

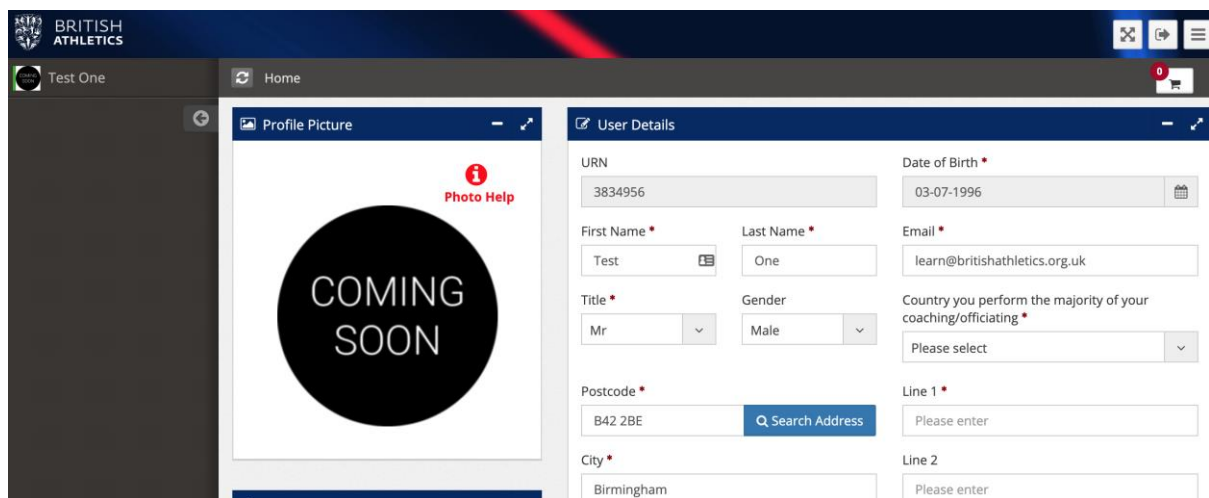
## Online Safeguarding Course Guide

The first time you log into Athletics Hub, you will need to complete some further details.

If you are unsure of how to log in to Athletics Hub, please see the 'How to find your URN and Password' user guide.

### Logging into Athletics Hub for the first time

1. Make sure all fields with an asterisk are completed.



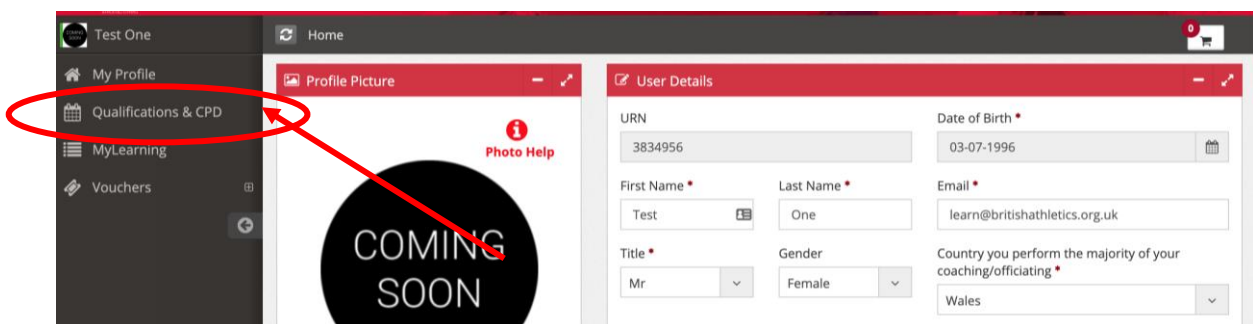
The screenshot shows the 'User Details' form in the Athletics Hub interface. The form includes the following fields:

- 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

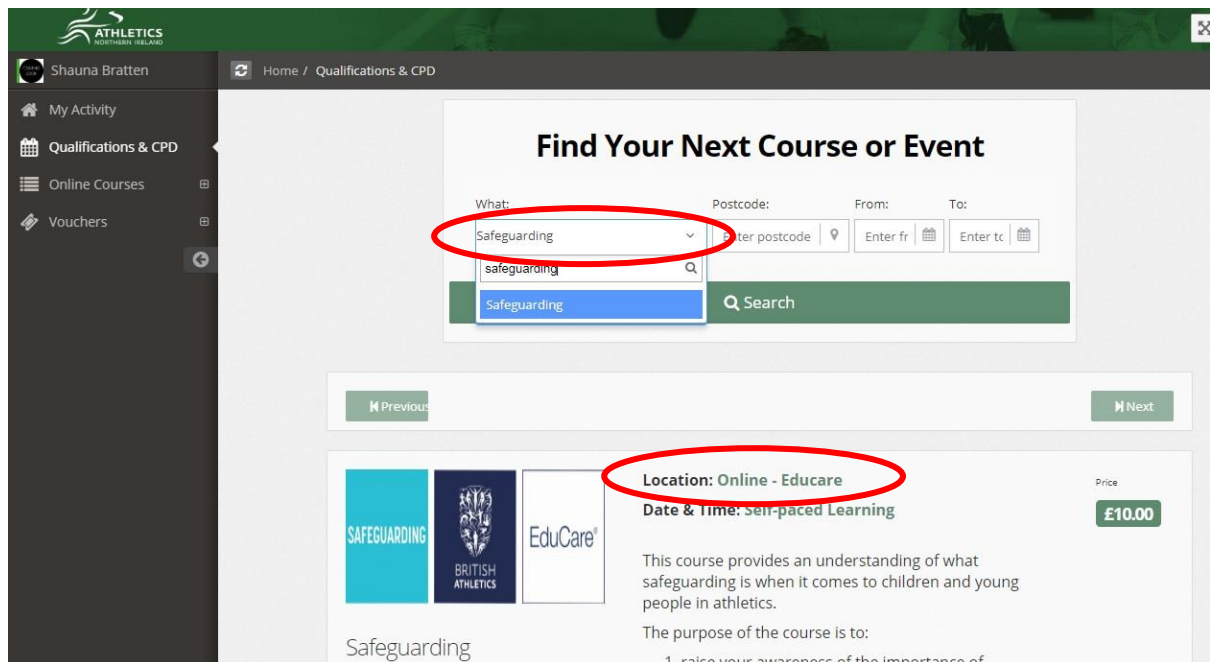
Please note – you will need to select the home country in which you perform the majority of your coaching/officiating. This will NOT affect which courses you will be able to find or book onto. Courses from across all four home countries and British Athletics will appear in the Find a Course list for all users.

### Booking onto a course

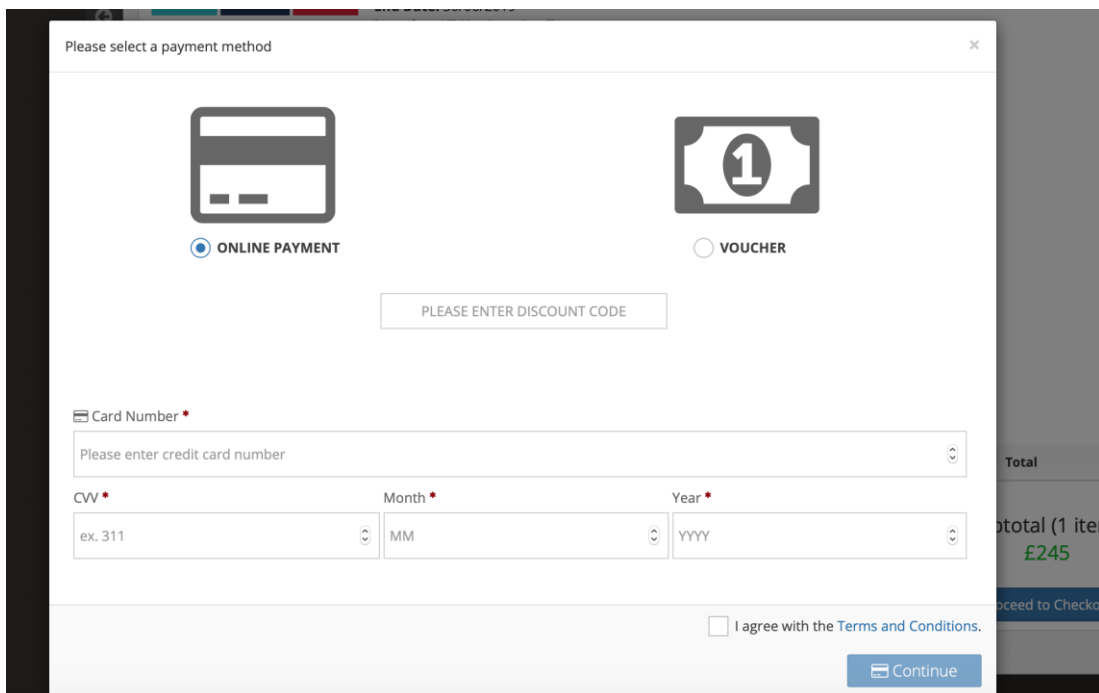
1. Click on the Qualifications & CPD tab on the left hand side of the page:



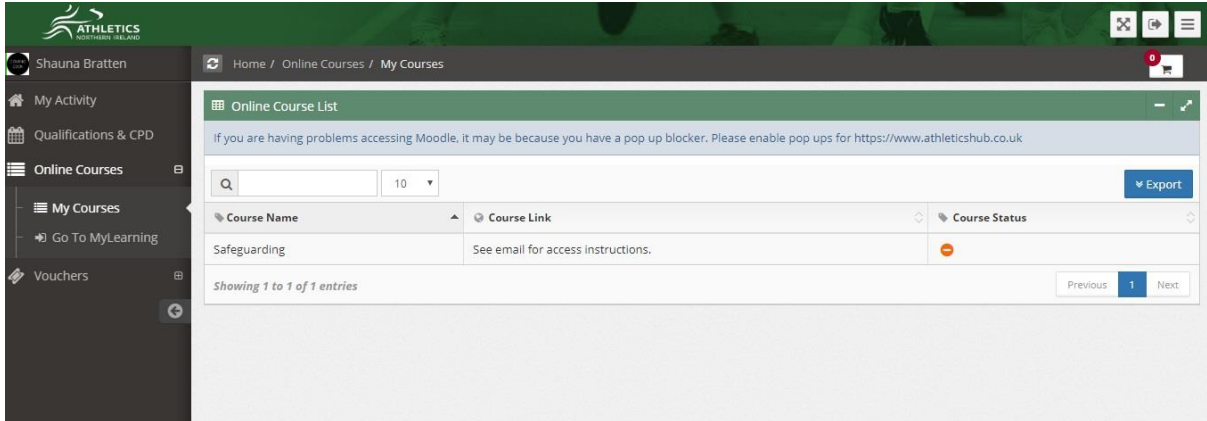
2. Enter the name of the course you are searching for into the Search field. Search for 'Safeguarding' and the Online-Educare course will appear first on the list.



3. For further details, click on the 'Read More' button. Or click on 'Book Now' to add the course to your basket.
4. Click 'Proceed to Checkout'. Enter your card details, agree to Terms & Conditions (which are available to view via the link) and click 'Continue'.



Your booking is complete. A confirmation email will be sent to you from Educare, with login details on how you can access the course. Your course will also appear under the 'Online Courses' section of Athletics Hub:

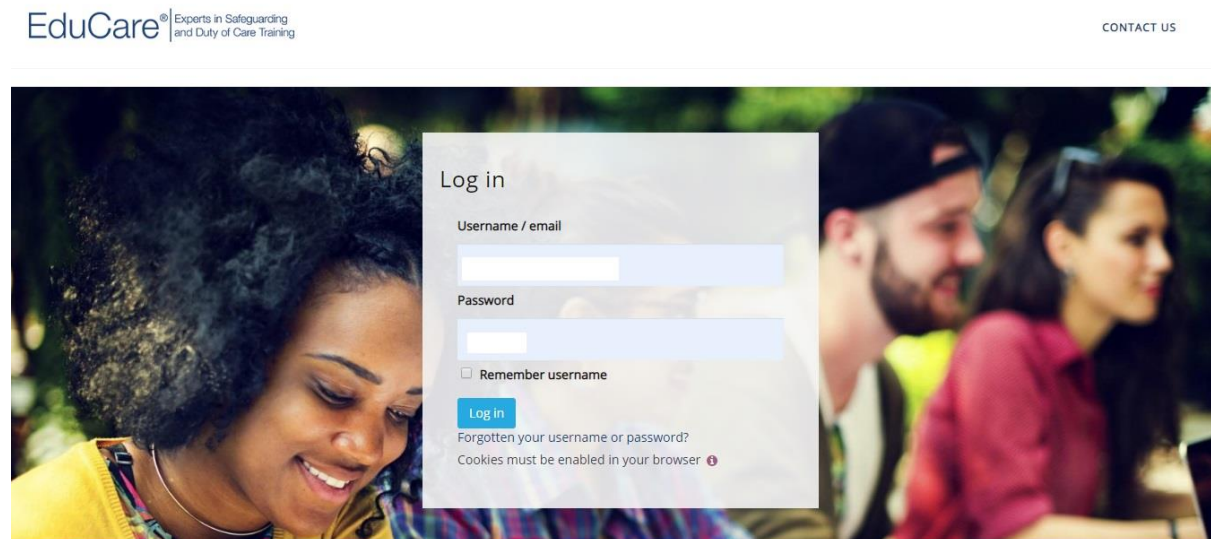


The screenshot shows the Athletics Hub interface. The user is logged in as Shauna Bratten. The page title is 'Online Course List'. A message at the top states: 'If you are having problems accessing Moodle, it may be because you have a pop up blocker. Please enable pop ups for https://www.athleticshub.co.uk'. Below this is a search bar and a table with the following columns: Course Name, Course Link, and Course Status. The table contains one entry: 'Safeguarding' with a link to 'See email for access instructions.' and a status icon. The page also shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

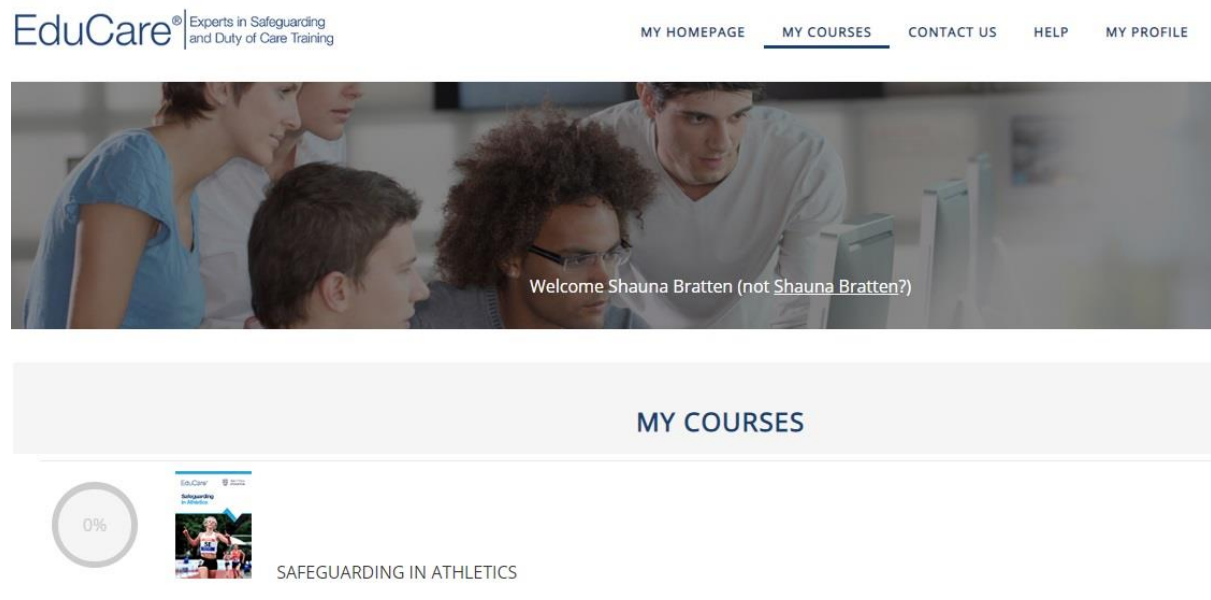
Logging into Educare

You will receive an email from Educare giving you your login details- please check your Junk mail folder.

1. Log into Educare with your given details- [www.myeducare.com/local/educare/login.php](http://www.myeducare.com/local/educare/login.php)



2. Click on the Menu option- 'My Courses' and the Safeguarding in Athletics should appear in your courses list. You can then click on the course in order to complete this.



Once you have completed the course, this will be updated on your license in the UKA database.