

Equestrian Australia

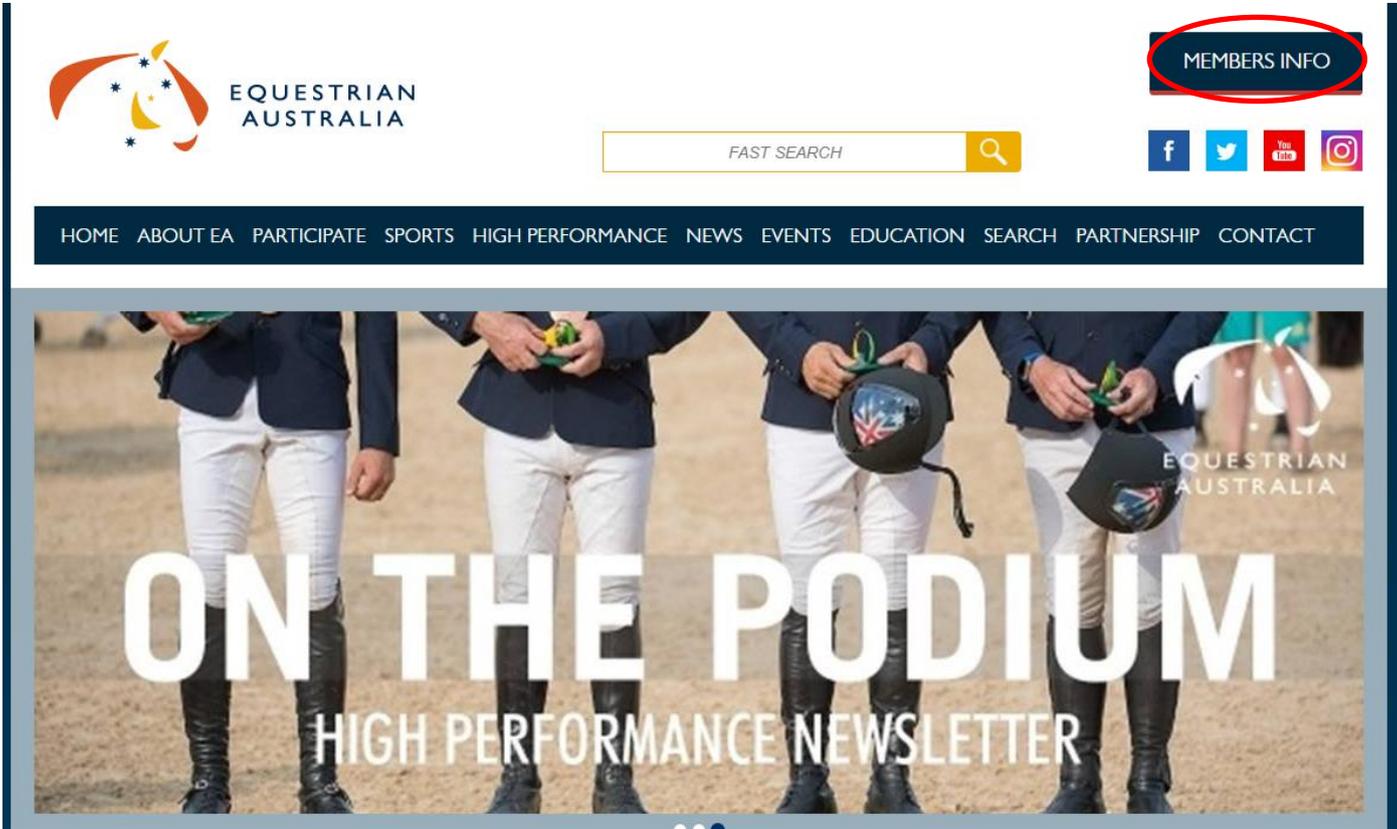
EA Coach Renewal Process

Step by Step Guide

Step One:

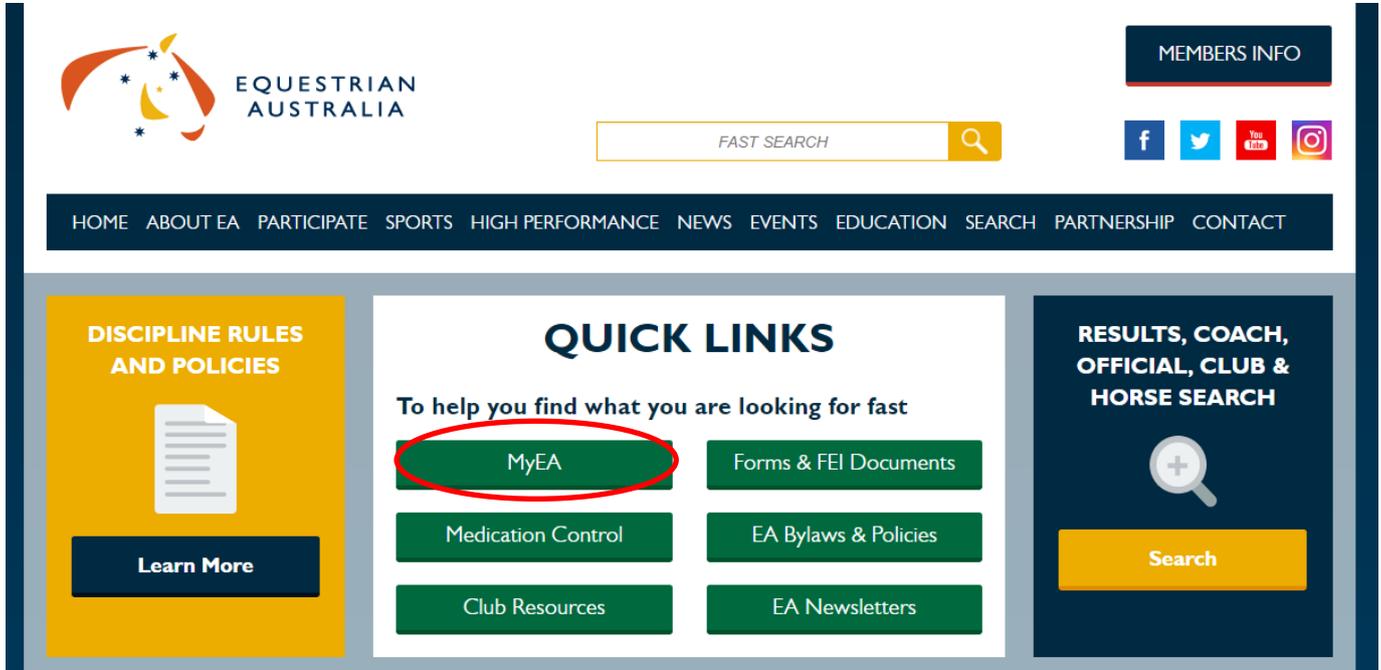
Logging into your MyEA Account:

First, go to www.equestrian.org.au, and click on MEMBERS INFO in the top right corner:



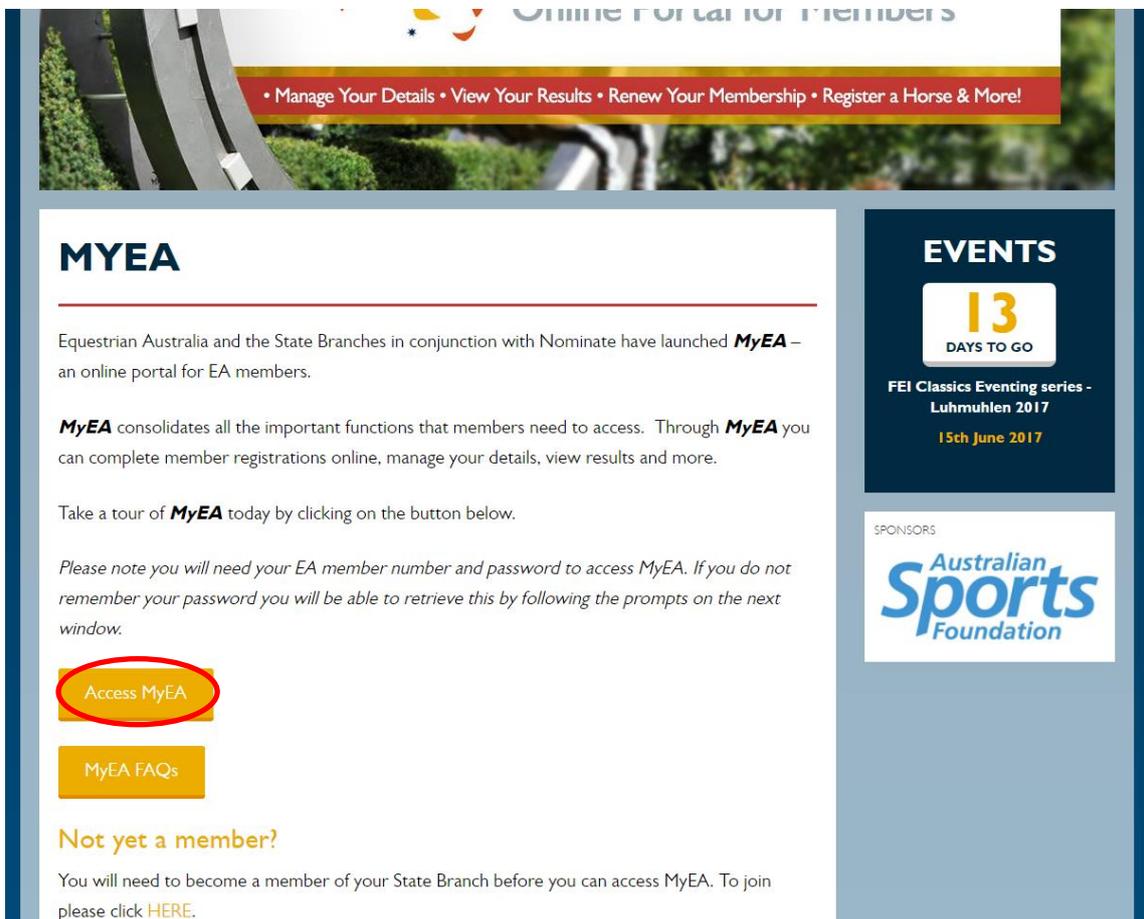
The screenshot shows the Equestrian Australia website homepage. At the top left is the Equestrian Australia logo. In the top right corner, the 'MEMBERS INFO' button is circled in red. Below the logo is a search bar with the text 'FAST SEARCH' and a magnifying glass icon. To the right of the search bar are social media icons for Facebook, Twitter, YouTube, and Instagram. A dark blue navigation bar contains the following links: HOME, ABOUT EA, PARTICIPATE, SPORTS, HIGH PERFORMANCE, NEWS, EVENTS, EDUCATION, SEARCH, PARTNERSHIP, CONTACT. Below the navigation bar is a large banner image showing four people in equestrian attire standing on a podium. The text 'ON THE PODIUM' is overlaid in large white letters, with 'HIGH PERFORMANCE NEWSLETTER' below it. The Equestrian Australia logo is also visible in the bottom right corner of the banner image.

Then, click on the MyEA Quick Link:



The screenshot shows the Equestrian Australia website homepage. At the top left is the Equestrian Australia logo. To the right is a search bar labeled "FAST SEARCH" with a magnifying glass icon. Further right are social media icons for Facebook, Twitter, YouTube, and Instagram. Below these is a navigation menu with links: HOME, ABOUT EA, PARTICIPATE, SPORTS, HIGH PERFORMANCE, NEWS, EVENTS, EDUCATION, SEARCH, PARTNERSHIP, CONTACT. The main content area is divided into three columns. The left column is yellow and titled "DISCIPLINE RULES AND POLICIES" with a document icon and a "Learn More" button. The middle column is white and titled "QUICK LINKS" with the subtext "To help you find what you are looking for fast". It contains six green buttons: "MyEA" (circled in red), "Forms & FEI Documents", "Medication Control", "EA Bylaws & Policies", "Club Resources", and "EA Newsletters". The right column is dark blue and titled "RESULTS, COACH, OFFICIAL, CLUB & HORSE SEARCH" with a magnifying glass icon and a yellow "Search" button.

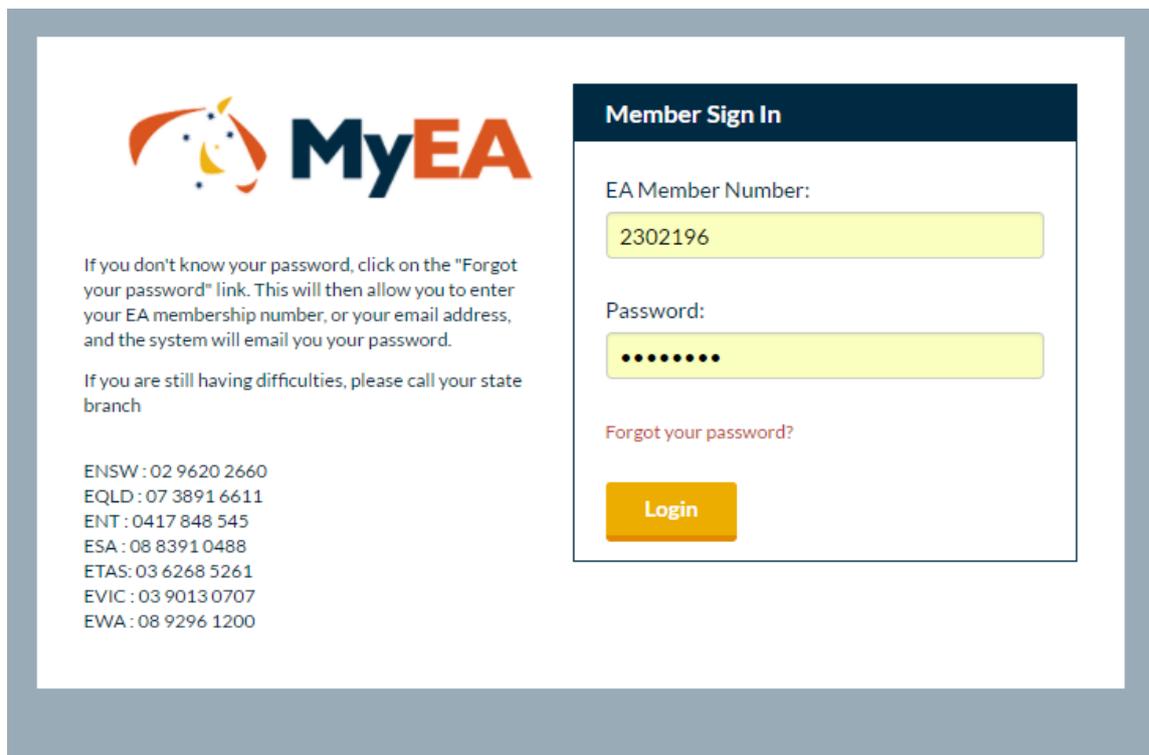
Then, click on Access MyEA:



The screenshot shows the "Online Portal for Members" page. At the top, there is a banner with the text "• Manage Your Details • View Your Results • Renew Your Membership • Register a Horse & More!". Below the banner is the "MYEA" section. It features a red horizontal line, followed by the text: "Equestrian Australia and the State Branches in conjunction with Nominat have launched **MyEA** – an online portal for EA members." Below this is another paragraph: "**MyEA** consolidates all the important functions that members need to access. Through **MyEA** you can complete member registrations online, manage your details, view results and more." A third paragraph says: "Take a tour of **MyEA** today by clicking on the button below." Below this is a note: "Please note you will need your EA member number and password to access MyEA. If you do not remember your password you will be able to retrieve this by following the prompts on the next window." There are two buttons: "Access MyEA" (circled in red) and "MyEA FAQs". Below the buttons is the text "Not yet a member?" followed by: "You will need to become a member of your State Branch before you can access MyEA. To join please click [HERE](#)." On the right side of the page, there is an "EVENTS" section with a yellow box containing "13 DAYS TO GO" and the text "FEI Classics Eventing series - Luhmuhlen 2017 15th June 2017". Below this is a "SPONSORS" section with the "Australian Sports Foundation" logo.

Log in using your EA Member Number and password.

If you have not logged in before click on **Forgot your password?** And follow prompts for a new password to be generated so you can log in.



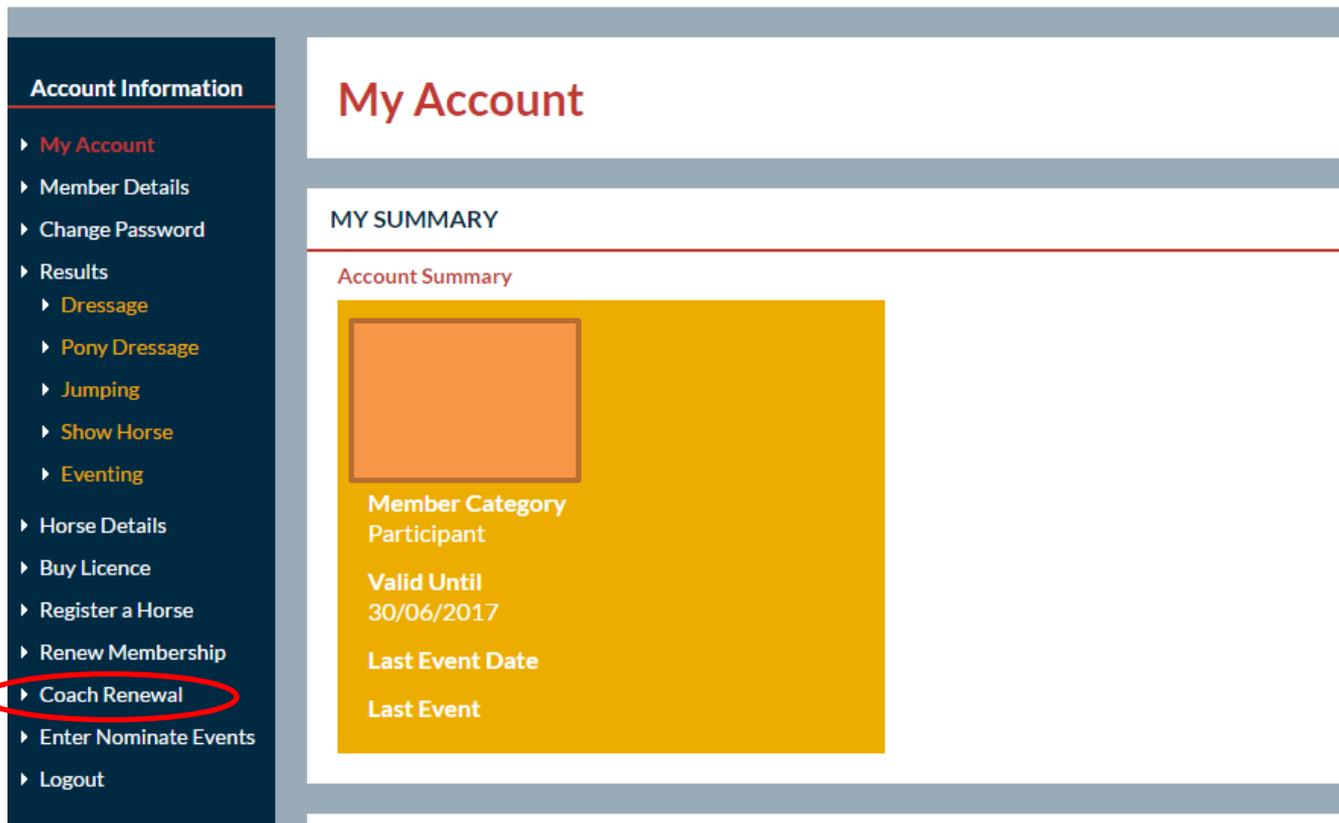
The screenshot shows the MyEA Member Sign In page. On the left, there is the MyEA logo and a message: "If you don't know your password, click on the 'Forgot your password' link. This will then allow you to enter your EA membership number, or your email address, and the system will email you your password. If you are still having difficulties, please call your state branch". Below this is a list of phone numbers for different states: ENSW: 02 9620 2660, QLD: 07 3891 6611, ENT: 0417 848 545, ESA: 08 8391 0488, ETAS: 03 6268 5261, EVIC: 03 9013 0707, EWA: 08 9296 1200. On the right, there is a "Member Sign In" form with a dark blue header. It contains two input fields: "EA Member Number:" with the value "2302196" and "Password:" with masked characters. Below the password field is a link for "Forgot your password?". At the bottom of the form is a yellow "Login" button.

You are now logged in to MyEA!

Step Two:

Renewing your Coaching Registration:

Click on **Coach Renewal**



Account Information

- ▶ **My Account**
- ▶ Member Details
- ▶ Change Password
- ▶ Results
 - ▶ Dressage
 - ▶ Pony Dressage
 - ▶ Jumping
 - ▶ Show Horse
 - ▶ Eventing
- ▶ Horse Details
- ▶ Buy Licence
- ▶ Register a Horse
- ▶ Renew Membership
- ▶ **Coach Renewal**
- ▶ Enter Nominate Events
- ▶ Logout

My Account

MY SUMMARY

Account Summary

Member Category
Participant

Valid Until
30/06/2017

Last Event Date

Last Event

Review that all your details are correctly entered (the page will not let you progress without completing all required details) and click **NEXT**:

Membership details > Coach Registration Category > Coaching Qualifications > Terms and Conditions > Payment

Please check and update your personal details and your First Aid Certificate Expiry date. A current First Aid Certificate is required in order to process your Coaching Accreditation renewal.

EA COACHING ACCREDITATION RENEWAL

TITLE, NAMES

Title:

First Name:

Middle Name:

Surname/Assoc:*

Gender:*

Date Of Birth:

CONTACT INFORMATION

Business Hours:

After Hours:

Work Fax:

Home Fax:

Mobile:*

Email:*

RESIDENTIAL ADDRESS

Line 1:

Line 2:

Suburb/City:

State: ...

Postcode:

Country:

MAILING ADDRESS

Line 1:*

Line 2:

Suburb/City:*

State:* ...

Postcode:*

Country:

Next

Select your coaching registration type from the 3 options:

- Full Coach Registration + Gow Gates Insurance; or



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Membership details **Coach Registration Category** Coaching Qualifications Terms and Conditions Payment

Please select the appropriate coach registration category for your needs.
Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please visit our frequently asked questions webpage
<http://www.equestrian.org.au/content/coaching-frequently-asked-questions> or email whitney.chapple@equestrian.org.au

COACH REGISTRATION CATEGORY

Full coach registration + Gow Gates insurance Non practicing coach - no insurance
 Full coach registration only, provide own insurance

WWC/Blue Card Number:*

WWC/Blue Card Expiry Date:*

First Aid Certificate Number:*

First Aid Expiry Date:*

Coach Update attendance Date:*

Coach educator:*

UPLOAD A COPY OF YOUR FIRST AID, WORKING WITH CHILDREN AND UPDATING ACTIVITIES CHECK TO VERIFY

First Aid Images/Documents: No file chosen

Working with children check Images/Documents: No file chosen

Updating activities Images/Documents: No file chosen

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- Full Coach Registration Only, providing own Insurance; or



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AUSTRALIA

Membership details > **Coach Registration Category** > Coaching Qualifications > Terms and Conditions > Payment

Please select the appropriate coach registration category for your needs.
Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please visit our frequently asked questions webpage
<http://www.equestrian.org.au/content/coaching-frequently-asked-questions> or email whitney.chapple@equestrian.org.au

COACH REGISTRATION CATEGORY

Full coach registration + Gow Gates insurance Non practicing coach - no insurance

Full coach registration only, provide own insurance

WWC/Blue Card Number:*

WWC/Blue Card Expiry Date:*

First Aid Certificate Number:*

First Aid Expiry Date:*

Coach Update attendance Date:*

Coach educator:*

Insurance Provider:*

Insurance Expiry Date:*

UPLOAD A COPY OF YOUR FIRST AID, WORKING WITH CHILDREN AND UPDATING ACTIVITIES CHECK TO VERIFY

First Aid Images/Documents: No file chosen

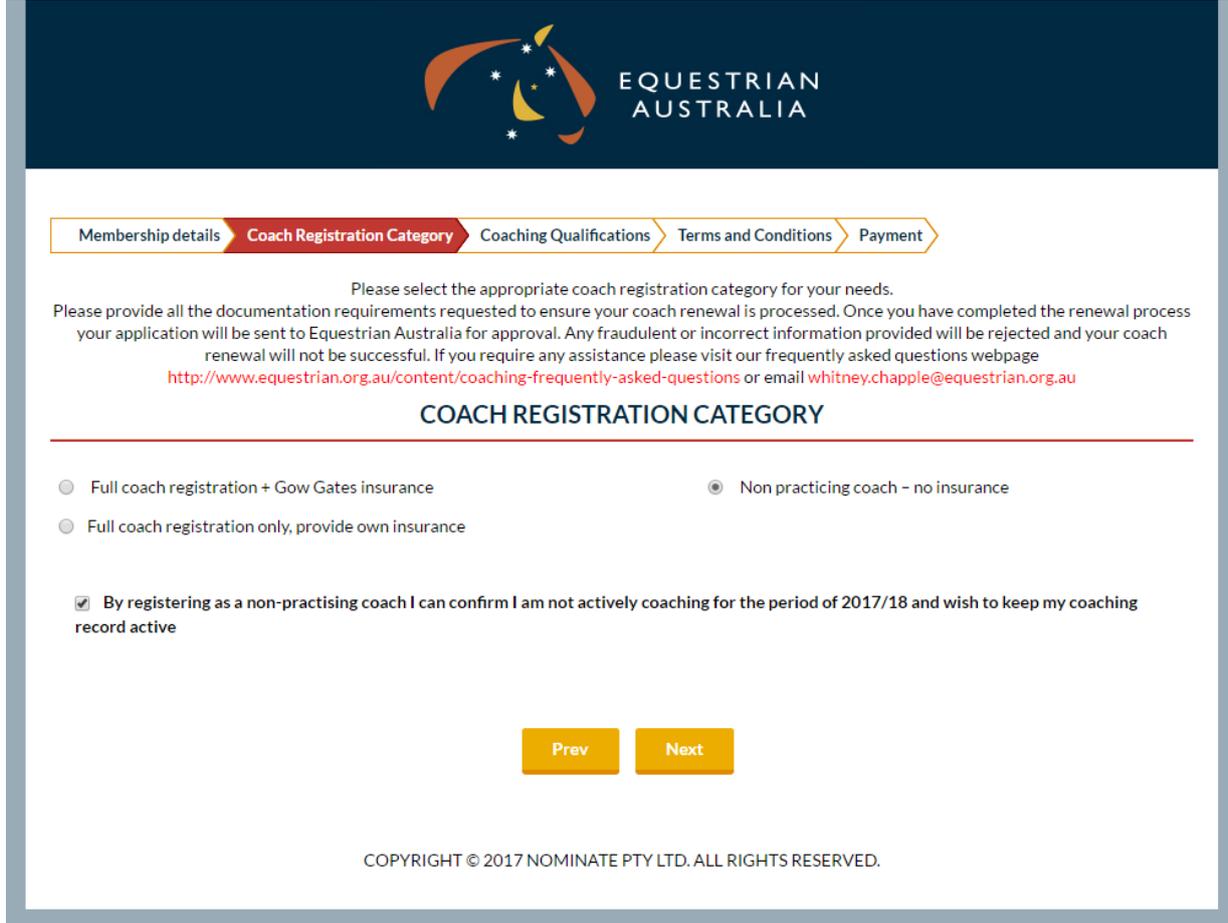
Working with children check Images/Documents: No file chosen

Insurance Certificate of currency: No file chosen

Updating activities Images/Documents: No file chosen

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- Non-Practicing Coach



The screenshot shows the Equestrian Australia website interface for coach registration. At the top, the Equestrian Australia logo and name are displayed. Below the logo is a navigation bar with five steps: Membership details, Coach Registration Category (highlighted in red), Coaching Qualifications, Terms and Conditions, and Payment. The main content area contains instructions for selecting a coach registration category and providing documentation. A section titled "COACH REGISTRATION CATEGORY" lists three options with radio buttons: "Full coach registration + Gow Gates insurance", "Full coach registration only, provide own insurance", and "Non practicing coach - no insurance" (which is selected). A checkbox is checked for the statement: "By registering as a non-practising coach I can confirm I am not actively coaching for the period of 2017/18 and wish to keep my coaching record active". At the bottom of the form are "Prev" and "Next" buttons. A copyright notice is visible at the very bottom: "COPYRIGHT © 2017 NOMINATE PTY LTD. ALL RIGHTS RESERVED."

You must upload all documents required or you will not be permitted to progress to the next screen.

Once uploaded, these documents will be retained on your profile for future years.

Click Next to progress to the next screen.

Check the boxes next to the Coaching Qualification Type and Level you wish to renew:



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Membership details >
 Coach Registration Category >
 Coaching Qualifications >
 Terms and Conditions >
 Payment

Your current coaching accreditation details are listed below
If you no longer wish to remain current in a particular accreditation, simply untick the box next to it.
Leave ticks in the boxes next to those you wish to renew

COACHES QUALIFICATION DETAILS

<input checked="" type="checkbox"/>	QUALIFICATION TYPE	LEVEL
<input checked="" type="checkbox"/>	Introductory Coach	Achieved

Prev
Next

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Click Next to proceed.

Read and understand the declaration, by digitally accepting these terms and conditions you are declaring your agreement to adhere to the requirements set by Equestrian Australia and the Australian Sports Commission.



Membership details > Coach Registration Category > Coaching Qualifications > **Terms and Conditions** > Payment

EA PROHIBITED PERSON DECLARATION – EA COACH

EA PROHIBITED PERSON DECLARATION – EA Coach EA and its affiliated organisations have a duty of care to their members and to the general public who interact with EA Coaches, as these responsibilities may involve direct and/or unsupervised contact with people under the age of 18 years. As part of this duty of care and as a requirement of the EA Member Protection Policy, EA must enquire into the background of EA Members applying for registration as an EA Coach.

All EA Members wishing to be registered by EA as an EA NCAS Coach are required to agree to the following declaration:

I Sincerely declare:

1. I have met all the requirements in relation to state specific legislation regarding police checks, working with children checks and can produce evidence as required.
2. I do not have any criminal charge pending before the courts, nor any criminal convictions or findings of guilt for offences involving drugs, acts of violence, sexual activity, acts of indecency, child abuse or child pornography.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. I have never been sanctioned for an anti-doping rule violation under any EA anti-doping policy (Athlete or Equine).
5. I have never participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me, in the EA Horse Anti-Doping Policy.
6. To my knowledge there is no other matter that EA may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by accepting my EA NCAS Coach registration.
7. I have the required first aid qualification and understand it is my responsibility to keep this current for my registration and insurance to be valid.
8. I will notify the CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses [1 to 5] above has changed for whatever reason.
9. I acknowledge that I have read and agree to abide by the EA Codes of Conduct for Members and Coaches. I acknowledge I may be subject to disciplinary action if I breach the code. (Code of Conduct is available to view via www.equestrian.org.au)

Note: agreeing to the terms of this declaration fraudulently can result in EA de-registering you as a coach. If you need further advice regarding this declaration, please contact the National Office.

I Accept the Terms & Conditions

Prev

Next

Check the box to agree, and click Next to proceed.

Review your contact details once more, enter payment details, and click PAY NOW:


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Membership details
Coach Registration Category
Coaching Qualifications
Terms and Conditions
Payment

MEMBER DETAILS

Member No.: **2112247**

TITLE, NAMES	RESIDENTIAL ADDRESS
Title:	Line 1:
First Name:	Line 2:
Middle Name:	Suburb/City:
Surname/Assoc:	State:
Gender:	Postcode:
Joined:	Country:
First Aid Certificate Expiry:	Coach Insurance Provider:
Coach Ins Expiry:	

CONTACT INFORMATION	MAILING ADDRESS
Business Hours:	Line 1:
After Hours:	Line 2:
Work fax:	Suburb/City:
Home fax:	State:
Mobile:	Postcode:
Email:	Country:
	Title:

COACH REGISTRATION CATEGORY

Non practicing coach - no insurance	\$77.00
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COACHES QUALIFICATION DETAILS

QUALIFICATION TYPE	LEVEL
Introductory Coach	Achieved

PAYMENT DETAILS

Total: **\$77.00**

Select Card Type:*

Card Number:* 

Expiry Date:* / month/year(MM/YY)

Verification Code:* [show me where to find?](#)

Pay now

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You will receive a confirmation email that also contains copies of the documents you uploaded:

Message b94c2202-81bd-477b-9ea5-ad0b9565821d.pdf (531 KB) 5280c006-3254-4b1d-91ff-16ff8597ead4.pdf (517 KB) a5ccf692-0cd5-49cb-b525-8032bedcf05c.pdf (622 KB)

Equestrian Australia

Your coach renewal has been processed, your request has been sent through to **Equestrian Australia** for approval, you will receive a further confirmation email once your documentation has been verified.

Tax Invoice. The invoice total contains GST

ABN: 19 077 455 755

Please note: Your credit card will be charged by NOMINATE PTY LTD.

Invoice Number :	
Receipt Number :	
Invoice Date :	
Member No :	
Member Name :	
Email Address :	
Address :	
Home Phone :	
Mobile Phone :	

Coach Qualification Details

Qualification Type	Level
Introductory Coach	Achieved

<u>Payment Details</u>	Amount
Full coach registration + Gow Gates insurance	\$ 460.00
Total Including GST :	\$ 460.00

Your documentation will be forwarded to the Pathways Administrator for review and approval. You will be contacted by the Pathways Administrator if you still need to supply further documentation to complete your registration.

Once all documentation has been received, your payment will be processed and you will receive a second confirmation email:

Equestrian Queensland

Dear

Thank you for renewing your membership with Equestrian Australia (EA) for the 2017/2018. Your coaching renewal has been approved and verified.

The registration period for 2017/2018 is 12 months to 30 June 2018.