

How to update your safeguarding details on your membership profile as an Activator

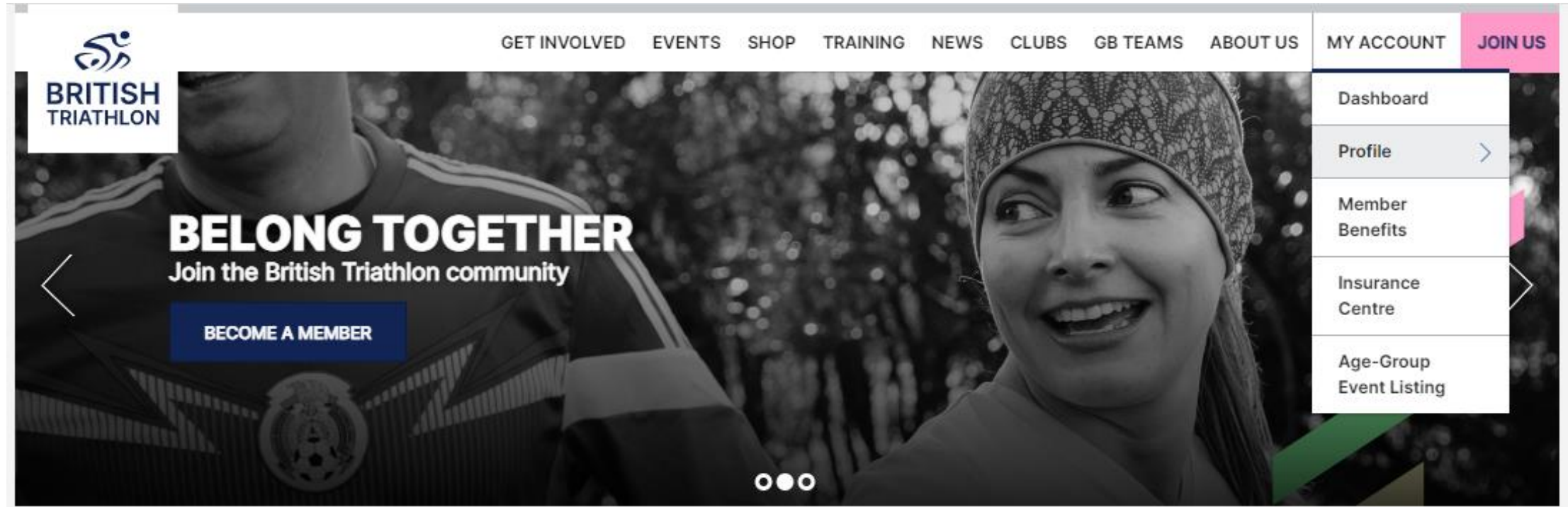


BRITISH
TRIATHLON



Step 1 – Log in

- ✓ Go to - <https://www.britishtriathlon.org/>
- ✓ Click on My Account and log in to your Profile



Step 2 – Activator and DBS Details

- ✓ Click on Activator Details
- ✓ Update your information, input your DBS details (if required) and click Save

Activator Details ✕

Do you currently lead or you intend to lead under 18s or adults at risk?*

-select- ▼

This is a required field


I declare that I will not lead under 18s or adults at risk without supervision unless I have the required DBS Certificate in place. *

Please agree to our volunteer code of practice here *

SAVE ACTIVATOR DETAILS

Step 3 – Safeguarding Details

- ✓ Click on Safeguarding Details
- ✓ Enter your safeguarding course details and upload your certificate
- ✓ DO NOT CLICK SAVE until you have added the pdf certificate as you will not be able to go back and amend this



The screenshot shows a web form titled "Safeguarding Details" with a close button (X) in the top right corner. The form contains three main sections:

- UK Coaching Safeguarding course name (either Safeguarding and Protecting Children or Safeguarding Adults)***: A text input field.
- Course Date***: A date selection field with a calendar icon.
- Upload your Certificate***: A section with a dark blue button labeled "SELECT PDF ...".

At the bottom right of the form is a red button labeled "SAVE SAFEGUARDING DETAILS".

You are unable to view your certificate once you have uploaded it.

Please email coaching@britishtriathlon.org if you have any queries.