

How to update your safeguarding details on your membership profile as a Coach

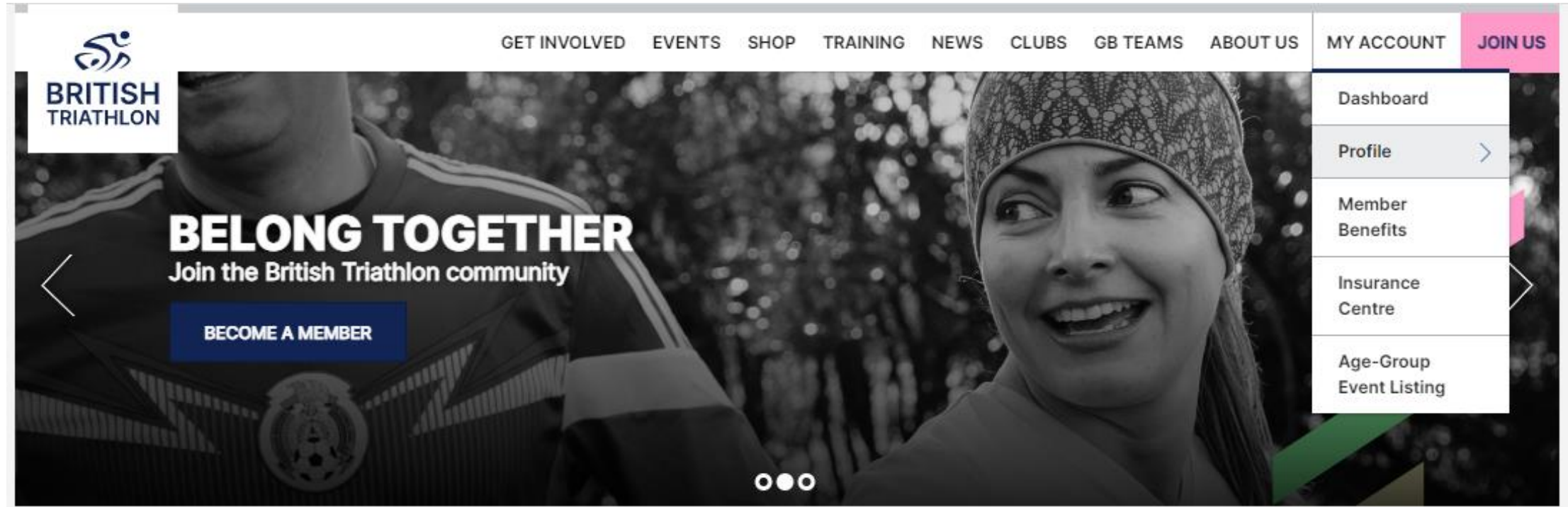


BRITISH
TRIATHLON



Step 1 – Log in

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



Step 2 – Coaching and DBS Details

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

Coaching Details

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

Yes, and I have a valid British Triathlon DBS Certificate

If your certificate has expired (is more than 3 years old) or you don't have one please contact dbs@britishtriathlon.org

DBS Certificate No*

Certificate Issued*

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

Please agree to our [coaching code of practice here](#) *

SAVE COACHING 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

Safeguarding Details ✕

① UK Coaching Safeguarding course name (either Safeguarding and Protecting Children or Safeguarding Adults)*

Course Date*

① Upload your Certificate*

SELECT PDF ...

SAVE SAFEGUARDING DETAILS

Step 4 – View your qualifications

- ✓ Click on My Account to view your main dashboard
- ✓ Click on Coaches Dashboard
- ✓ Click on Qualifications

Your Qualifications

QUALIFICATION	COURSE DATE	DATE CERTIFIED
Level 1	10 Oct 2014	11 Nov 2014
UK Safeguarding Course (View Certificate)	01 Feb 2021	01 Feb 2021

If you have any queries, please contact coaching@britishtriathlon.org