



# How to update your safeguarding details on your membership profile



# Step 1 – Log in

✓ Go to - <https://www.britishtriathlon.org/>

✓ Click on My Account and log in



BRITISH  
TRIATHLON

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## BRITISH TRIATHLON COVID UPDATE

31 March 2021

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## Step 2 – Your Profile

✓ Click on My Profile

<p><b>MY PROFILE</b></p> <p> View, edit or renew your membership details here. View your online membership card here.</p> <p><a href="#">MANAGE PROFILE</a></p>	<p><b>MEMBERSHIP FAQS</b></p> <p> Have question about membership? Use our FAQ's to find your answer</p> <p><a href="#">VIEW FAQS</a></p>	<p><b>MY BENEFITS</b></p> <p> Discounts from Training Peaks, plus many more. Checkout all your benefits here.</p> <p><a href="#">VIEW BENEFITS</a></p>
<p><b>MY EVENTS</b></p> <p> Looking for your next triathlon challenge? Get started using our events search.</p> <p><a href="#">VIEW EVENTS</a></p>	<p><b>FIND ATHLETES</b></p> <p> View our member athlete profiles, displaying domestic and international results and honours.</p> <p><a href="#">FIND ATHLETE</a></p>	<p><b>MY RESULTS</b></p> <p> Have a look at your race results.</p> <p><a href="#">VIEW YOUR RESULTS</a></p>
<p><b>COACHES DASHBOARD</b></p> <p> Use this section to manage your role as a Triathlon coach</p> <p><a href="#">COACHES DASHBOARD</a></p>		

## Step 3 – Coaching Details

- ✓ Click on Coaching Details
- ✓ Update your information and save your details

### Coaching Details



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

No

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 4 – Safeguarding Details

- ✓ Click on Safeguarding Details
- ✓ Enter Safeguarding Course details, upload your certificate and click Save Safeguarding Details

### Safeguarding Details



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

This is a required field

Course Date\*

01-02-2021

Upload your Certificate\*

SELECT PDF ...

SAVE SAFEGUARDING DETAILS

## Step 4 – Safeguarding Details

- ✓ Click on Safeguarding Details
- ✓ Enter Safeguarding Course details, upload your certificate and click Save Safeguarding Details

### Safeguarding Details



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

This is a required field

Course Date\*

Upload your Certificate\*

SAVE SAFEGUARDING DETAILS

## Step 5 – 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 ( <a href="#">View Certificate</a> )	01 Feb 2021	01 Feb 2021