



Coaching provider registration quick reference guide

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STEP 1 - Register as a member

- » **ENTER** your details as a Sporting Schools member
- » **ACTIVATE** your account via the link sent to your email address
- » **LOGIN** using your email address

If you have not registered as a sporting organisation, please follow the [guide to register](#) now and ensure that you **SELECT YES** when asked if you plan to manage bookings and invoicing for registered coaches.

If you have already registered as a Sporting Organisation but forgot to select **YES**, you can still access the coaching provider registration form on the landing page to make changes.

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STEP 2 - Register as a Coaching Provider

- » **CLICK** register as a coaching provider
- » **SEARCH** for your organisation name
- » **SELECT** your organisation
- » **CONFIRM/ENTER** your coaching provider details
- » **ENTER** your Coach Coordinator contact details (name, address, mobile)
- » **CONFIRM/ENTER** your registered organisation contact details

STEP 3 - Eligibility

- » You are required to answer all the mandatory questions
 - Insurance
 - Coach management - registration
 - Coach management - finances
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STEP 4 - Sporting Schools profile

- » **ENTER** your preferred sports to be delivered
 - » **ENTER** your area to be serviced (KMs)
 - » **ENTER** your availability (before, during, and/or after school)
 - » **ENTER** your rates per session (includes planning and travel)
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STEP 5 - Final Step

- » You are required to agree to all the terms and conditions

NOTE: LINKING TO YOUR COACHES

[See coach registration quick reference guide](#)

Get your coaches to link to you as the coaching provider by getting them to register as a coach. Under the sports delivered section, please ensure that they enter the state and name of the coaching provider.