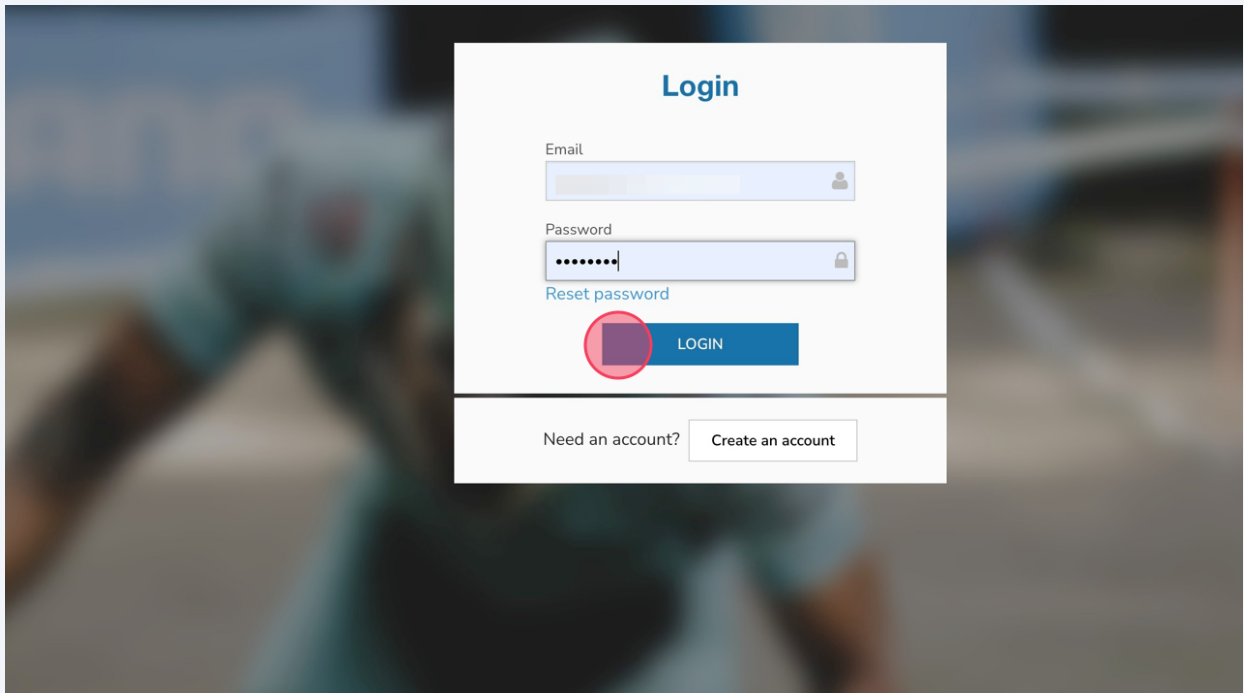


How to complete your Coach License Requirements for the 2023/2024 ACA Season



1 Navigate to ccnbikes.com/my_pages/memberships

2 Enter your email address and password for CCN
Click "LOGIN"



3

Click Memberships Licenses & Certifications
Click "Action Needed >" to view what is needed to complete the desired coach level requirements.

Memberships, Licences & Certifications Management

Here you'll find all of the memberships, licenses, and certifications for all the people linked to your user account.

< BACK TO DASHBOARD

Manage memberships, licences or certifications for:

John Smith

John - Memberships & Licenses

Membership	Status	Action	Member Number
Alabama Cycling Association Coach (level 3)	PENDING REQUIREMENTS	Action Needed >	ACA Member Number: ACA01997
Level 3 Coach Purchased on: August 14, 2023		>	
Alabama Cycling Association Assistant Coach (level 2)	PENDING REQUIREMENTS	Action Needed >	ACA Member Number: ACA01996
Level 2 Coach Purchased on: August 14, 2023		>	
Alabama Cycling Association Entry Coach (level 1)	PENDING REQUIREMENTS	Action Needed >	ACA Member Number: ACA01998
Level 1 Coach Purchased on: August 14, 2023		>	

4

Click "How To Complete"

Memberships, Licences & Certifications Management

Here you'll find all of the memberships, licenses, and certifications for all the people linked to your user account.

< BACK TO DASHBOARD

Manage memberships, licences or certifications for:

John Smith

Missing requirements

Requirements - Level 1 Coach :: Level 1 Coach	Status	Action
Background Check through Sterling Volunteers	INCOMPLETE	How To Complete
Abuse Awareness Training	INCOMPLETE	How To Complete

Alabama Cycling Association Assistant Coach (level 2) PENDING REQUIREMENTS Action Needed > ACA Member Number: ACA01996

Level 2 Coach | Purchased on: August 14, 2023 >

Alabama Cycling Association Entry Coach (level 1) PENDING REQUIREMENTS Action Needed > ACA Member Number: ACA01998

Level 1 Coach | Purchased on: August 14, 2023 >

5

Review the Instructions for completion.

Click "Completion Submission" after you have completed the course and obtained the certificate of completion.

The screenshot shows a web interface with a modal window. The modal window has a title "Abuse Awareness Training" and a subtitle "Must be completed every year." Below this, it says "Instructions for completion." followed by a numbered list of five steps. A red circle highlights the word "Submission" in step 5. At the bottom of the modal is a red "Close" button. In the background, a table lists requirements for "Alabama Cycling Association Entry Coach (level 1)", with a "PENDING REQUIREMENTS" tag and an "Action Needed >" button.

Abuse Awareness Training

Must be completed every year.

Instructions for completion.

1. Follow link to the [NFHS website](#).
2. Create an account if you do not have one.
3. Select the Protecting Student-Athletes from Abuse course, add to cart and complete check out. (There are no fees for these.)
4. After course completion, save the certificate to your device.
5. Go back to your [Completion Submission](#) page in CCN and upload the certificate to the appropriate requirement.

Close

Alabama Cycling Association Entry Coach (level 1) PENDING REQUIREMENTS Action Needed >

6

Navigate to ccnbikes.com/#!/memberships/alabama-cycling-ass...

7 Click Submit Coach Requirements

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Alabama Cycling Association 2023/2024 SEASON

REGISTER FOR 2023/2024 <small>Athletes & Coaches</small>	-- SELECT YOUR TEAM -- <input type="button" value="Register"/>
COACHES	<input type="button" value="Submit Coach Requirements"/>
STUDENT ATHLETES	<input type="button" value="Register for 2024 Race Series"/>
TEAMS	<small>**Team Fee Payment is only for H/C/TD**</small> <input type="button" value="Register a Team for 2023/2024 Season"/>

registration@alabamacycling.org

Facebook Instagram

8 Select your Name

ENGLISH | FRANÇAIS | TOOLS | JOHN

Coach Requirements Submissions

Attention:
You are **NOT** completing another registration.
To submit coach requirements, choose the name of the person you are making submissions for and Click the "Register" button.

Who do you want to register?

<input checked="" type="radio"/> Ursula Sandefur	<input type="text" value="Ursula"/>
<input type="radio"/> John Smith	<input type="text" value="Sandefur"/>
<input type="button" value="REGISTER SOMEONE ELSE"/>	<input type="text" value="DATE OF BIRTH YYYY-MM-DD"/>
	<input type="text" value="GENDER"/>
	<input type="text" value="mtbcatlady@gmail.com"/>
	<input type="button" value="CANCEL"/> <input type="button" value="REGISTER URSULA"/>

9

Click "REGISTER Your Name"

ENGLISH | FRANÇAIS TOOLS JOHN

Coach Requirements Submissions

Attention:
You are **NOT** completing another registration.
To submit coach requirements, choose the name of the person you are making submissions for and Click the "Register" button.

Who do you want to register?

Ursula Sandefur

John Smith

REGISTER SOMEONE ELSE

Full Name: John Smith [Edit]

Date of birth: November 12 1978, Age: 44 yrs

Sex: Male

Email: mtbcatlady@gmail.com

Memberships

- Alabama Cycling Association Coach (level 3)
- Alabama Cycling Association Assistant Coach (level 2)
- Alabama Cycling Association Entry Coach (level 1)
- Alabama Cycling Association Coach (level 3) (2022/2023)
- Alabama Cycling Association Assistant Coach (level 2) (2022/2023)

Previous Registrations

- ACA Core Staff
- ACA Core Staff
- Coach Requirements Submissions

REGISTER JOHN

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10

Click "Yes" Next to the requirement you are submitting a completion certificate for.

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To submit coach requirements, choose the name of the person you are making submissions for and click the "Register" button.

Additional Information

Concussion Training Submission

Submit Concussion Training Yes

First Aid Submission

Submit First Aid Yes

Advanced or WFA First Aid Submission

Submit Advanced or WFA First Aid Yes

Protecting Students from Abuse Course Submission

Submit Protecting Students from Abuse Course Yes

CPR Submission

Submit CPR Completion Yes

NEXT

Note: You can submit more than one requirement in a single session.

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11 Click "browse" to search for a document on your device.

Additional Information

Concussion Training Submission

Submit Concussion Training Yes

First Aid Submission

Submit First Aid Yes

Advanced or WFA First Aid Submission

Submit Advanced or WFA First Aid Yes

Protecting Students from Abuse Course Submission

Submit Protecting Students from Abuse Course Yes

Upload your completed course certificate *

Drag file here or **browse**

(Maximum 1.5MB)

What was the completion date of this course? (YYYY-MM-DD)

CPR Submission

Submit CPR Completion Yes

NEXT

12 Enter the completion date in YYYY-MM-DD format
Click "NEXT"

Protecting Students from Abuse Course Submission

Submit Protecting Students from Abuse Course

Yes

Upload your completed course certificate *

Drag file here or **browse**

(Maximum 1.5MB)

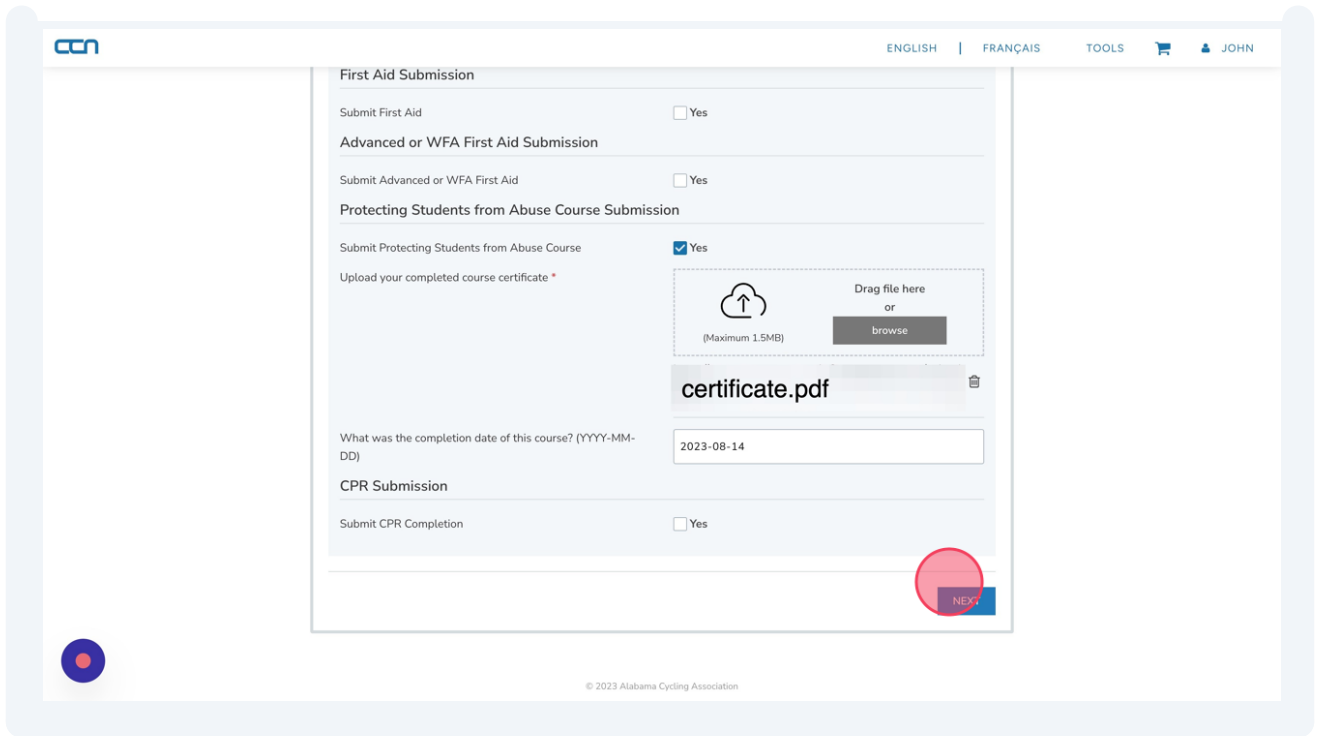
certificate.pdf

What was the completion date of this course? (YYYY-MM-DD)

CPR Submission

Submit CPR Completion

Yes



13 Click "COMPLETE AND PROCEED TO CART"

