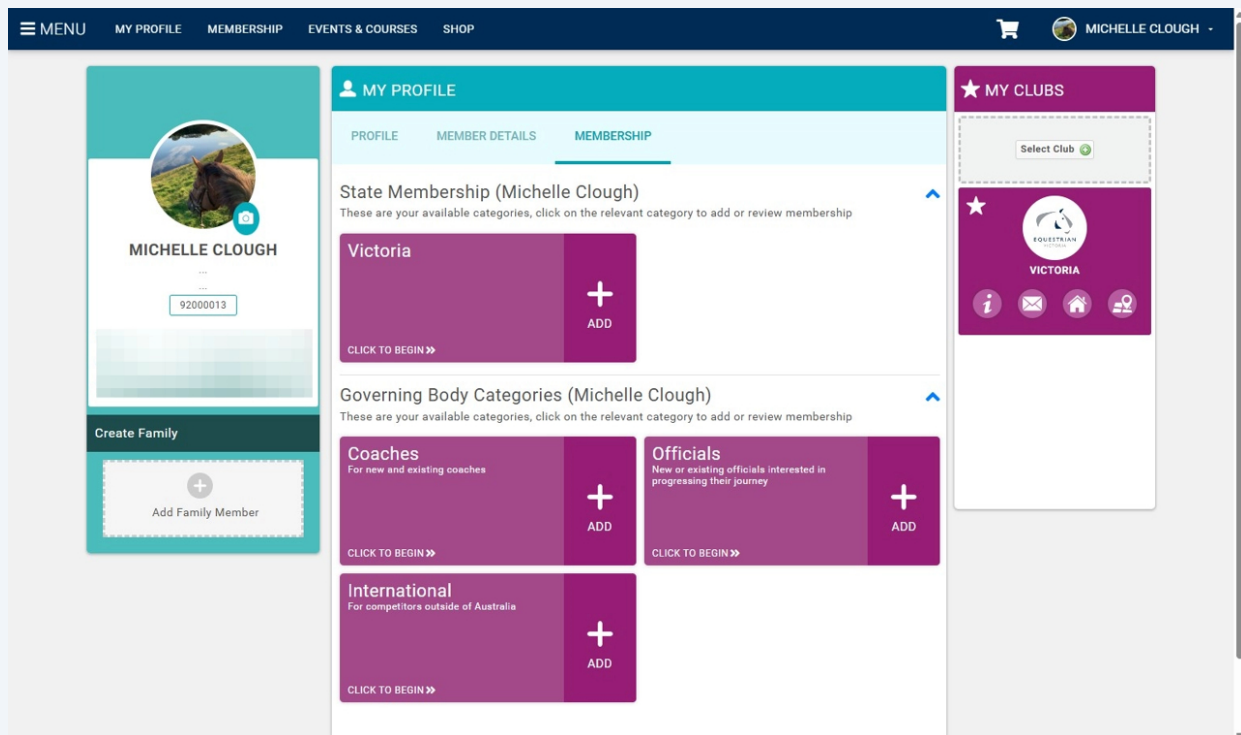


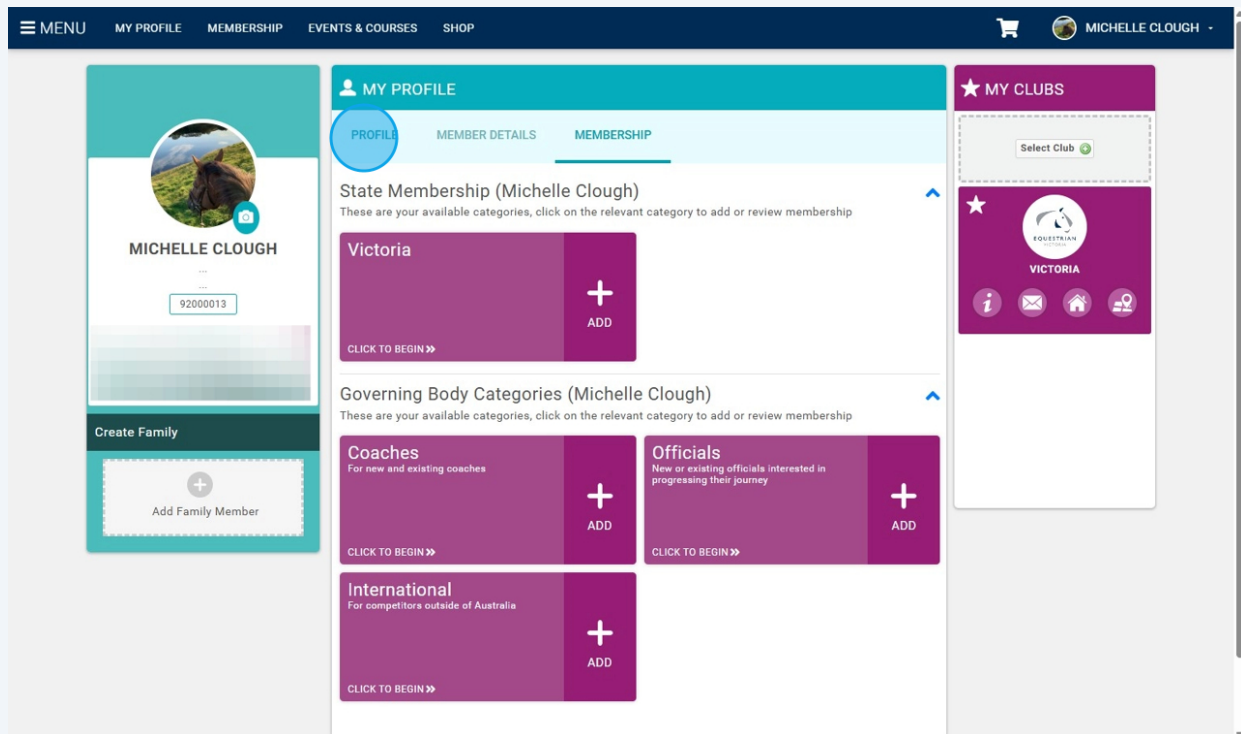
# How to: Upload Credentials to your EA Profile

Please Note you can only add Verification documents to your profile such as WWC, First Aid Certificates, you cannot add Coaching Certificates or Horse Management and Riding Modules, these have to be done by the EA Coaching Team.

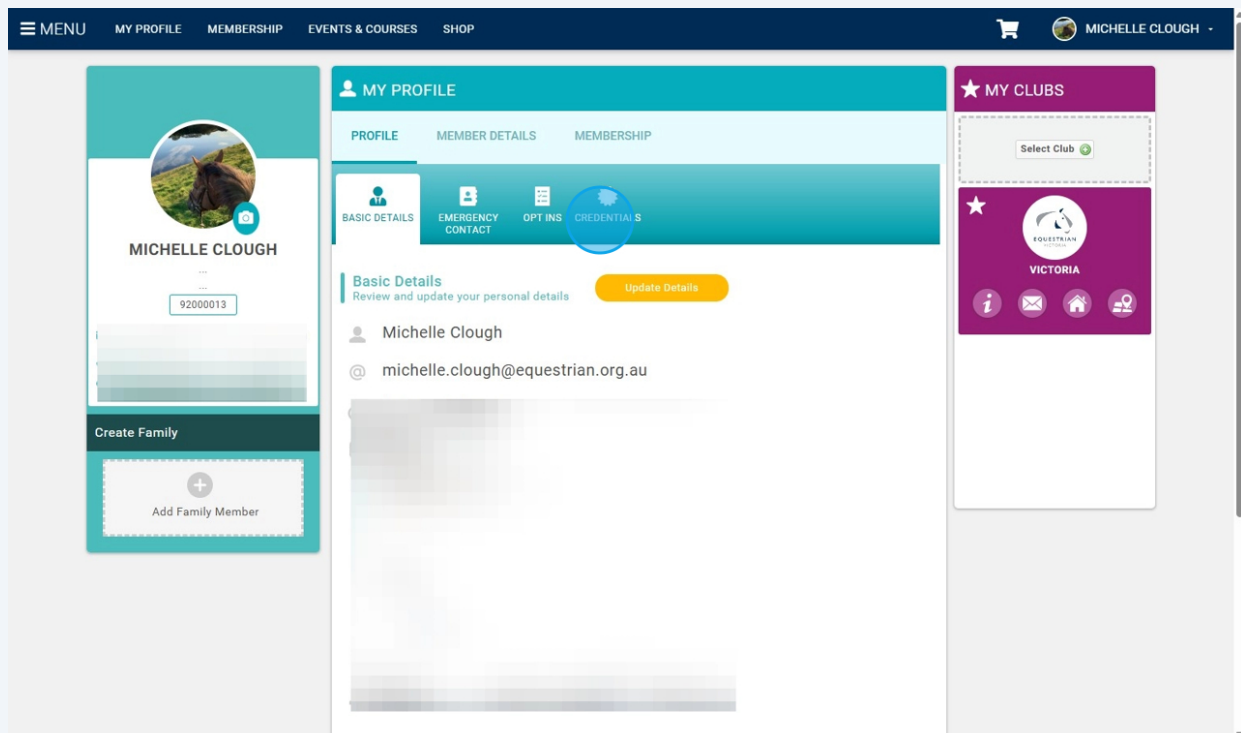
## 1 Navigate to your EA profile page



## 2 Click "PROFILE" in the top left hand corner



## 3 Click "Credentials"



#### 4 Select the "Safeguarding" option in the drop down menu.

The screenshot shows the 'MY PROFILE' page with the 'CREDENTIALS' tab selected. The 'Credential Category' dropdown menu is open, and 'Safeguarding' is selected. A blue circle highlights the dropdown arrow. The page also shows a list of credentials, including 'Concussion Certificate', 'First Aid', and 'SIA'.

Relevant	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response
Inactive Pending Conditions						
Loading...						
Credential Category: Safeguarding						
Concussion Certificate (CR000051) - EA Concussion Course Certificate - Safeguarding - ACTIVE - Starts 03/09/2025 - Ends 31/12/2199						
First Aid (CR000049) - First Aid Certificate (HLTAID0011) - Safeguarding - ACTIVE - Starts 03/09/2025 - Ends 03/09/2028						
SIA (CR000044) - Sport Integrity Australia Safeguarding Children and... - Safeguarding - ACTIVE - Starts 02/09/2025 - Ends 31/12/2199						
Essential Skills (CR000050) - Community Coaching Essential Skills/Community... - Safeguarding - ACTIVE - Starts 03/09/2025 - Ends 31/12/2199						
SIA (CR000045) - Sport Integrity Australia Anti-Doping Fundamentals - Safeguarding - ACTIVE - Starts 02/09/2025 - Ends 31/12/2199						
SIA (CR000043) - Sport Integrity Australia Annual Coach Update - Safeguarding - ACTIVE - Starts 02/09/2025 - Ends 01/09/2026						

#### 5 Click "Add Credentials"

The screenshot shows the 'MY PROFILE' page with the 'CREDENTIALS' tab selected. A blue circle highlights the '+ Add Credentials' button. The page also shows a list of credentials, including 'Concussion Certificate', 'First Aid', and 'SIA'.

Relevant	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response	Inactive Pending Conditions
Credential Category: Safeguarding							
Concussion Certificate (CR000051) - EA Concussion Course Certificate - Safeguarding - ACTIVE - Starts 03/09/2025 - Ends 31/12/2199							
First Aid (CR000049) - First Aid Certificate (HLTAID0011) - Safeguarding - ACTIVE - Starts 03/09/2025 - Ends 03/09/2028							
SIA (CR000044) - Sport Integrity Australia Safeguarding Children and... - Safeguarding - ACTIVE - Starts 02/09/2025 - Ends 31/12/2199							
Essential Skills (CR000050) - Community Coaching Essential Skills/Community... - Safeguarding - ACTIVE - Starts 03/09/2025 - Ends 31/12/2199							
SIA (CR000045) - Sport Integrity Australia Anti-Doping Fundamentals - Safeguarding - ACTIVE - Starts 02/09/2025 - Ends 31/12/2199							
SIA (CR000043) - Sport Integrity Australia Annual Coach Update - Safeguarding - ACTIVE - Starts 02/09/2025 - Ends 01/09/2026							

6

Click the document that you need to add to your account in this case First Aid Certificate.

The screenshot shows the 'MY PROFILE' page with the 'CREDENTIALS' section. The 'First Aid Certificate (HLTAID0011)' is highlighted. A modal window titled 'Select a credential type' is open, showing a list of credential categories. The 'First Aid Certificate (HLTAID0011)' is selected and highlighted with a blue circle.

7

Add a start date and the system will automatically assign an expiry date in 3 years.

The screenshot shows the 'Setup credential' modal window. The 'First Aid Certificate (HLTAID0011)' is selected. The 'Start date' field is highlighted with a blue circle. The 'Expiry date' field is also highlighted with a blue circle. The 'Provider Name' field is empty. The 'Please upload evidence below' section shows 'No record found.' and a 'Drag file(s) here or click to upload' button.

## 8 Add the start date or date of the course

**First Aid Certificate (HLTAID0011)**

OVERVIEW

Please enter the issue date as the start date

Start date

September 2025

Su Mo Tu We Th Fr Sa

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 1 2 3 4

5 6 7 8 9 10 11

Today

No record found.

Please upload evidence below

Drag file(s) here or click to upload

## 9 Add the name of your First Aid Provider in the box

**First Aid Certificate (HLTAID0011)**

OVERVIEW

Please enter the issue date as the start date

Start date

03/09/2025

Expiry date

02/09/2028

Provider Name \*

Please upload evidence below

No record found.

Drag file(s) here or click to upload

## 10 Click "Drag file(s) here or click to upload" to upload your certificate

**First Aid Certificate (HLTAID0011)**

OVERVIEW

Please enter the issue date as the start date

Start date  
03/09/2025

Expiry date  
02/09/2028

Provider Name \*  
St Johns Ambulance

Please upload evidence below

No record found.

Drag file(s) here or click to upload

## 11 Below is an example of your file once it has been uploaded

**First Aid Certificate (HLTAID0011)**

OVERVIEW

Please enter the issue date as the start date

Start date  
03/09/2025

Expiry date  
02/09/2028

Provider Name \*  
St Johns Ambulance

Please upload evidence below

No record found.

EA ACCREDITED\_COACH\_COLOURLOGO\_NAVYBG1.jpg

Drag file(s) here or click to upload



## 12 Click "Save" in the top right hand corner

The screenshot shows the 'Setup credential' form for a 'First Aid Certificate (HLTAID0011)'. The form is titled 'Setup credential' and has a 'Save' button in the top right corner. The form is divided into two main sections: 'OVERVIEW' and 'Please enter the issue date as the start date'. The 'OVERVIEW' section contains fields for 'Start date' (03/09/2025) and 'Expiry date' (02/09/2028). The 'Please enter the issue date as the start date' section contains a field for 'Provider Name' (St Johns Ambulance). Below this, there is a section titled 'Please upload evidence below' with a file upload area showing a file named 'EA\_ACCREDITED\_COACH\_COLOURLOGO\_NAVYBG1.jpg'. A dashed box indicates where to drag files or click to upload.

**Setup credential** Save

**First Aid Certificate (HLTAID0011)**

**OVERVIEW**

Please enter the issue date as the start date

Start date  
03/09/2025

Expiry date  
02/09/2028

Provider Name \*  
St Johns Ambulance

**Please upload evidence below**

EA\_ACCREDITED\_COACH\_COLOURLOGO\_NAVYBG1.jpg

Drag file(s) here or click to upload

## 13 Click "Pending Approval" and it will show all documents waiting to be approved in yellow.

The screenshot shows the 'MY PROFILE' page with the 'CREDENTIALS' tab selected. The 'CREDENTIALS' section displays a list of credentials. The 'Pending Approval' filter is selected, and the list shows a 'First Aid Certificate (HLTAID0011) Safeguarding' credential with a 'PENDING APPROVAL' status. The 'MY CLUBS' section on the right shows a 'Select Club' button and a list of clubs, including 'EQUESTRIAN VICTORIA'.

**MY PROFILE**

**CREDENTIALS**

Below is a list of all your active, pending and expired credentials

+ Add Credentials

Credential Category  
Safeguarding

Relevant All Active **Pending Approval** Expired Awaiting Referral Awaiting Response Inactive Pending Conditions

**First Aid**  
First Aid Certificate (HLTAID0011)  
Safeguarding  
**PENDING APPROVAL**  
Starts 03/09/2025  
Ends 02/09/2028

**MY CLUBS**

Select Club

**EQUESTRIAN VICTORIA**

14

Your document will sit as Pending on your file until a member of the team has approved it, then it will turn green and state Active.

The screenshot shows the 'MY PROFILE' page with a sidebar on the left containing a user profile for Michelle Clough and a 'Create Family' section. The main content area is titled 'MY PROFILE' and includes tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Under the 'MEMBERSHIP' tab, there are sub-tabs for 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' sub-tab is active, showing a list of credentials. A blue circle highlights the 'First Aid' credential, which is in a 'PENDING APPROVAL' state. Other credentials include 'Essential Skills', 'SIA', and 'Concussion Certificate'.

15

At the moment there is only the option to upload your verification documents. You will not be able to update any coaching certificates or Coach Updates, this will have to be completed by a member of the team.

The screenshot shows the 'Select a credential type' modal. It has a search bar and a list of credential types. A red circle highlights the 'First Aid Certificate (HLTAID0011)' option. Other options include 'Cardiopulmonary Resuscitation', 'Community Coaching Essential Skills/Community Skills', 'Concussion Doctor Note', 'EA Concussion Course Certificate', 'New Affiliate Request', 'Sport Integrity Australia Annual Coach Update', 'Sport Integrity Australia Anti-Doping Fundamentals', 'Sport Integrity Australia Safeguarding Children and Young People', and 'Working With Children Check'.



16

Expired Documents - These can be found under Credentials and will be in Red for Cancelled or Expired.

The screenshot shows a user profile for Michelle Clough. The 'MY PROFILE' section includes tabs for PROFILE, MEMBER DETAILS, and MEMBERSHIP. Under MEMBERSHIP, there is a 'Credential Category' dropdown set to 'All' and a list of credentials. The credentials are categorized by status: Relevant, All, Active, Pending Approval, Expired, Awaiting Referral, and Awaiting Response. The 'Expired' category is highlighted, and a red circle is drawn around the 'First Aid Certificate (HLTAID0011)' credential, which is marked as 'EXPIRED'. The credential details show it starts on 03/09/2025 and ends on 03/09/2025. Other credentials include 'First Aid Certificate (HLTAID0011)' (Cancelled), 'Concussion Certificate' (Active), 'Essential Skills' (Active), 'SIA' (Active), 'SIA' (Active), 'SIA' (Active), 'WWCC' (Active), and 'General' (Active).

Credential Category	Status	Credential Name	Starts	Ends
First Aid Certificate (HLTAID0011)	CANCELLED	First Aid Certificate (HLTAID0011)	03/09/2025	02/09/2028
Concussion Certificate	ACTIVE	Concussion Certificate	03/09/2025	31/12/2199
Essential Skills	ACTIVE	Essential Skills	03/09/2025	31/12/2199
First Aid Certificate (HLTAID0011)	EXPIRED	First Aid Certificate (HLTAID0011)	03/09/2025	03/09/2025
SIA	ACTIVE	SIA	02/09/2025	31/12/2199
SIA	ACTIVE	SIA	02/09/2025	31/12/2199
SIA	ACTIVE	SIA	02/09/2025	31/12/2199
WWCC	ACTIVE	WWCC	02/09/2025	31/03/2030
General	ACTIVE	General	02/09/2025	01/09/2026