

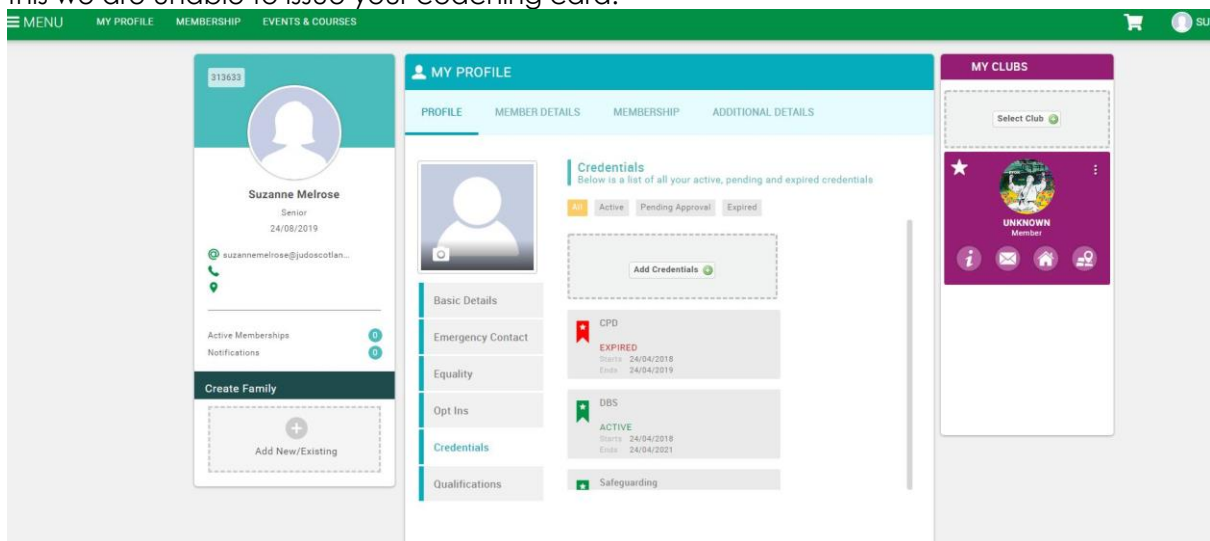
How to Upload Coaching Credentials

Login to GoMembership <https://judoscotland.azolve.com/> using your membership number as the username.

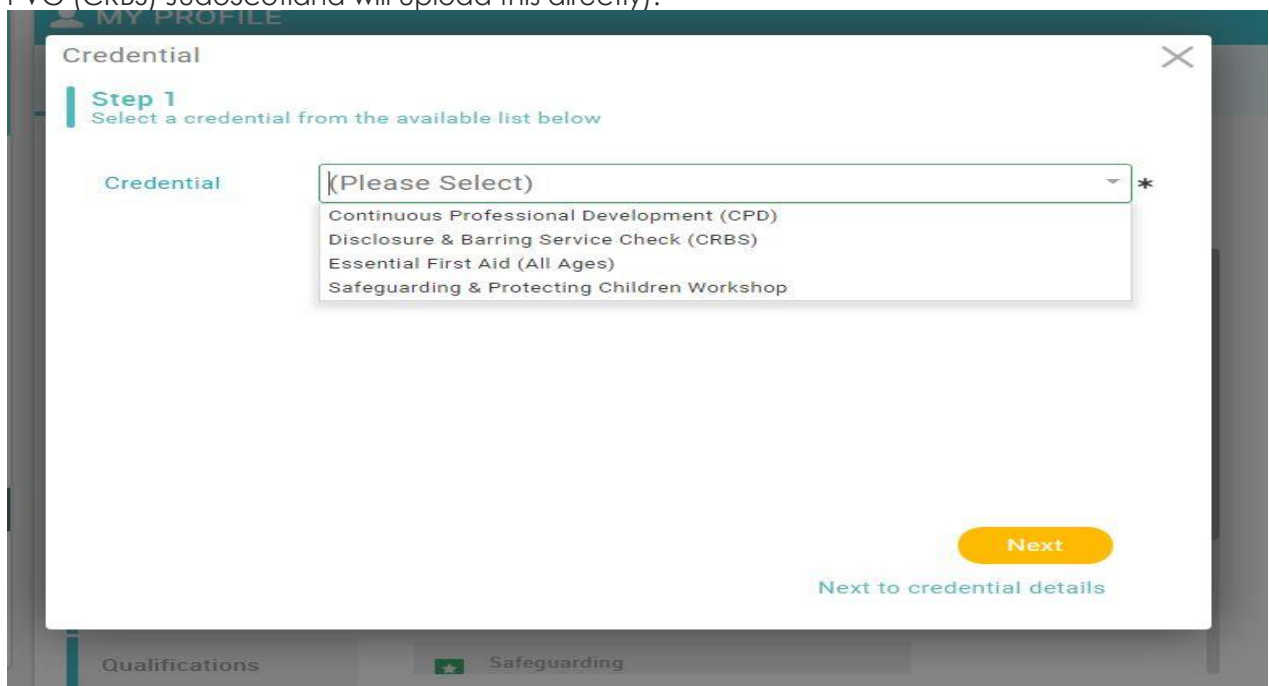
You can request a forgotten password if you have not logged into the system previously.

Step 1 – once logged in select my profile, credentials then add credentials.

Please make sure you have also uploaded a password style photo onto your profile, without this we are unable to issue your coaching card.



Step 2 – from the drop down list select the credential you would like to upload (do not select PVG (CRBS) JudoScotland will upload this directly).



Step 3 – complete the information boxes with details from your certificate and click next.

The screenshot shows a 'MY PROFILE' window with a 'Credential' modal. The modal title is 'Step 2' with the instruction 'Please complete the following details'. The credential is for a 'Safeguarding & Protecting Children Workshop'. The form includes four fields: 'Source' (a dropdown menu with '(Please Select)' and an asterisk), 'Provider' (a text input with the placeholder 'Enter the name of the awarding body/organisation' and an asterisk), 'Start Date' (a date picker with an asterisk), and 'Expiry Date' (a date picker with an asterisk). At the bottom right, there are 'Back' and 'Next' buttons, with the text 'Next to supporting evidence' below them. The background shows a 'Qualifications' tab and a 'Safeguarding' tab with a star icon.

Step 4 - upload the relevant documents and click finish.

The screenshot shows the 'Step 3' modal for uploading supporting evidence. The title is 'Step 3' with the instruction 'Please upload supporting evidence for your credential'. The credential is for a 'Safeguarding & Protecting Children Workshop'. Below the title, there is a text instruction: 'Please upload a copy of your certificate or verification that you have attended a specific workshop/course/training by the provider.' There is an 'Attachment' section with an 'Upload' button. Below this is a table with two columns: 'File Name' and 'Comment'. The table is currently empty. At the bottom right, there are 'Back' and 'Finish' buttons, with the text 'Finish to close and save' below them. The background shows the same 'Qualifications' and 'Safeguarding' tabs as in the previous screenshot.

JudoScotland will then check weekly for any pending credentials and approve these.

Once all credentials and CPD are updated your coaching card will then be valid, or if your coaching card has expired you can apply online to renew your coaching card.