

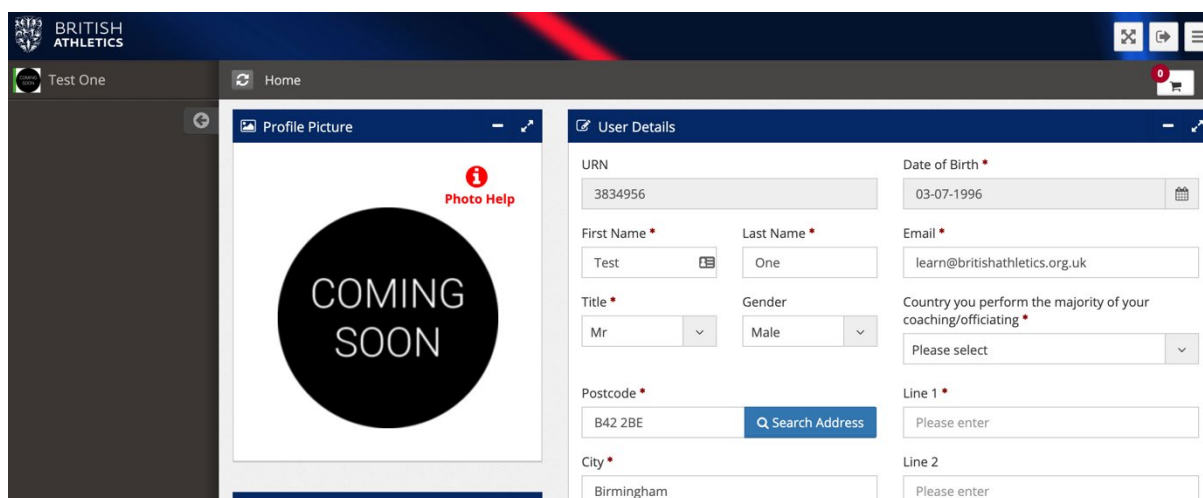
## How to book & find the EduCare course.

The below guide will help you enrol and access all of the below courses:

- Safeguarding in Athletics
- Mental Wellbeing in Sport & Physical Activity
- Preventing Bullying in Sport

1) Log in to [www.athleticshub.co.uk](http://www.athleticshub.co.uk).

2) Update your contact details and complete all other fields with an asterisk if required.

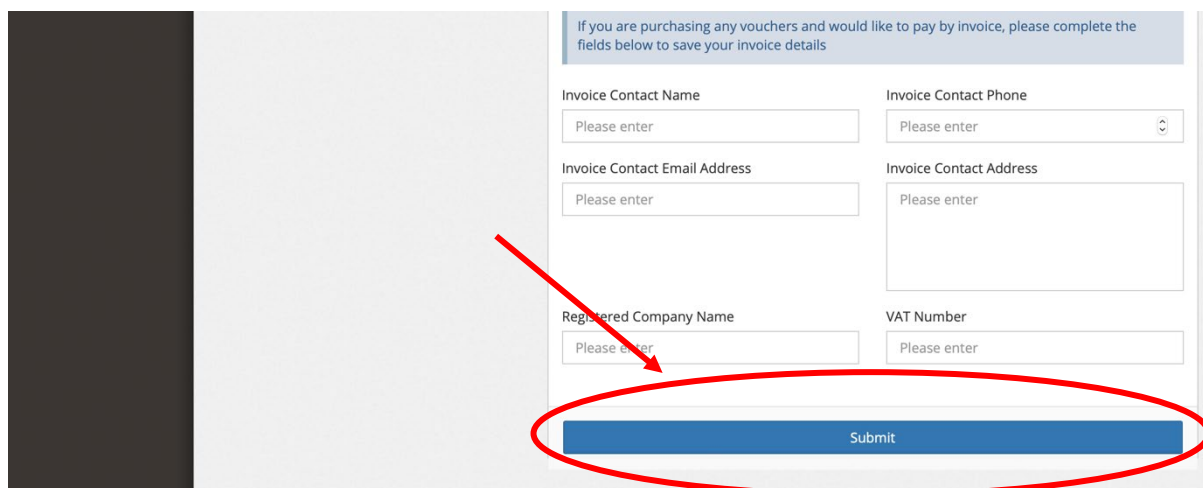


The screenshot shows the 'User Details' form in the British Athletics system. The form includes the following fields:

- URN: 3834956
- Date of Birth: 03-07-1996
- First Name: Test
- Last Name: One
- Email: learn@britishathletics.org.uk
- Title: Mr
- Gender: Male
- Country you perform the majority of your coaching/officiating: Please select
- Postcode: B42 2BE
- Line 1: Please enter
- City: Birmingham
- Line 2: Please enter

A 'Profile Picture' section on the left shows a placeholder with a black circle containing the text 'COMING SOON' and a 'Photo Help' icon.

Click 'Submit'.

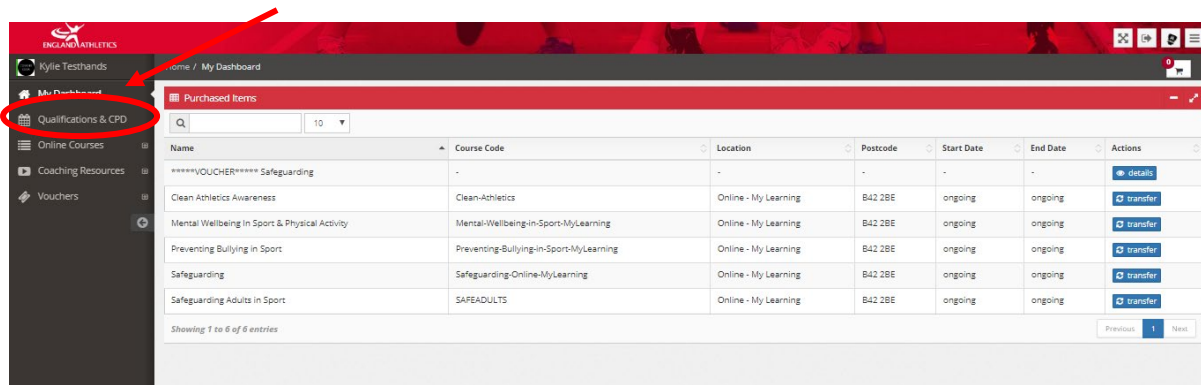


The screenshot shows the 'Invoice Details' form, which is used for purchasing vouchers and paying by invoice. The form includes the following fields:

- Invoice Contact Name: Please enter
- Invoice Contact Phone: Please enter
- Invoice Contact Email Address: Please enter
- Invoice Contact Address: Please enter
- Registered Company Name: Please enter
- VAT Number: Please enter

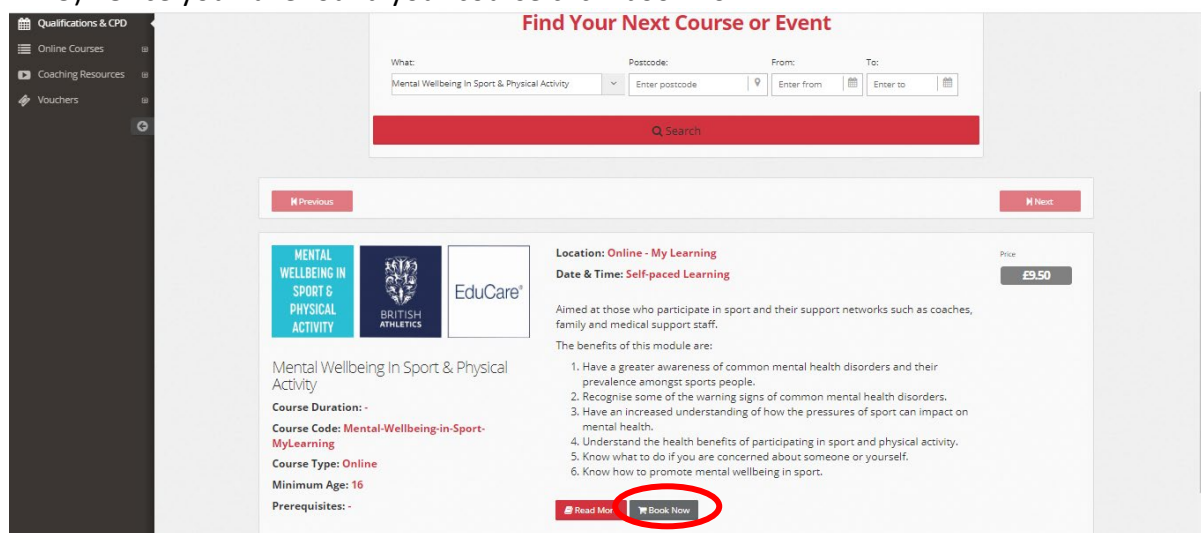
A red arrow points to the 'Submit' button at the bottom of the form, which is circled in red.

3) Click on 'Qualifications & CPD'



4) Search the course you are looking to book. ie. Safeguarding, Mental Wellbeing in Sport & Physical Activity or Preventing Bullying in Sport.

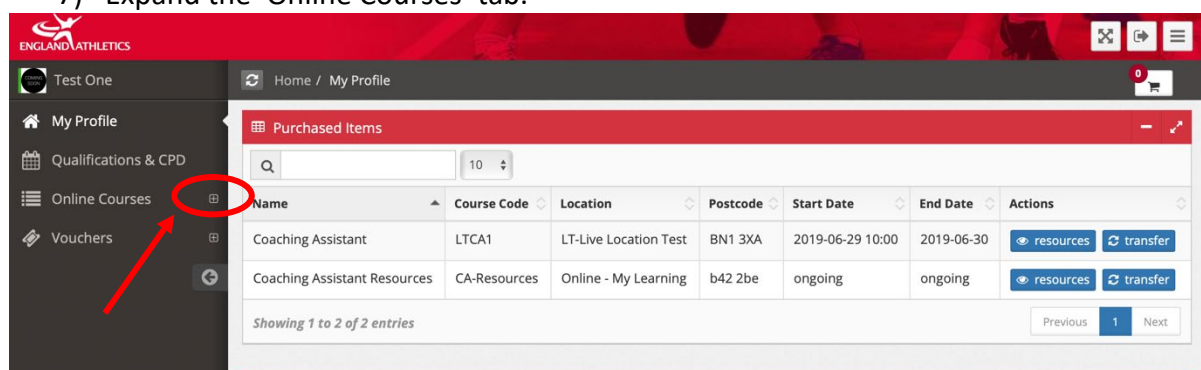
5) Once you have found your course click 'book now'



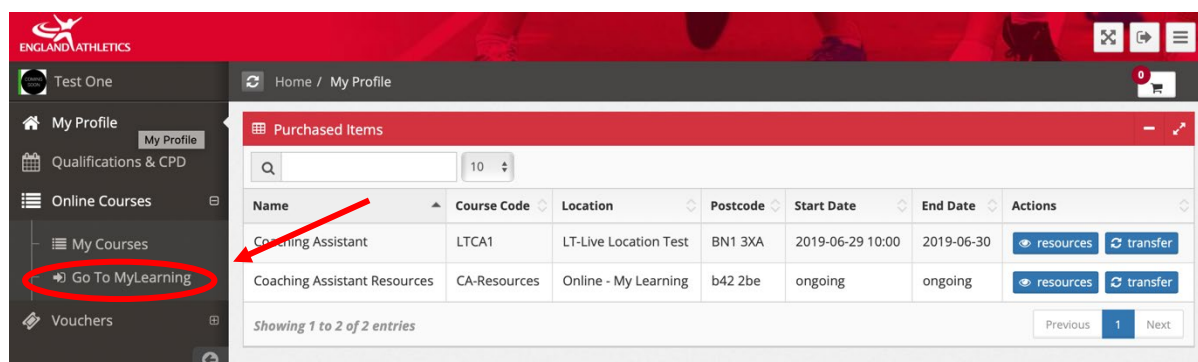
6) You will then be directed to the payment screen where you can scroll down and click 'Proceed to Checkout'. You will need to enter your card details or voucher code and book onto the course.

**To find the online EduCare course:**

7) Expand the 'Online Courses' tab.



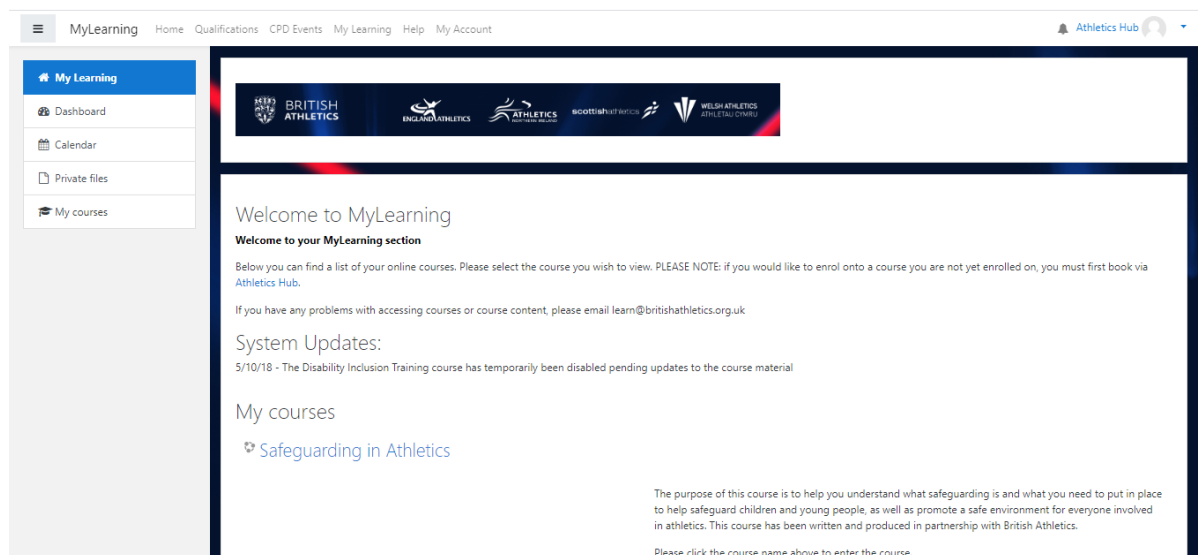
8) Click on 'Go to My Learning':



You may need to enable pop ups. You can do this by:

- On your computer, open Chrome.
- At the top right, click More Settings.
- At the bottom, click Advanced.
- Under "Privacy and security," click Site settings.
- Click Pop-ups and redirects.
- At the top, turn the setting to Allowed

9) This will take you through to your My Learning platform where the course will be listed under My Courses.



If you have any problems booking or accessing the course please contact [learn@britishathletics.org.uk](mailto:learn@britishathletics.org.uk)