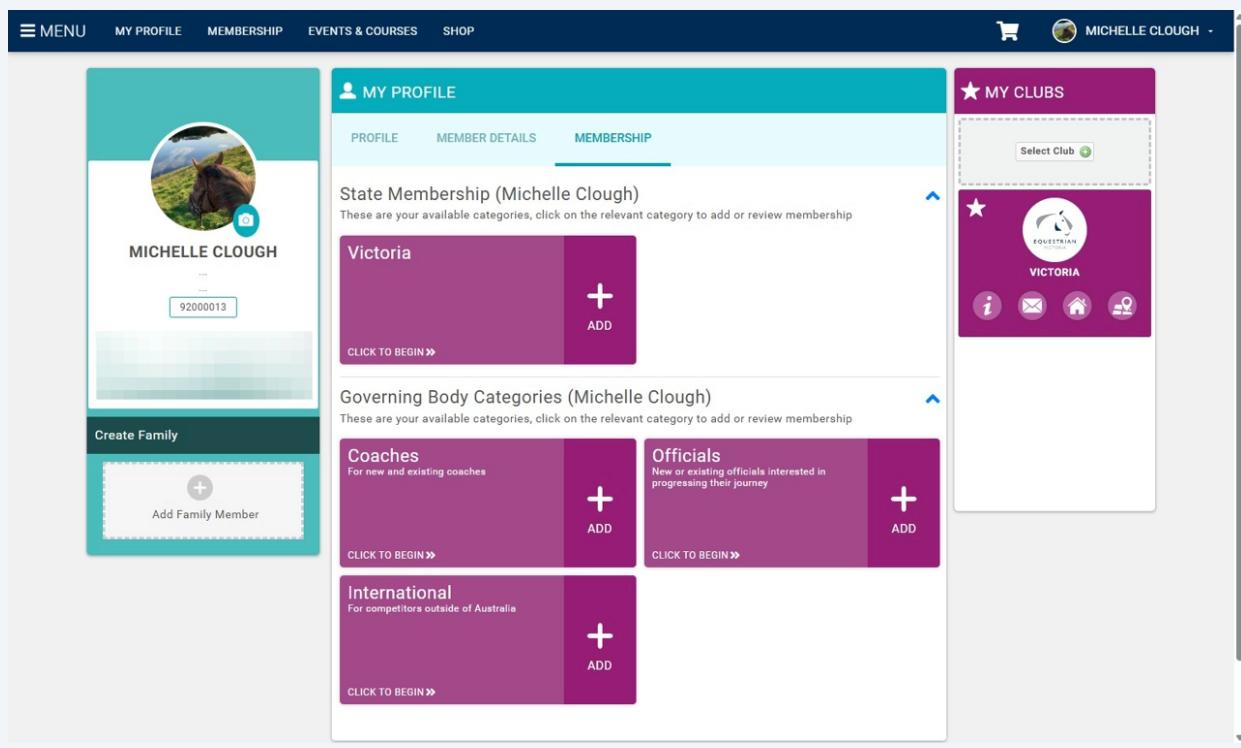


How to: Upload Credentials to your EA Profile

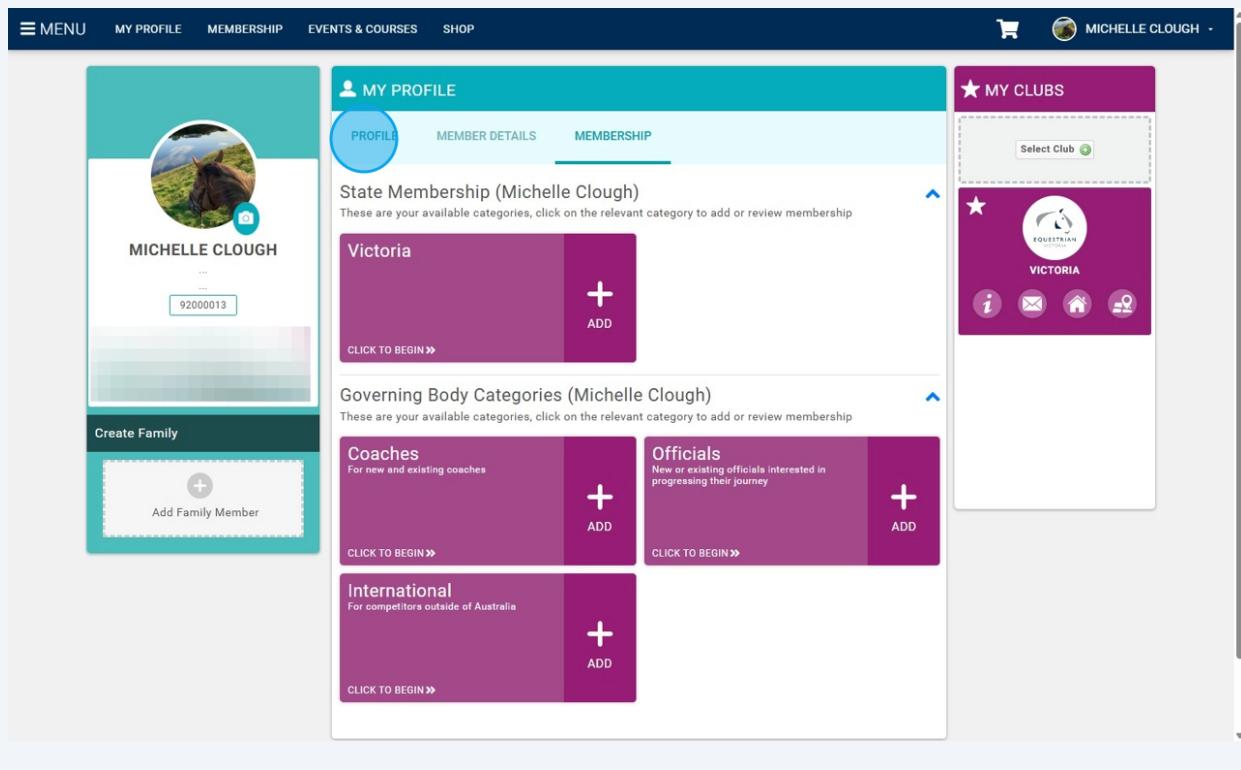
Please Note you can only add Verification documents to your profile such as WWC, First Aid Certificates, you cannot add Coaching Certificates or Horse Management and Riding Modules, these have to be done by the EA Coaching Team.

- 1 Navigate to your EA profile page



The screenshot shows the 'MY PROFILE' section of the EA website. At the top, there is a navigation bar with 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. The 'MY PROFILE' section has tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP', with 'MEMBERSHIP' being the active tab. Below this, there is a section for 'State Membership (Michelle Clough)'. It shows a purple box for 'Victoria' with a '+ ADD' button and a 'CLICK TO BEGIN' link. There are also sections for 'Governing Body Categories (Michelle Clough)', 'Coaches' (with '+ ADD' and 'CLICK TO BEGIN' links), 'Officials' (with '+ ADD' and 'CLICK TO BEGIN' links), and 'International' (with '+ ADD' and 'CLICK TO BEGIN' links). To the right, there is a 'MY CLUBS' section with a purple box for 'VICTORIA' and icons for information, email, home, and location. The left sidebar has a 'Create Family' section with a 'Add Family Member' button.

2 Click "PROFILE" in the top left hand corner



MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

State Membership (Michelle Clough)

These are your available categories, click on the relevant category to add or review membership

Victoria **+** ADD

CLICK TO BEGIN >

Governing Body Categories (Michelle Clough)

These are your available categories, click on the relevant category to add or review membership

Coaches **+** ADD

Officials **+** ADD

CLICK TO BEGIN >

International **+** ADD

CLICK TO BEGIN >

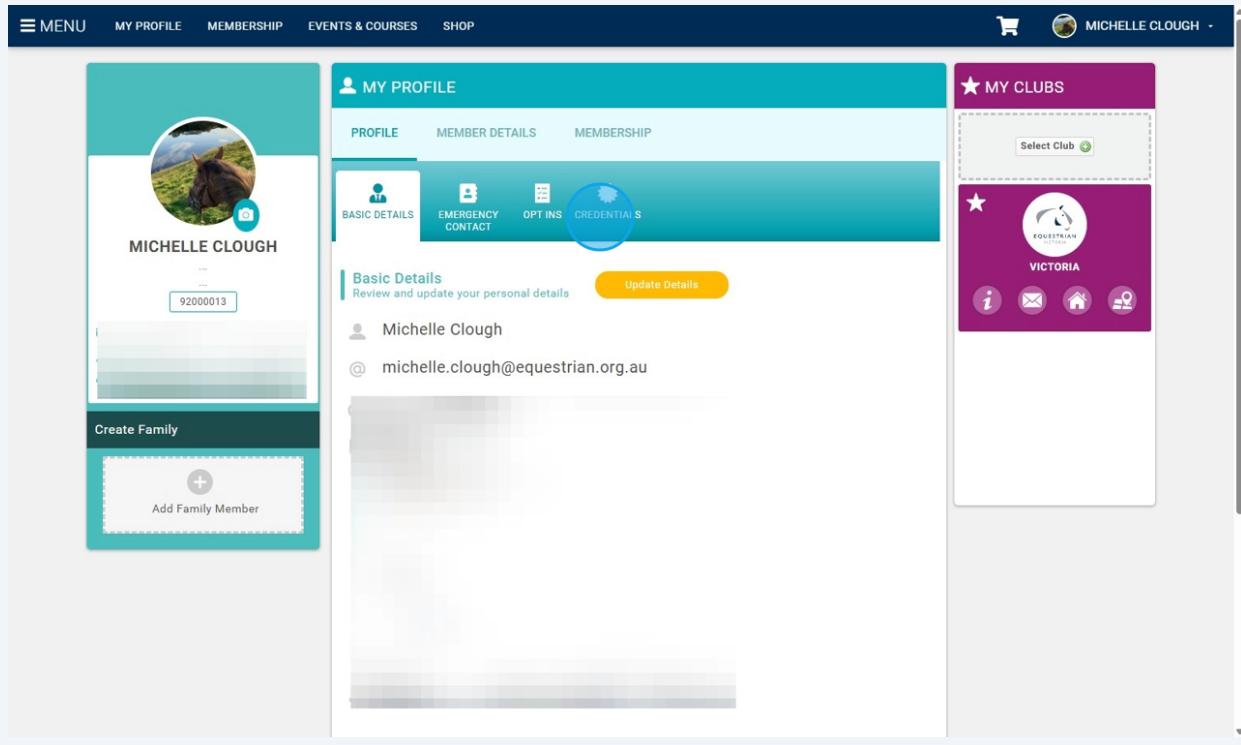
MY CLUBS

Select Club

★ EQUESTRIAN VICTORIA

i e h l

3 Click "Credentials"



MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

CREDENTIALS

BASIC DETAILS

Review and update your personal details **Update Details**

Michelle Clough

michelle.clough@equestrian.org.au

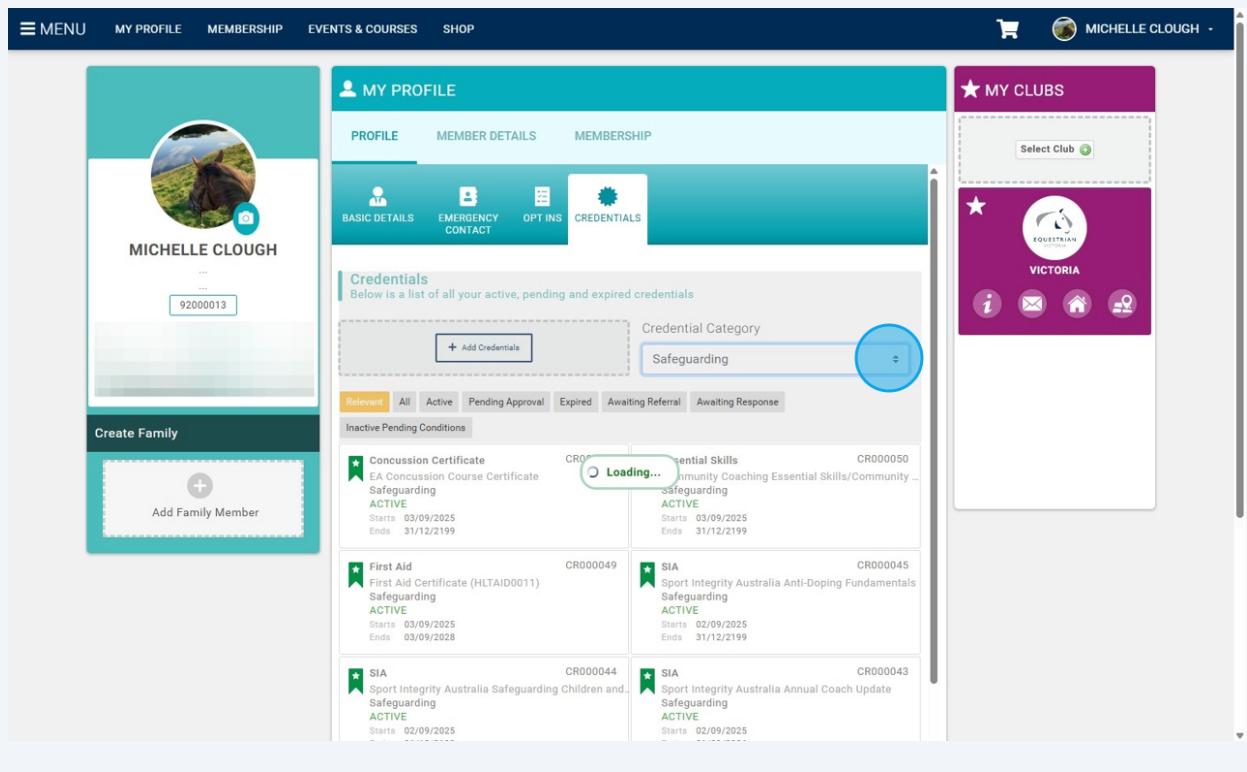
MY CLUBS

Select Club

★ EQUESTRIAN VICTORIA

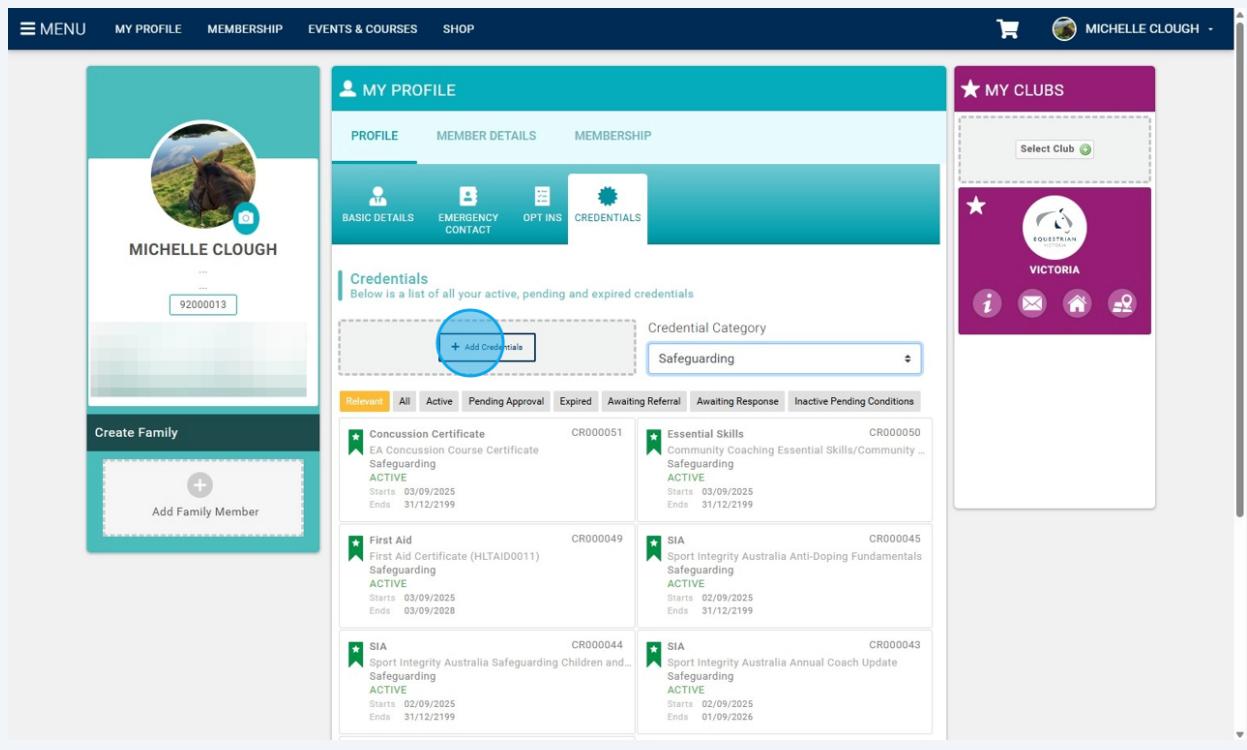
i e h l

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



The screenshot shows the 'MY PROFILE' section of a website. At the top, there is a navigation bar with 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. On the right, there is a user profile for 'MICHELLE CLOUGH' with a shopping cart icon. The main content area is titled 'MY PROFILE' and has tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these tabs is a 'CREDENTIALS' button, which is highlighted with a blue circle. The 'CREDENTIALS' section contains a heading 'Credentials' with the subtext 'Below is a list of all your active, pending and expired credentials'. There is a 'Credential Category' dropdown menu set to 'Safeguarding', also highlighted with a blue circle. Below the dropdown are several filter buttons: 'Relevant', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', and 'Awaiting Response'. A table follows, showing four rows of credentials. The first row is for a 'Concussion Certificate' from EA Concussion Course Certificate, starting 03/09/2025 and ending 31/12/2199. The second row is for a 'First Aid' certificate from First Aid Certificate (HLTAID0011), starting 03/09/2025 and ending 03/09/2028. The third row is for a 'SIA' certificate from Sport Integrity Australia Anti-Doping Fundamentals, starting 02/09/2025 and ending 31/12/2199. The fourth row is for another 'SIA' certificate from Sport Integrity Australia Annual Coach Update, starting 02/09/2025 and ending 01/09/2026. The 'Safeguarding' category is also listed in the table.

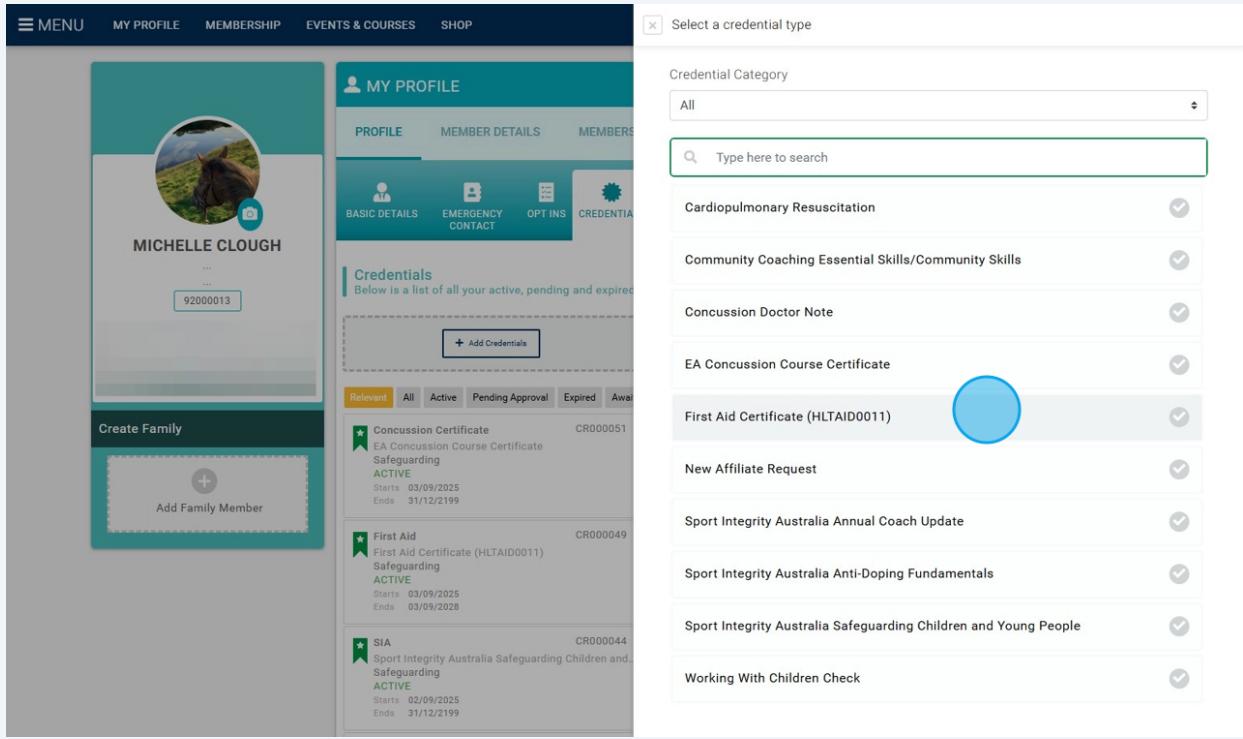
5 Click "Add Credentials"



The screenshot is identical to the previous one, showing the 'MY PROFILE' section with the 'CREDENTIALS' section and the 'Safeguarding' category selected. The difference is that the 'Add Credentials' button, located in the top left of the 'CREDENTIALS' section, is now highlighted with a large blue circle.

6

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



MY PROFILE

PROFILE MEMBER DETAILS MEMBERS

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Credentials

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

+ Add Credentials

Relevant All Active Pending Approval Expired Available

Concussion Certificate	CR000051
EA Concussion Course Certificate	
Safeguarding	
ACTIVE	
Starts 03/09/2025	
Ends 31/12/2019	
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 31/12/2019	

Select a credential type

Credential Category

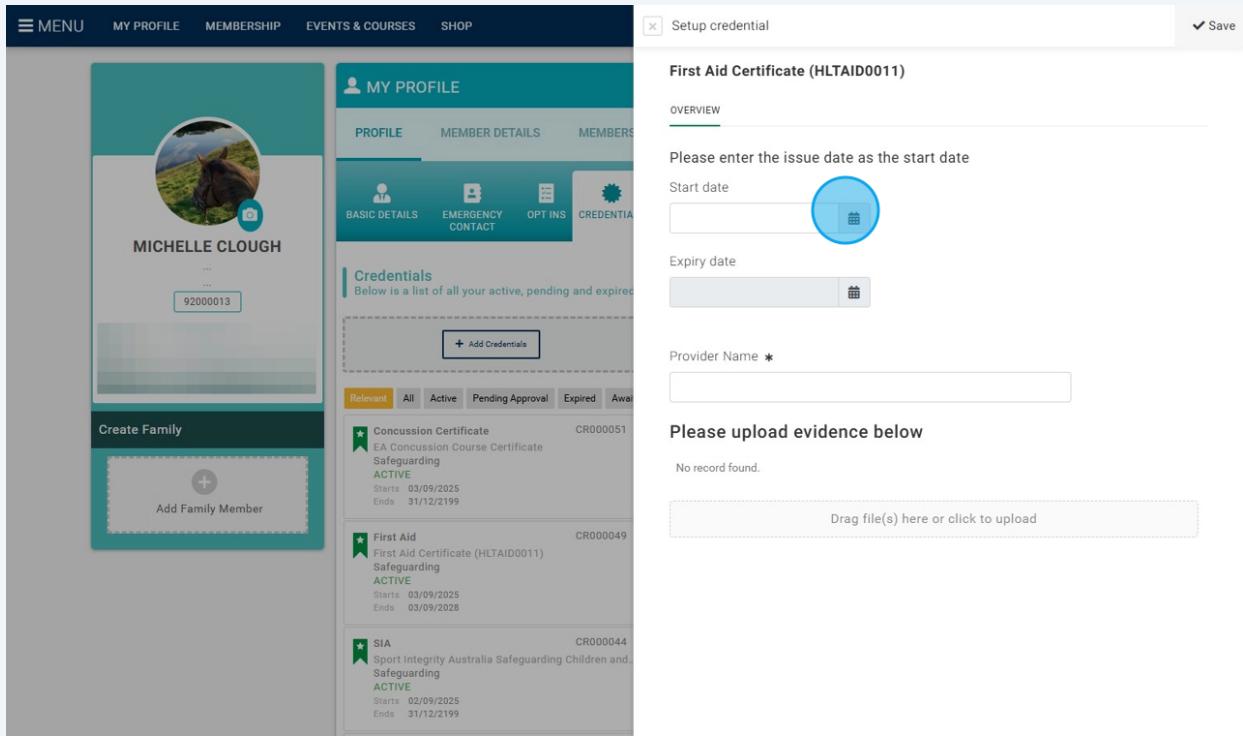
All

Type here to search

- Cardiopulmonary Resuscitation
- Community Coaching Essential Skills/Community Skills
- Concussion Doctor Note
- EA Concussion Course Certificate
- First Aid Certificate (HLTAID0011)
- New Affiliate Request
- Sport Integrity Australia Annual Coach Update
- Sport Integrity Australia Anti-Doping Fundamentals
- Sport Integrity Australia Safeguarding Children and Young People
- Working With Children Check

7

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



MY PROFILE

PROFILE MEMBER DETAILS MEMBERS

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Credentials

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

+ Add Credentials

Relevant All Active Pending Approval Expired Available

Concussion Certificate	CR000051
EA Concussion Course Certificate	
Safeguarding	
ACTIVE	
Starts 03/09/2025	
Ends 31/12/2019	
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 31/12/2019	

Setup credential

✓ Save

First Aid Certificate (HLTAID0011)

OVERVIEW

Please enter the issue date as the start date

Start date

Expiry date

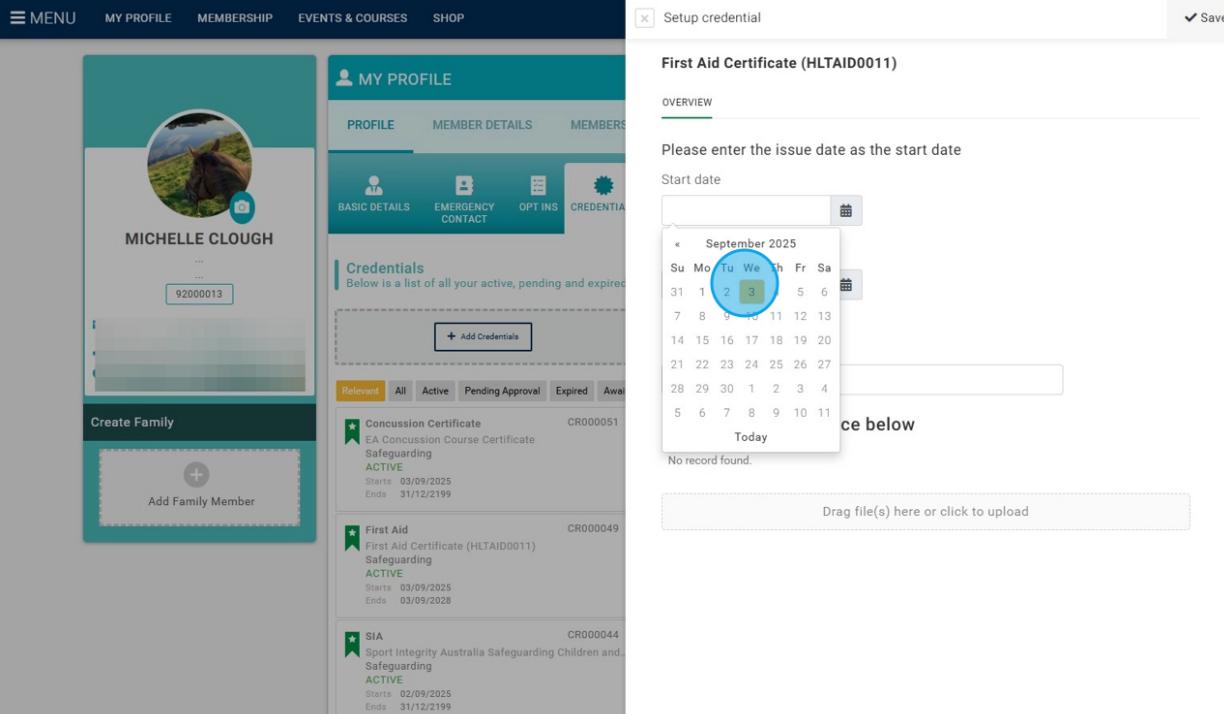
Provider Name *

Please upload evidence below

No record found.

Drag file(s) here or click to upload

8 Add the start date or date of the course



Setup credential

First Aid Certificate (HLTAID0011)

OVERVIEW

Please enter the issue date as the start date

Start date

03/09/2025

Drag file(s) here or click to upload

Michelle Clough

MY PROFILE

PROFILE MEMBER DETAILS MEMBERS

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Credentials

Concussion Certificate CR000051

First Aid CR000049

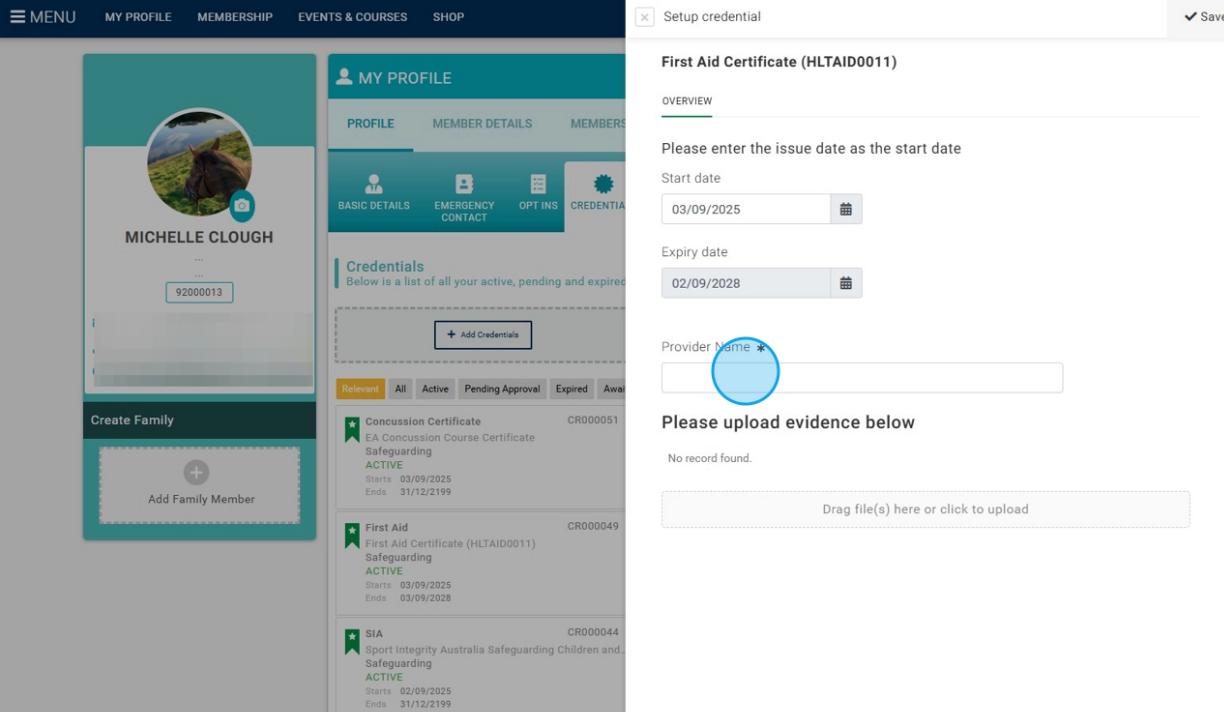
SIA CR000044

92000013

Create Family

Add Family Member

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



Setup credential

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

Michelle Clough

MY PROFILE

PROFILE MEMBER DETAILS MEMBERS

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Credentials

Concussion Certificate CR000051

First Aid CR000049

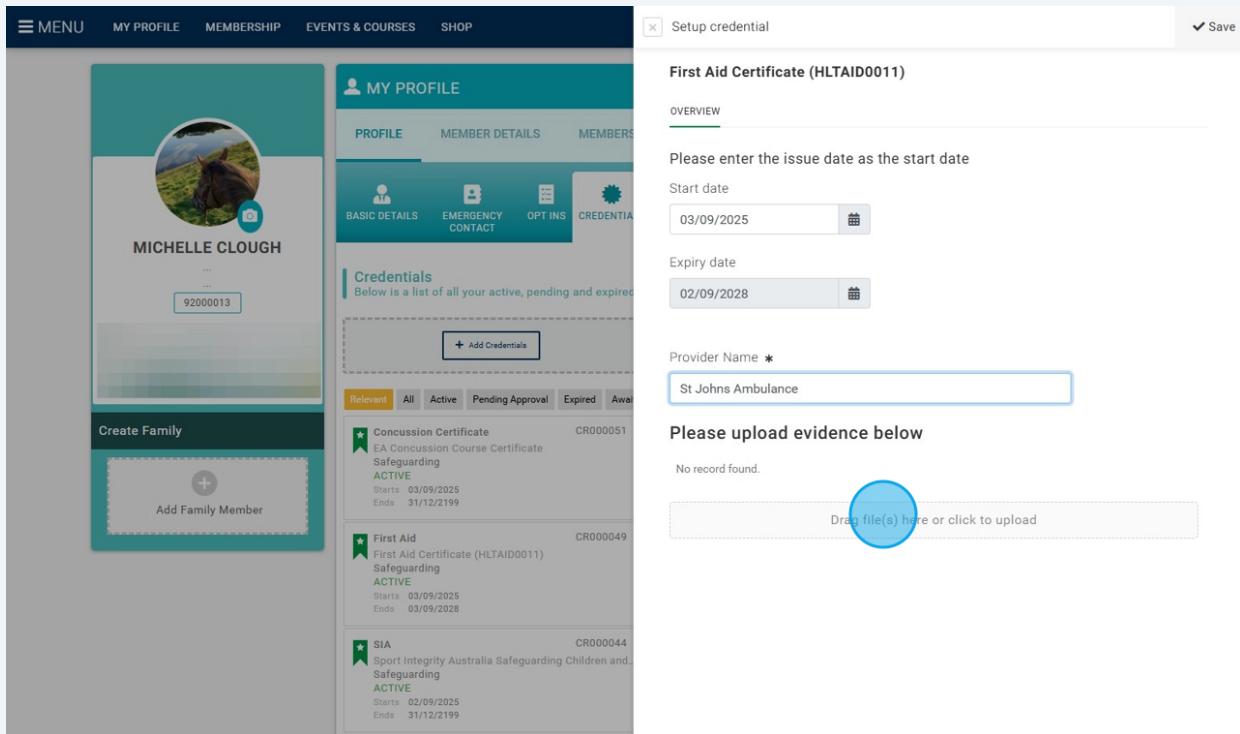
SIA CR000044

92000013

Create Family

Add Family Member

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

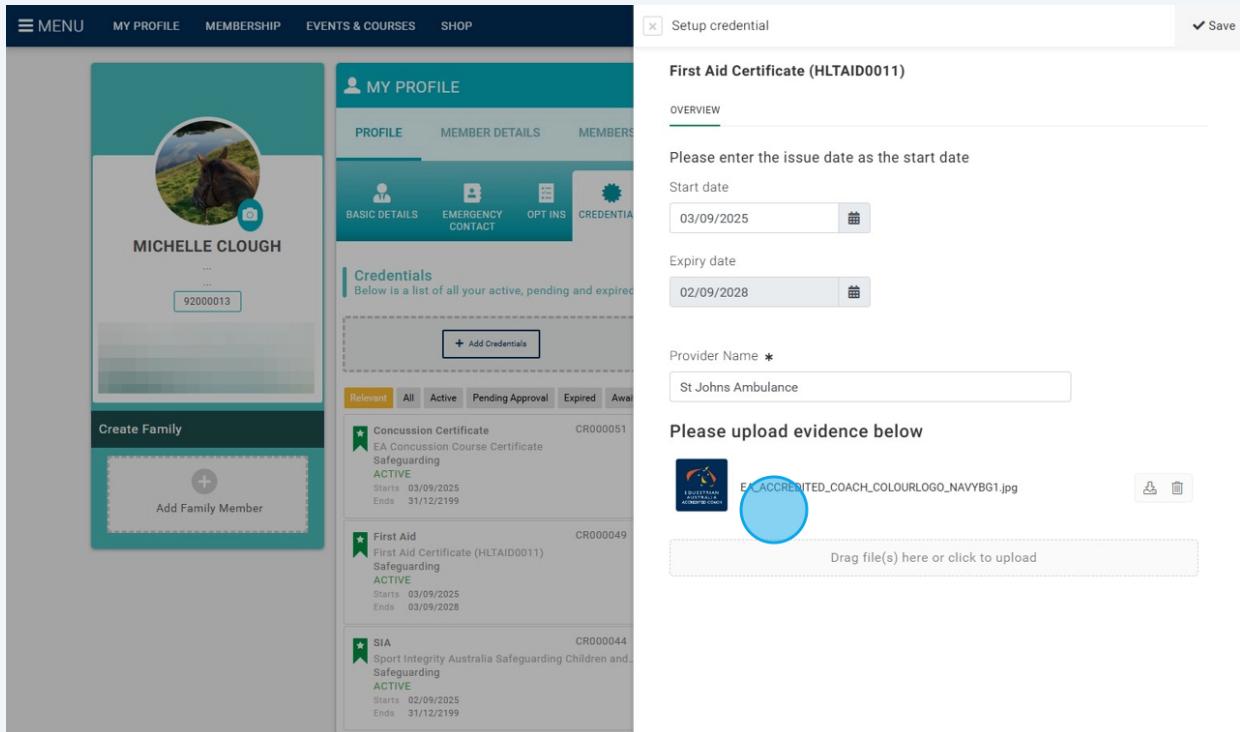


The screenshot shows the 'MY PROFILE' section of a website. On the left, there's a profile card for 'MICHELLE CLOUGH' with a horse photo and a 'Create Family' button. On the right, under 'CREDENTIALS', there's a list of certificates:

- Concussion Certificate (CR000051): EA Concussion Course Certificate, Safeguarding, ACTIVE, Starts 03/09/2025, Ends 31/12/2019
- First Aid Certificate (HLTAID0011) (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 31/12/2019

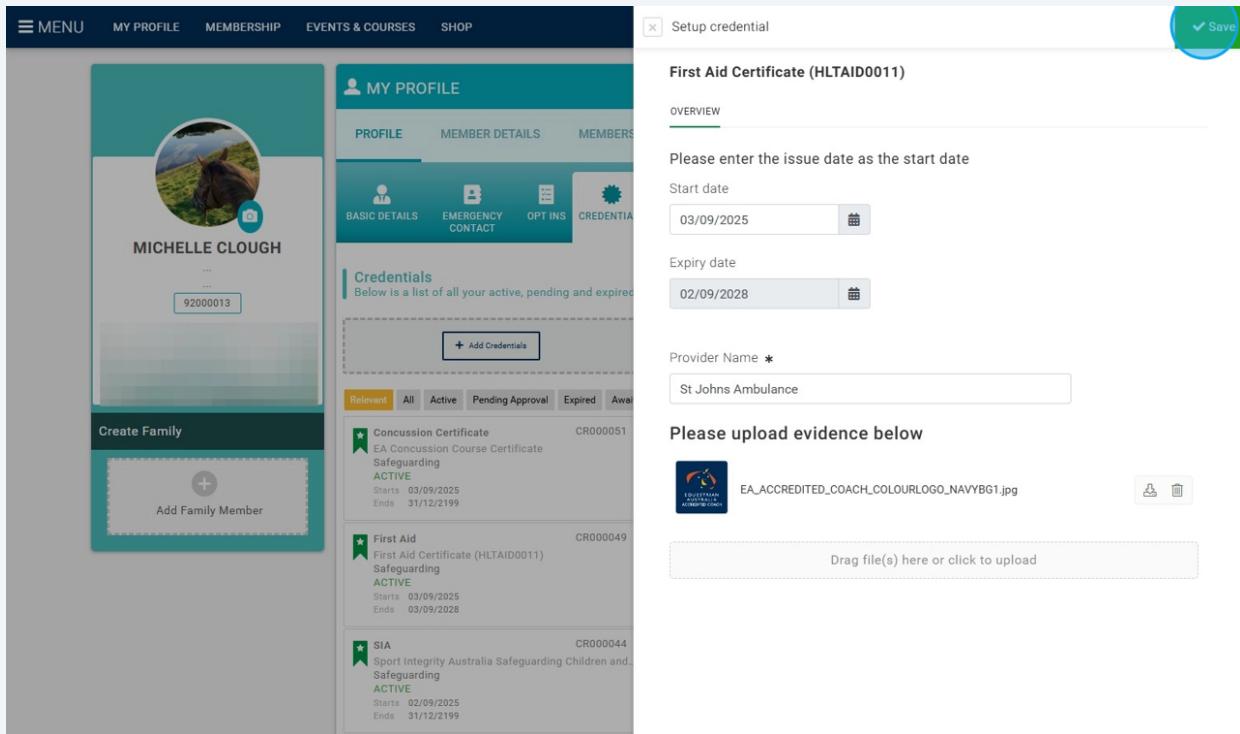
A modal window titled 'Setup credential' is open for the 'First Aid Certificate (HLTAID0011)'. It has fields for 'Start date' (03/09/2025) and 'Expiry date' (02/09/2028). The 'Provider Name' field contains 'St Johns Ambulance'. Below these fields is a section titled 'Please upload evidence below' with a placeholder 'Drag file(s) here or click to upload'. A blue circle highlights this upload area.

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



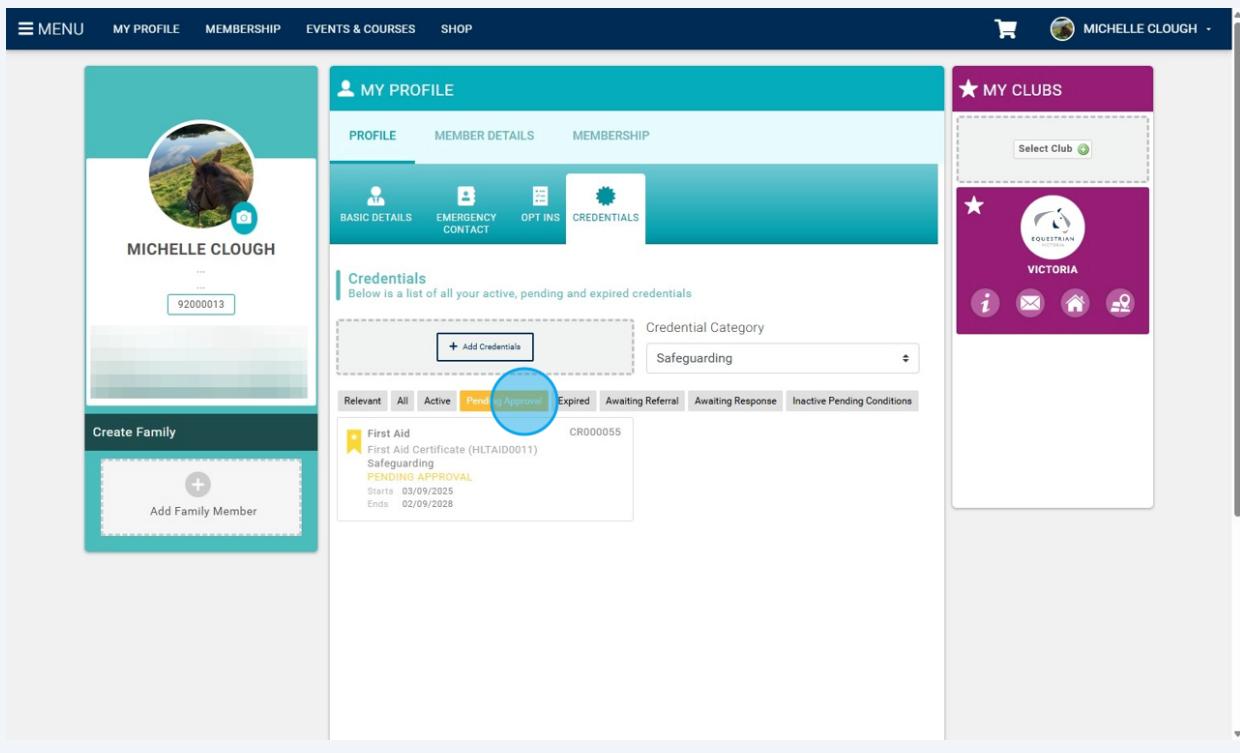
The screenshot is similar to the previous one, showing the 'MY PROFILE' section and the 'CREDENTIALS' list. The 'Setup credential' modal for the 'First Aid Certificate (HLTAID0011)' now shows a uploaded file named 'E:\ACCREDITED_COACH_COLOURLOGO_NAVYBG1.jpg'. The file icon is a blue circle with a white logo.

12 Click "Save" in the top right hand corner



The screenshot shows the 'MY PROFILE' section with the 'CREDENTIALS' tab active. A modal window titled 'First Aid Certificate (HLTAID0011)' is open. In the top right corner of this modal, there is a green 'Save' button with a checkmark icon, which is circled in blue. The modal contains fields for 'Start date' (03/09/2025) and 'Expiry date' (02/09/2028), a 'Provider Name' field (St Johns Ambulance), and a section for 'Please upload evidence below' with a file upload area.

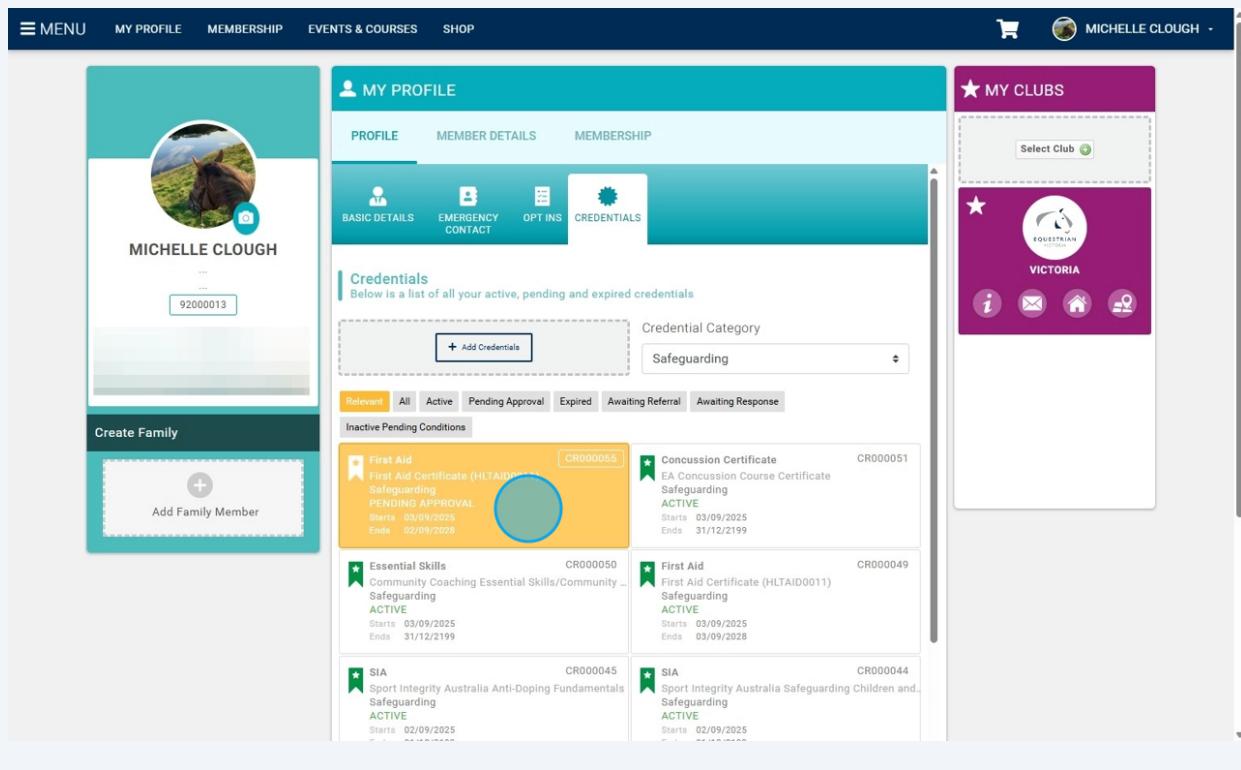
13 Click "Pending Approval" and it will show all documents waiting to be approved in yellow.



The screenshot shows the 'MY PROFILE' section with the 'CREDENTIALS' tab active. A blue circle highlights the 'Pending Approval' button in the filter bar, which is the second button from the left. The list of credentials now shows only one item: 'First Aid' (HLTAID0011) under the 'PENDING APPROVAL' category. The 'Safeguarding' category is selected in the dropdown. The right side of the screen shows the 'MY CLUBS' section with a club for 'VICTORIA' selected.

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.



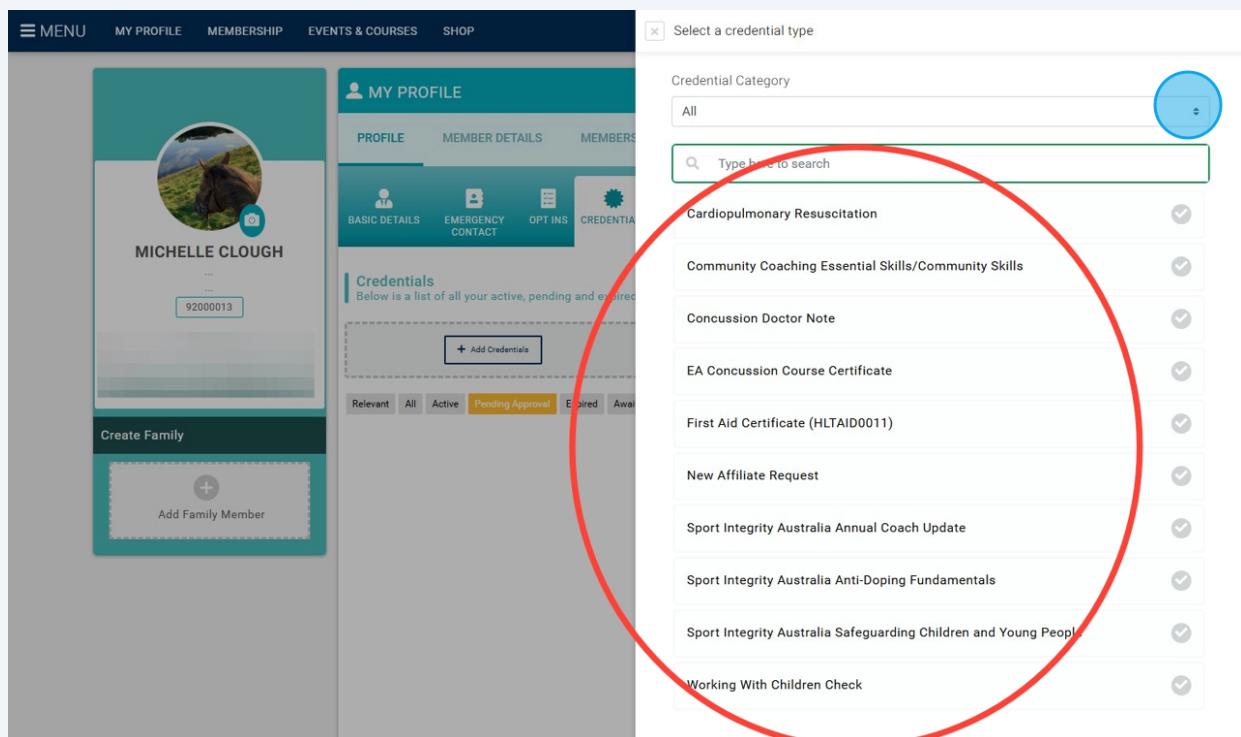
The screenshot shows the 'MY PROFILE' section of a software interface. On the left, there's a profile picture of a horse and the name 'MICHELLE CLOUGH'. Below it is a 'Create Family' button. The main area is titled 'MY PROFILE' with tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Under 'PROFILE', there are buttons for 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' tab is selected, showing a list of documents. One document is highlighted with a yellow background and the text 'PENDING APPROVAL'. Other documents listed include:

- First Aid First Aid Certificate (HLTAID0011) Safeguarding PENDING APPROVAL Starts: 03/09/2025 Ends: 02/09/2028
- Essential Skills Community Coaching Essential Skills/Community Skills Safeguarding ACTIVE Starts: 03/09/2025 Ends: 31/12/2199
- SIA Sport Integrity Australia Anti-Doping Fundamentals Safeguarding ACTIVE Starts: 02/09/2025 Ends: 01/09/2028
- Concussion Certificate EA Concussion Course Certificate Safeguarding ACTIVE Starts: 03/09/2025 Ends: 31/12/2199
- First Aid First Aid Certificate (HLTAID0011) Safeguarding ACTIVE Starts: 03/09/2025 Ends: 03/09/2028
- SIA Sport Integrity Australia Safeguarding Children and Young People Safeguarding ACTIVE Starts: 02/09/2025 Ends: 01/09/2028

On the right, there's a 'MY CLUBS' section with a purple header and a 'Select Club' button. Below it is a card for 'EQUESTRIAN VICTORIA' with icons for information, email, home, and location.

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 'MY PROFILE' section of a software interface. On the left, there's a profile picture of a horse and the name 'MICHELLE CLOUGH'. Below it is a 'Create Family' button. The main area is titled 'MY PROFILE' with tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Under 'PROFILE', there are buttons for 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' tab is selected, showing a list of documents. A red circle highlights the search bar and the list of documents. The documents listed are:

- Cardiopulmonary Resuscitation
- Community Coaching Essential Skills/Community Skills
- Concussion Doctor Note
- EA Concussion Course Certificate
- First Aid Certificate (HLTAID0011)
- New Affiliate Request
- Sport Integrity Australia Annual Coach Update
- Sport Integrity Australia Anti-Doping Fundamentals
- Sport Integrity Australia Safeguarding Children and Young People
- Working With Children Check

16

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

MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

Credential Category: All

Referrals All Active Pending Approval Expired Awaiting Referral Awaiting Response

Inactive Pending Conditions

First Aid First Aid Certificate (HLTAID001) Safeguarding CANCELLED Starts 03/09/2025 Ends 02/09/2028	CR000055	Concussion Certificate EA Concussion Course Certificate Safeguarding ACTIVE Starts 03/09/2025 Ends 31/12/2199	CR000051
Essential Skills Community Coaching Essential Skills/Community Safeguarding ACTIVE Starts 03/09/2025 Ends 31/12/2199	CR000049	First Aid First Aid Certificate (HLTAID001) Safeguarding EXPIRED Starts 03/09/2025 Ends 03/09/2025	CR000049
SIA Sport Integrity Australia Anti-Doping Fundamentals Safeguarding ACTIVE Starts 02/09/2025 Ends 31/12/2199	CR000045	SIA Sport Integrity Australia Safeguarding Children and Young People Safeguarding ACTIVE Starts 02/09/2025 Ends 31/12/2199	CR000044
SIA Sport Integrity Australia Annual Coach Update Safeguarding ACTIVE Starts 02/09/2025 Ends 01/09/2026	CR000043	WWCC Working With Children Check Safeguarding ACTIVE Starts 02/09/2025 Ends 31/03/2030	CR000042
General Introductory Accredited General Coach	CR000041	General Introductory Accredited General Coach Course One	CR000040

MY CLUBS

Select Club

EQUETRIAN VICTORIA

i, e, h, l