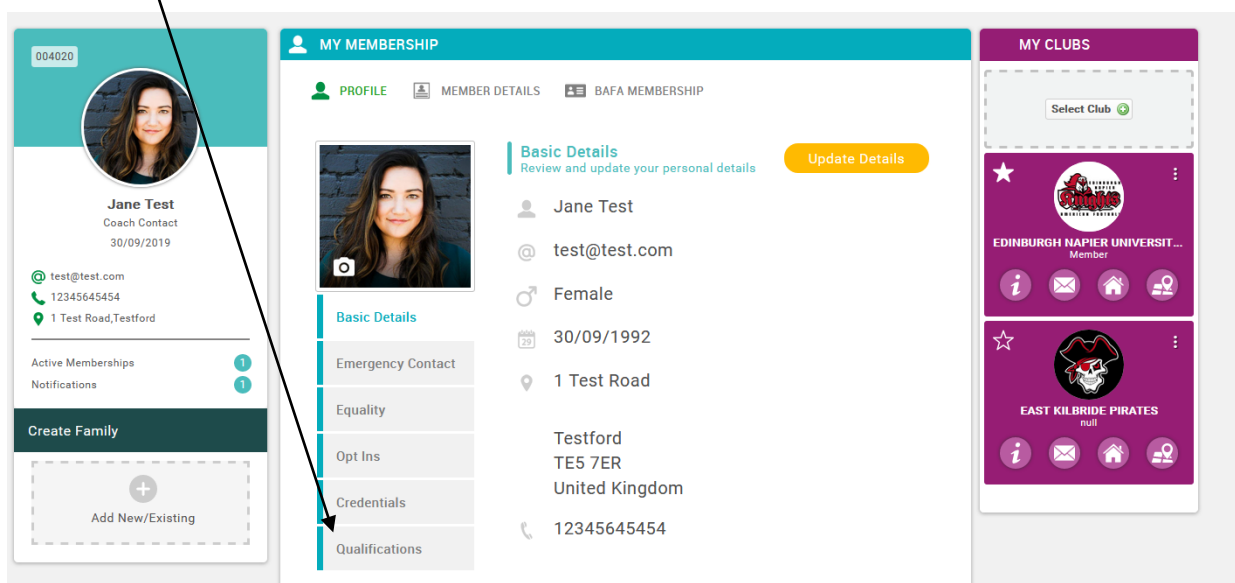
How to upload a qualification or evidence of CPD

Uploading a qualification

Login and click on 'my profile' at the top of the screen.



Select 'qualifications'



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How to upload a qualification or evidence of CPD

Select 'add qualification'

The screenshot shows the 'MY MEMBERSHIP' page. On the left is a user profile for Jane Test, Coach Contact, with contact details and a 'Create Family' button. The main section is 'MY MEMBERSHIP' with tabs for PROFILE, MEMBER DETAILS, and BAFA MEMBERSHIP. Under 'My Qualifications', there are filters for All, Active, Invalid, Awaiting Approval, and In Progress. A dashed box highlights the 'Add Qualification' button. On the right, the 'MY CLUBS' section shows two clubs: EDINBURGH NAPIER UNIVERSITY and EAST KILBRIDE PIRATES.

A box listing all qualifications currently available to add will now appear. Click on the search symbol to scroll through the qualifications you can add.

The screenshot shows the 'Members Qualifications - In Progress' form. The form is for Amanda McDonald (003191). It has fields for 'Qualification Name' (with a search icon), 'Qualification Category', and 'Valid for (Years)' (with 'Period' and 'Qualification Level' options). Below these is a table for 'Credential Name', 'Valid Until', and 'Status'. There is an 'Attachment' section with an 'Upload' button and a table for 'File Name' and 'Comment'. A blue information box on the right says: 'Information on New Qualifications. To start a new qualification you must first select a qualification on the left hand side. You will then be listed with the required courses that you need to pass in order to meet this qualification. You will not be able to submit this qualification until you have passed all the courses and uploaded supporting evidence in the attachment container at the bottom of this form. You can log feedback, questions and comments using the notes feature below. A member will reply shortly to any queries or issues you raise. Thankyou and good luck!'. At the bottom, there are buttons for 'Submit for Review', 'End Qualification', 'Cancelled', 'Save', and 'Close'.

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How to upload a qualification or evidence of CPD

Members Qualifications - In Progress

My Qualifications
Select the qualification you want to start

Amanda McDonald (003191)

Qualification Name:

Qualification Category:

Valid for (Years):

Credential Name

Attachment

File Name

Page: 1 of 3

Name	QType	Level	Select
BAFCA Level 1 - Contact		1	<input checked="" type="checkbox"/>
BAFCA Level 2 - Contact		2	<input checked="" type="checkbox"/>
BAFCA Level 3		3	<input checked="" type="checkbox"/>
BAFCA Flag Leaders		1	<input checked="" type="checkbox"/>
BAFCA Level 2 - Flag		2	<input checked="" type="checkbox"/>
BAFCA Level 1 - Flag		1	<input checked="" type="checkbox"/>
BAFCA Level 4		4	<input checked="" type="checkbox"/>
BAFCA Leadership and Management		1	<input checked="" type="checkbox"/>
USA Football - Flag Certification		1	<input checked="" type="checkbox"/>
USA Football - Youth Tackle Certification		1	<input checked="" type="checkbox"/>

Displaying 10 of 21

Submit for Review End Qualification Cancelled Save Close

Note, you may need to search through multiple pages to find the qualification you want to add. If the qualification you want to add does not appear, please select 'other BAFA CPD' and add a note outlining the activity you have undertaken. (see next section)

Click on the green tick next to the qualification you wish to add. This will then populate the form and you can select to upload your course certificate or proof of completion / attendance / activity. You will be prompted to browse for a file.

Members Qualifications - In Progress

My Qualifications
Select the qualification you want to start

Amanda McDonald (003191)

Qualification Name: *

Qualification Category:

Valid for (Years):

Credential Name Valid Until Status

Attachment

File Name Comment

Submit for Review End Qualification Cancelled Save Close

Once the file has been added, click save to finish and upload your qualification. This will be approved in due course. No further action is needed from you at this time.

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How to upload a qualification or evidence of CPD

Uploading evidence of CPD

You may wish to register evidence of continuing professional development (CPD) against your Go! Membership coaching profile that is not covered by one of the listed qualifications. If so, follow the above steps, but select 'Other BAFCA CPD' from the list of qualifications.

Members Qualifications - In Progress

My Qualifications
Select the qualification you want to start

Amanda McDonald (003191)

Qualification Name:

Qualification Category:

Valid for (Years):

Credential Name

Attachment

File Name

Submit for Review End Qualification Cancelled Save Close

QUALIFICATION Search...

ADVANCED CLEAR

Name	QType	Level	Select
Other BAFCA CPD		1	<input checked="" type="checkbox"/>

Page: 3 of 3 Displaying 21-21 of 21

Close

You can then select to 'add new note'

Members Qualifications - In Progress

My Qualifications
Select the qualification you want to start

Amanda McDonald (003191)

Qualification Name: *

Qualification Category:

Valid for (Years):

Credential Name	Valid Until	Status
<input type="text"/>		

Attachment

File Name	Comment
<input type="text"/>	<input type="text"/>

Submit for Review End Qualification Cancelled Save Close

Information on New Qualifications

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Thankyou and good luck!

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You can then use this field to enter information about your CPD activity – for example attending a clinic or coaching convention, undertaking shadowing activity, or completing other relevant courses or study not listed here. Please include the dates you undertook this activity on or between.

You can also upload any relevant information such as certificates, records of attendance or supporting information from individuals.

Members Qualifications - In Progress

My Qualifications
Select the qualification you want to start

Amanda McDonald (003191)

Qualification Name: *

Qualification Category:

Valid for (Years):

Credential Name	Valid Until	Status
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Attachment

File Name	Comment
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Information on New Qualifications

To start a new qualification you must first select a qualification on the left hand side. You will then be listed with the required courses that you need to pass in order to meet this qualification. You will not be able to submit this qualification until you have passed all the courses and uploaded supporting evidence in the attachment container at the bottom of this form.

You can log feedback, questions and comments using the notes feature below. A member will reply shortly to any queries or issues you raise.

Thankyou and good luck!

Amanda McDonald
2 January 2019 at 8:13 pm

Attended BAFCA Convention|

To finish, click save. This entry will be approved in due course.