

LEVEL 3 COACH FINDER GUIDANCE NOTES



 @brittricoaching

REFLECT | CONNECT | INSPIRE | DEVELOP | INNOVATE

STEP 1

Login to 'My Account' through www.britishtriathlon.org using your Home Nation Membership Number and password

BRITISH TRIATHLON

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MY ACCOUNT

LOG IN

Login to your account using your email address or membership number and password.

Email Address or Membership number *

 ✓

Password *

 ✓

SIGN IN

Forgotten your password? [Reset it here](#)

JOIN TODAY

Not yet a member?

By joining us, we can ensure you're insured, supported and rewarded throughout your triathlon journey.

Join today to receive your personal account login.

Home Nation *

Select Home Nation ▼

CREATE ACCOUNT

THANKS TO OUR PARTNERS

STEP 2

Access your Coaches Dashboard

Home » My Account » Dashboard

Welcome Back

The screenshot shows a user dashboard with the following sections:

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

← You made need to scroll down to see this

STEP 3

Once into your Coaches Dashboard, under 'Personal Details', click 'Edit Your Details'

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COACHES

Home » My Account » Coaches

Coaches Dashboard

PERSONAL DETAILS
Update your personal and coaching details
[EDIT YOUR DETAILS](#)

YOUR QUALIFICATIONS
See your qualifications
[VIEW QUALIFICATIONS](#)

LEARNING HUB
The Learninghub is the base for all CPD and training
[GO TO LEARNING HUB](#)

COACHING COURSES
View all open coaching courses

STEP 4

Click on the + icon to open up the Coach Finder Profile Page and fill out your profile


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GET INVOLVED EVENTS TRAINING NEWS CLUBS GB TEAMS ABOUT US MYACCOUNT JOIN US

COACHES

Home » My Account » Coaches » Edit Details

My Coach Profile

 **British Triathlon**

Date of Birth: 09/01/1980 Membership No: E1234567

Qualification Level 3 Expires: 31/01/2019

Personal & Address Details +

Coach Finder* +

*Only coaches with valid Coach Plus Membership will have the option to appear

Completing Your Profile

Please ensure that you tick the first three boxes within your profile to confirm:

- ✓ You have completed the free online UK Anti-Doping (UKAD) Advisor Course
- ✓ Have read and agreed to abide by the British Triathlon Coaches Code of Conduct
- ✓ You are not providing 1-2-1 coaching to anyone under the age of 14

Completing Your Profile

Contact Details

This will appear on your profile on the search listings. Please ensure that it is accurate and the one that you want athletes to be able to contact you on. Getting it right first time will save you a lot of time and avoid frustration of athletes who cannot contact you! It is your responsibility to ensure that it is correct. British Triathlon will not cross reference contact details with our internal database.

Address

Your postal address will not appear on the outward facing website, it will just show your region and town. A postcode is required to enable users to search for coaches near them, however this will not pinpoint your exact location, just the postcode area.

Completing Your Profile

Biography

This is where you will provide details of the coaching you have to offer. Don't speak about yourself in the third person, it is far more personable if you write as though its yourself! A short biography on your coaching history, who you coach novice, experienced, distances covered etc. A link to your website (if you have one) will be the best place to have all detailed information including pricing, direct them to it! Please be aware that the biography is limited to 1000 characters so keep it short and succinct! (for example this paragraph is 1076 characters!). For ideas and examples, check out our official software training provider, **TrainingPeaks** Coach Finder here <https://www.trainingpeaks.com/find-a-coach.html>

Completed biographies will need to be approved by the Coach Development Team once submitted, before it will go live. The purpose of this approval stage is to ensure the language used is appropriate, and a full spelling, punctuation and grammar review will be conducted. You are welcome to change your profile at any time, however please note that changes made to your biography will need to be re-approved. All other changes are fine e.g. social media links.

Completing Your Profile

Social

Here you can link any social media accounts such as your website, coaching Facebook account and Twitter.

Other

Simple dropdown boxes that are self-explanatory. You have the option to include a photo on your profile. This is advised to maximise interest from prospective athletes - they like to put a face to a name!

Services

This is relatively self-explanatory. You tick the boxes that relate to what you are able to offer as a coach. All services selected will appear in the Find a Coach page and your profile will appear should it relate to a service that an athlete is looking for. Please do only tick the ones that relevant to you.

Completing Your Profile

Specialities (Race Distances)

Here you can select the distances that you are offering as a coach. Some coaches only prefer to coach a certain distance and some coaches are more inclusive. Select which represents you.

Coach Profile Listing Rotation

In order to offer a fair approach to our search function, coaches' profiles will be rotated and randomised on a regular basis so listings will not be alphabetically listed.

If you have any queries when completing your profile, these should be directed to coaching@britishtriathlon.org and we will endeavour to respond to you promptly.