

Beginner Coach Accreditation Pathway

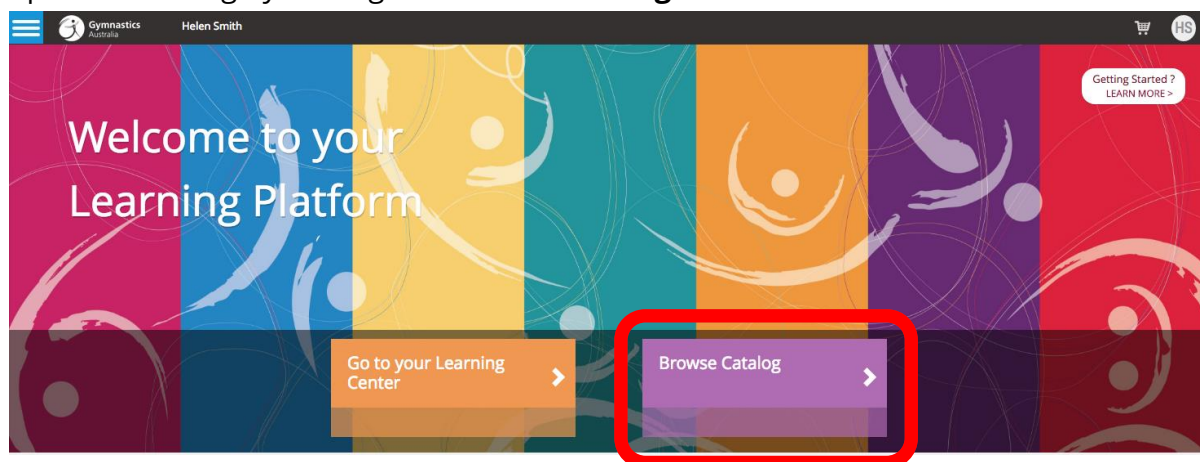
Ready to start coaching gymnastics? Here's where you start! Follow the step-by-step guide below to enrol in each component of the Beginner Coach Accreditation.

Login or create an LMS account

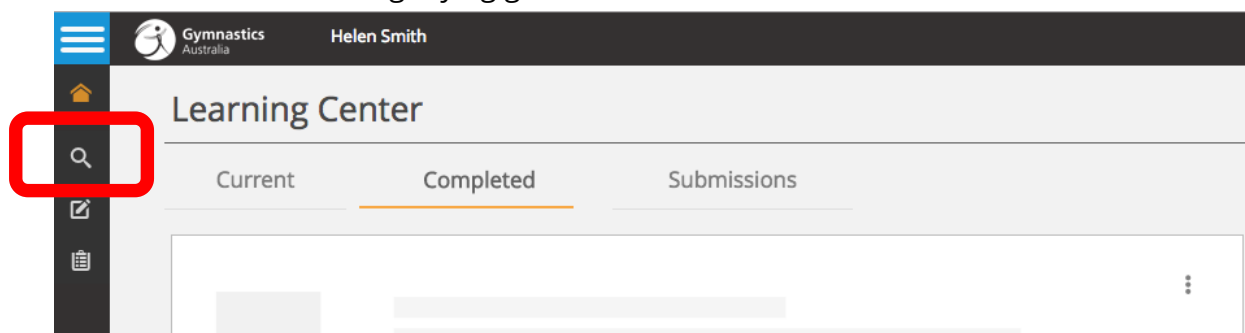
1. Open the LMS by visiting <https://learning.gymnastics.org.au/topclass/topclass.do>
2. If you have an account already, enter your login details. You can use the **Forgot your password** link to reset your password
3. If you don't have an LMS account, click on the Register Now button and complete the registration process. For more information, see the user guide **How to create an LMS account**

Enrol in the Beginner Coach Accreditation Pathway

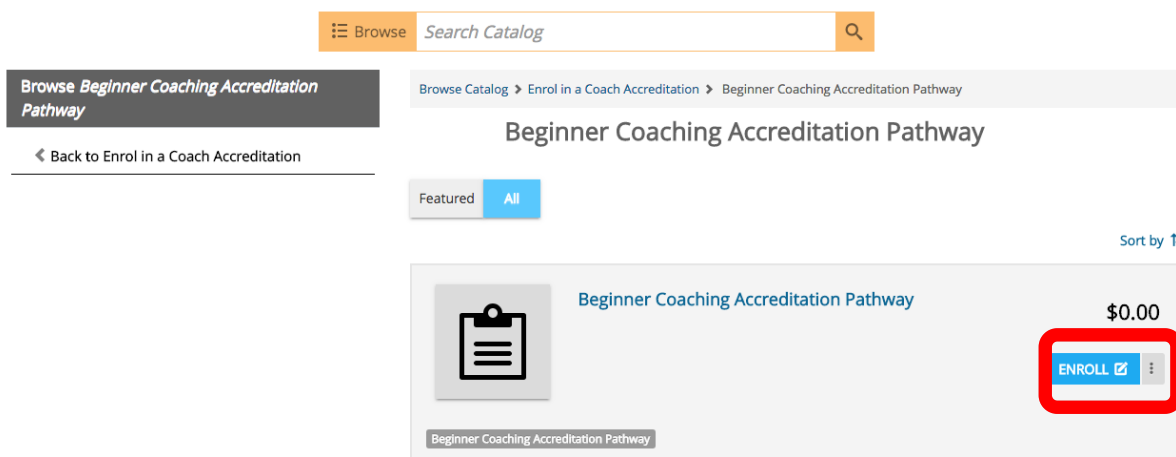
1. Open the catalog by clicking the **Browse Catalog** button on the LMS dashboard



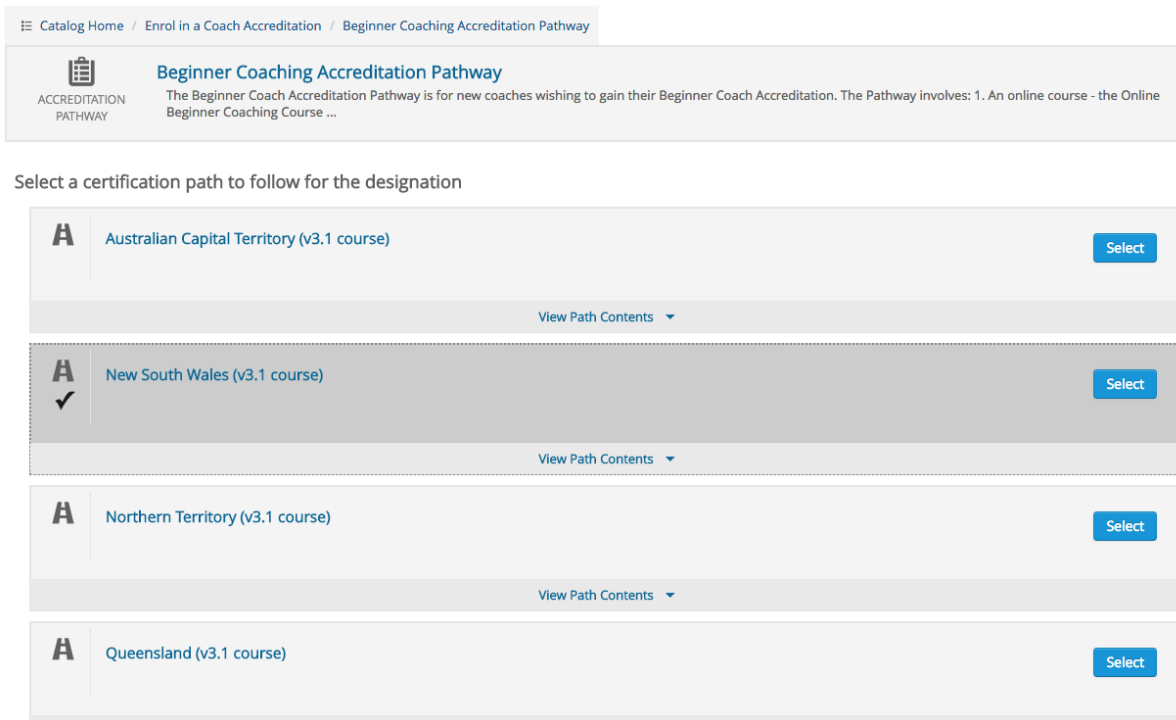
You can also click the magnifying glass if the menu sidebar is visible



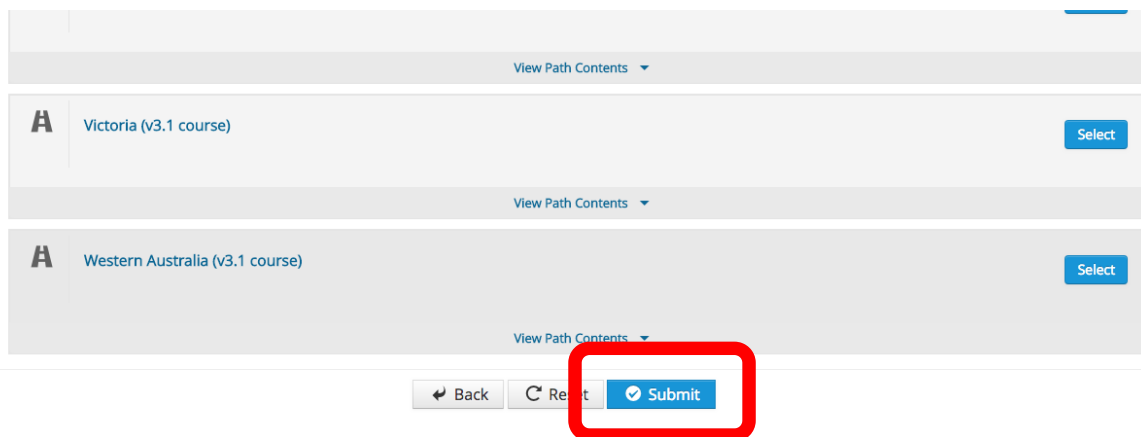
2. Click on **Enrol in a Coach Accreditation** and then choose **Beginner Coach Accreditation**
3. Click on the **Enroll** button for the **Beginner Coaching Accreditation Pathway**



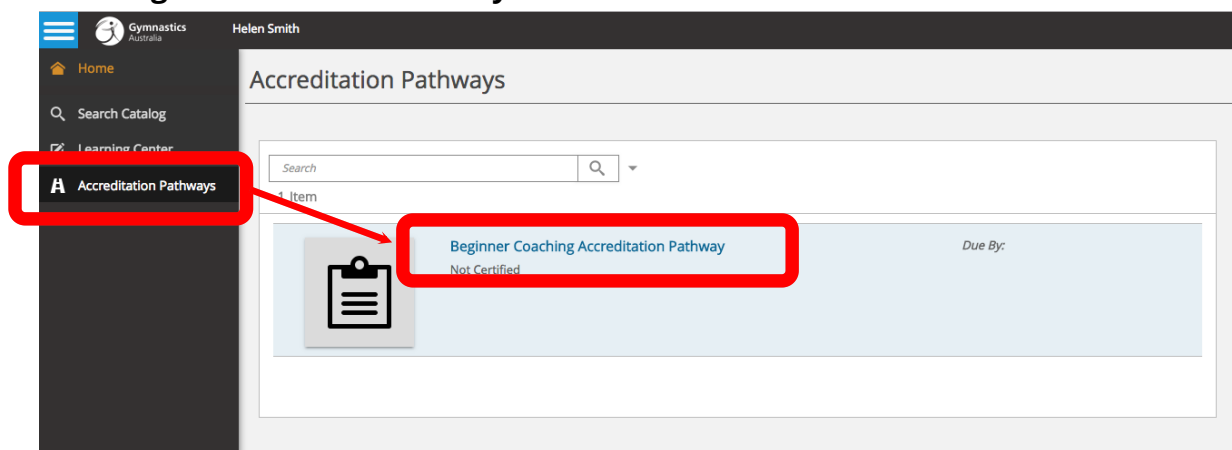
4. On the following page, choose the State / Territory where you would like to attend the Beginner Face to Face Course. New South Wales is selected below:



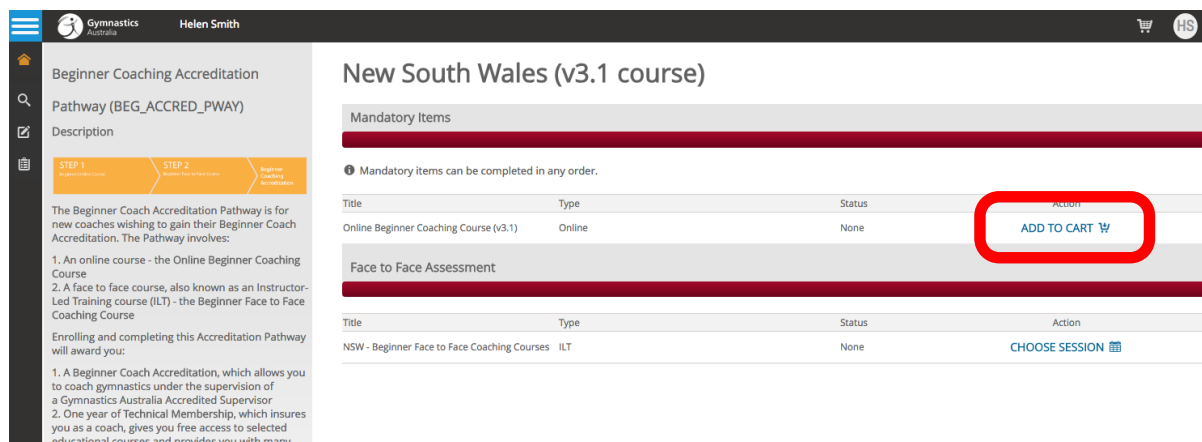
5. At the bottom of the screen, click **Submit**



6. You have enrolled in the Beginner Coaching Accreditation Pathway. Click the **Accreditation Pathways** button and then on the following screen, click **Beginner Coaching Accreditation Pathway** to continue



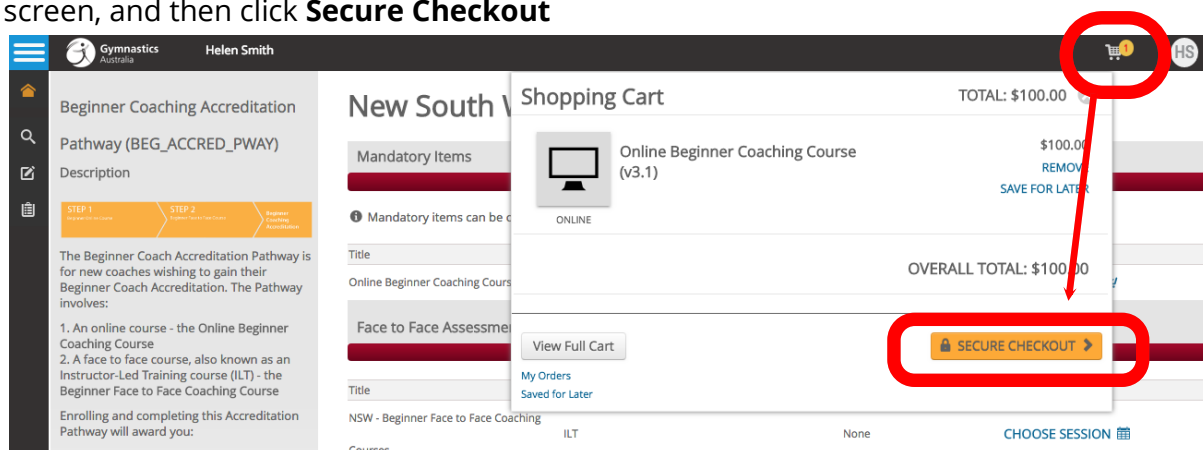
7. This screen displays all the coursework you need to complete to attain the Beginner Coaching Accreditation. You must complete the **Online Beginner Coaching Course** before registering for the **Beginner Face to Face Coaching Course**. Click the **Add to Cart** button next to the online course



Title	Type	Status	Action
Online Beginner Coaching Course (v3.1)	Online	None	ADD TO CART

Title	Type	Status	Action
NSW - Beginner Face to Face Coaching Courses	ILT	None	CHOOSE SESSION

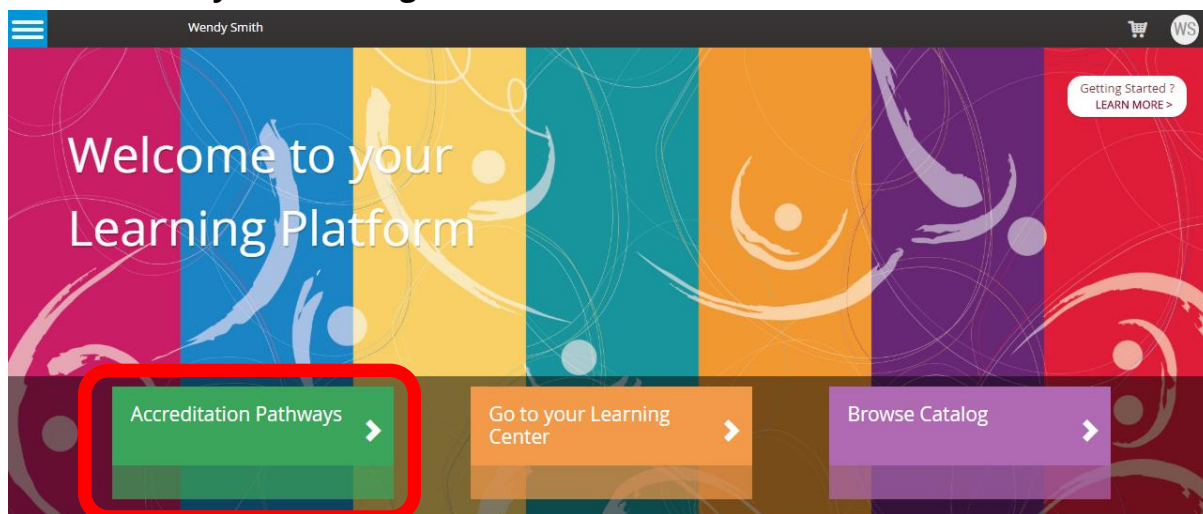
8. The course will be added to your cart. Click the cart icon  at the top right of the screen, and then click **Secure Checkout**



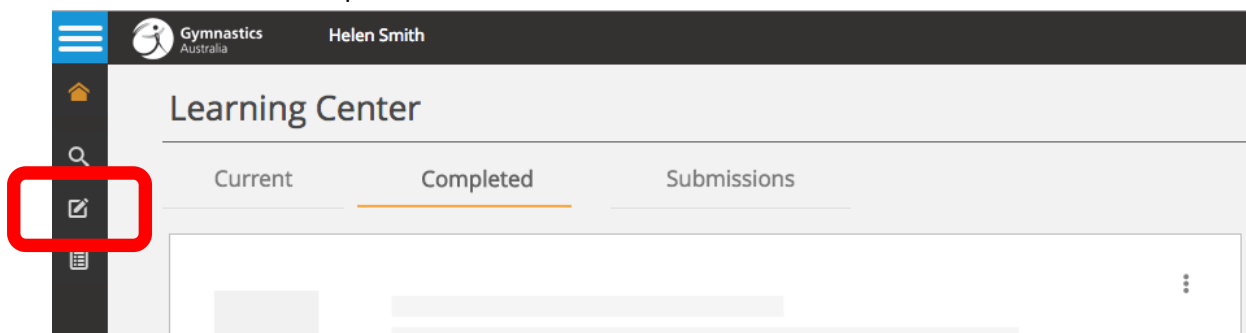
9. Complete the purchase process. After purchasing, you'll be presented with your purchase confirmation and will be enrolled in the course.

Complete the online course

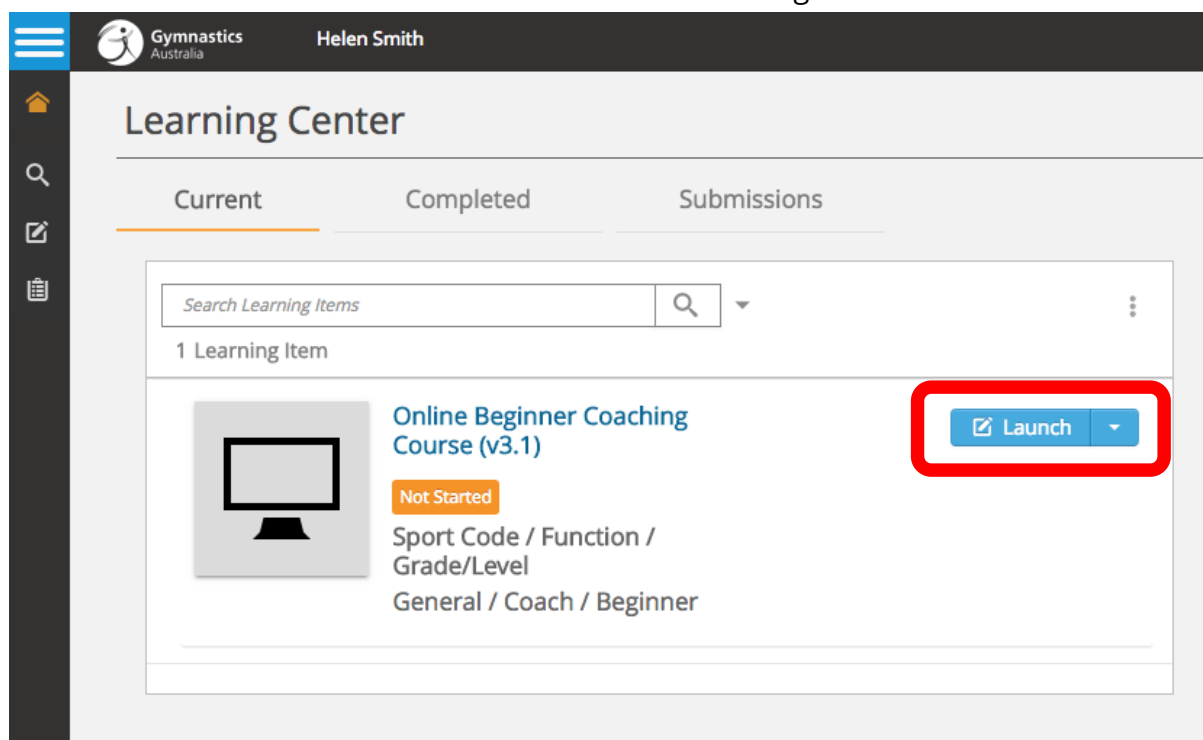
1. After purchasing the course, it will be available in your Learning Centre. Your Learning Centre is where you access all the courses you've enrolled in. To access it, click the **Go to your Learning Centre** button on the LMS dashboard



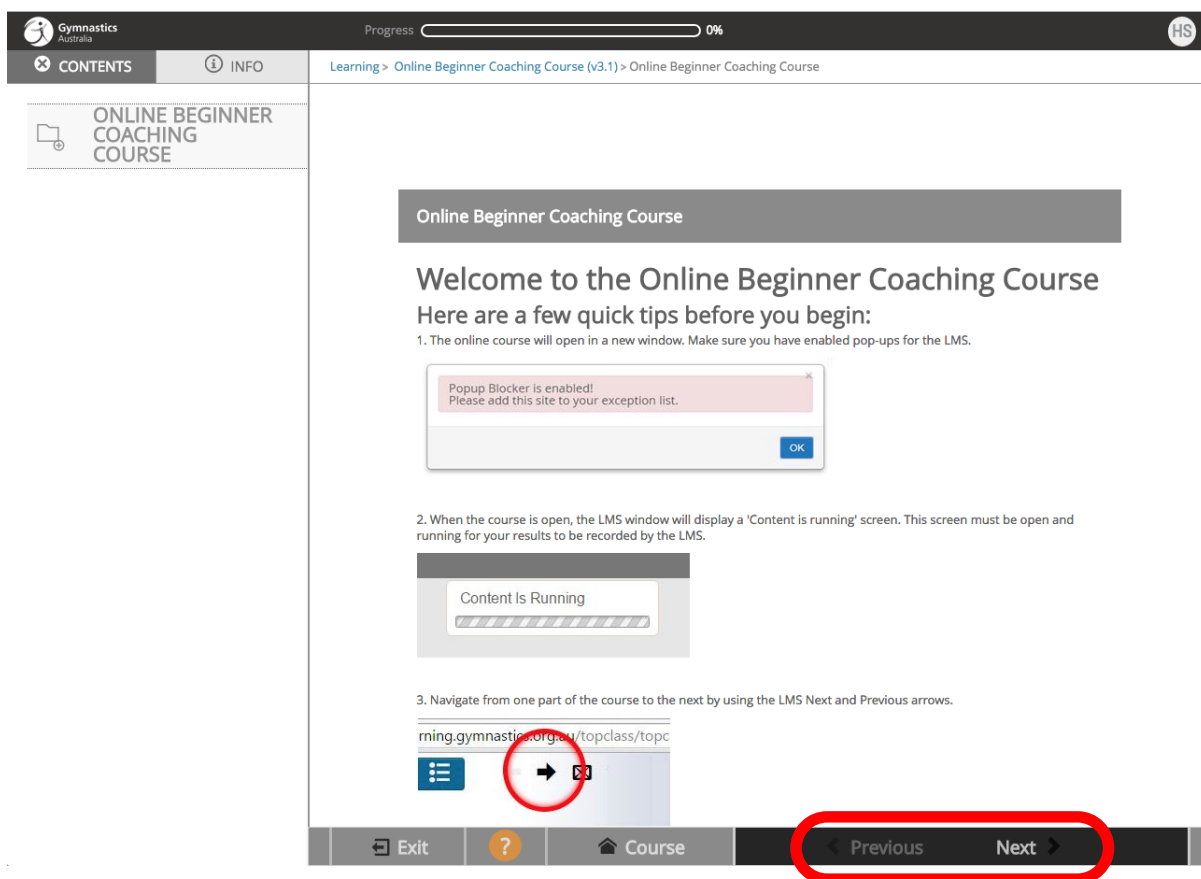
You can also click the pencil icon  if the menu sidebar is visible



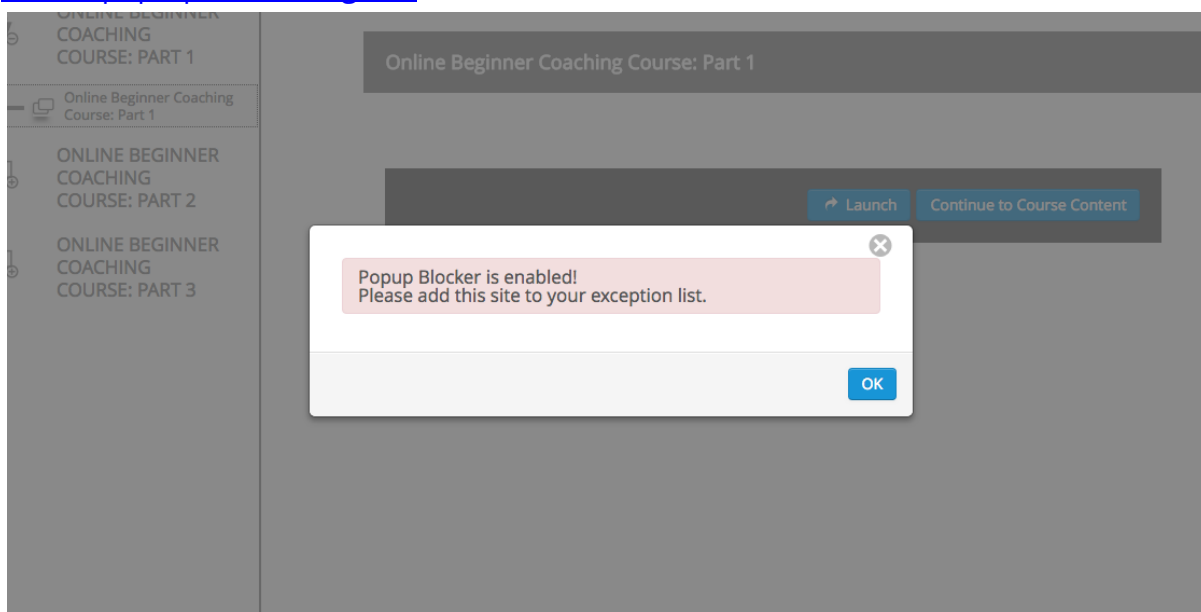
2. Click the blue **Launch** button next to the online course to get started.



3. Use the **Next** and **Previous** buttons at the bottom of the screen to move through the course



4. The course will open in a new window, so you'll need to enable pop-ups for the LMS. Don't worry, it's quick and easy! We have a quick guide to show you how: [Enable pop-ups - how to guide](#)



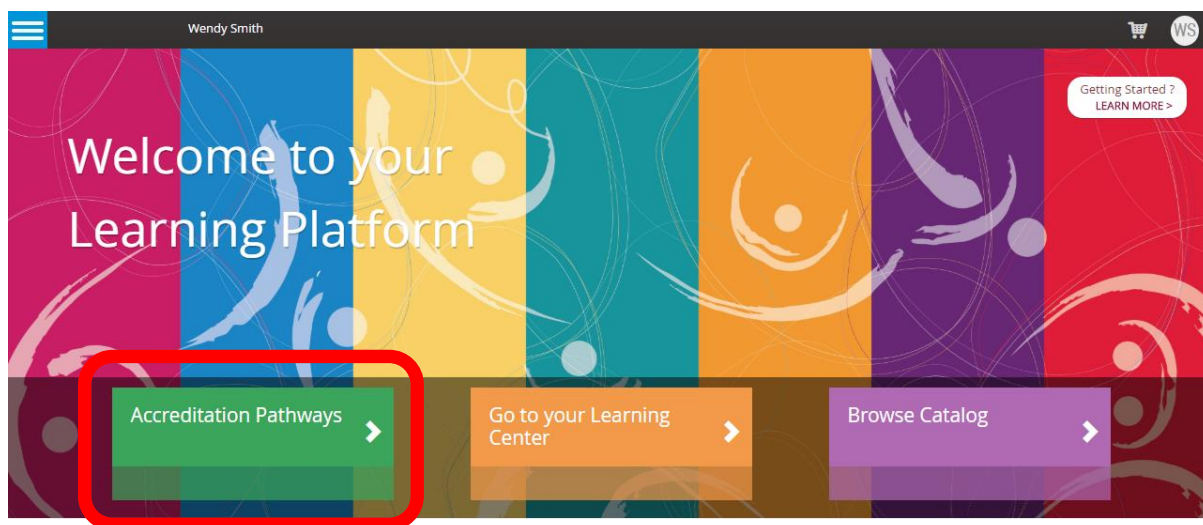
5. Open the course, read the material and complete the quizzes to successfully complete the course. There are three parts to the course, covering 14 different topics with an assessment task for each one.

6. On achieving 100% on all of the 14 quizzes, you will be marked as passed for the course and can register for a Face to Face Course.

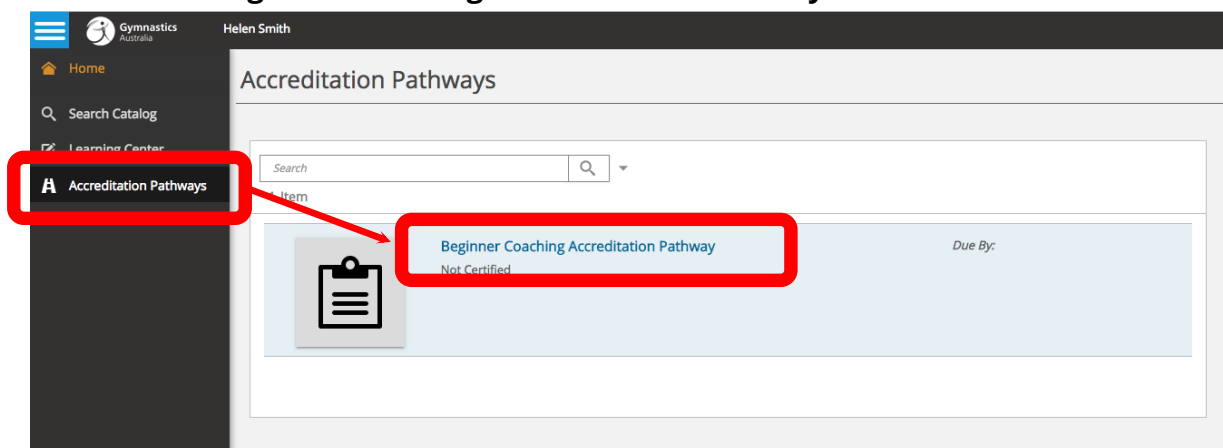
Enrol in the Beginner Face to Face Coaching Course

Completing the Online Beginner Coaching Course is a prerequisite for enrolling in the Face to Face Course.

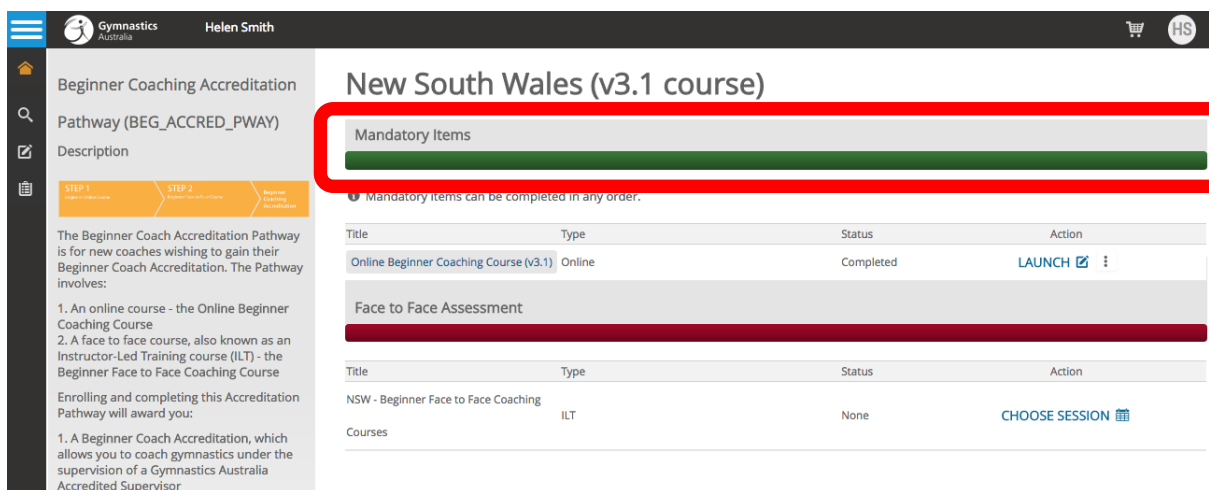
1. After logging in to the LMS, click the **Accreditation Pathways** button on the LMS dashboard



You can also click the **Accreditation Pathway** icon if the menu sidebar is visible. Then click on **Beginner Coaching Accreditation Pathway**





2. On the following screen, the LMS will show you a 100% green bar under **Mandatory Items** if you have completed the online course. This must be completed before purchasing the Face to Face course.




New South Wales (v3.1 course)

Mandatory Items

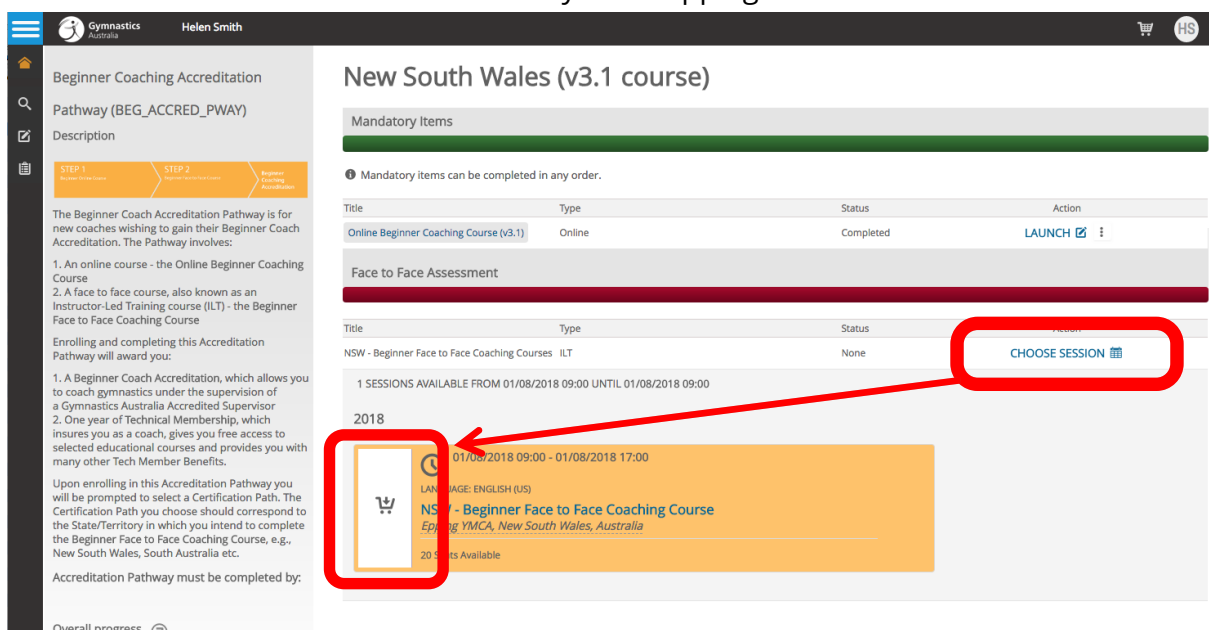
Mandatory items can be completed in any order.

Title	Type	Status	Action
Online Beginner Coaching Course (v3.1)	Online	Completed	LAUNCH  

Face to Face Assessment

Title	Type	Status	Action
NSW - Beginner Face to Face Coaching	ILT	None	CHOOSE SESSION 



3. The State displayed on this screen depends on which certification path you chose in step 4 of [Step 2: Enrol in the Beginner Coach Accreditation Pathway](#). If you need to change the State, get in touch with your [State / Territory Association](#). Click on **Choose Session** for the Face to Face Course. A list of sessions will appear. Click on the date of a session to add it to your shopping cart.




New South Wales (v3.1 course)

Mandatory Items

Mandatory items can be completed in any order.


Title	Type	Status	Action
Online Beginner Coaching Course (v3.1)	Online	Completed	LAUNCH  

Face to Face Assessment

Title	Type	Status	Action
NSW - Beginner Face to Face Coaching Courses	ILT	None	CHOOSE SESSION 

1 SESSIONS AVAILABLE FROM 01/08/2018 09:00 UNTIL 01/08/2018 09:00

2018

	01/08/2018 09:00 - 01/08/2018 17:00
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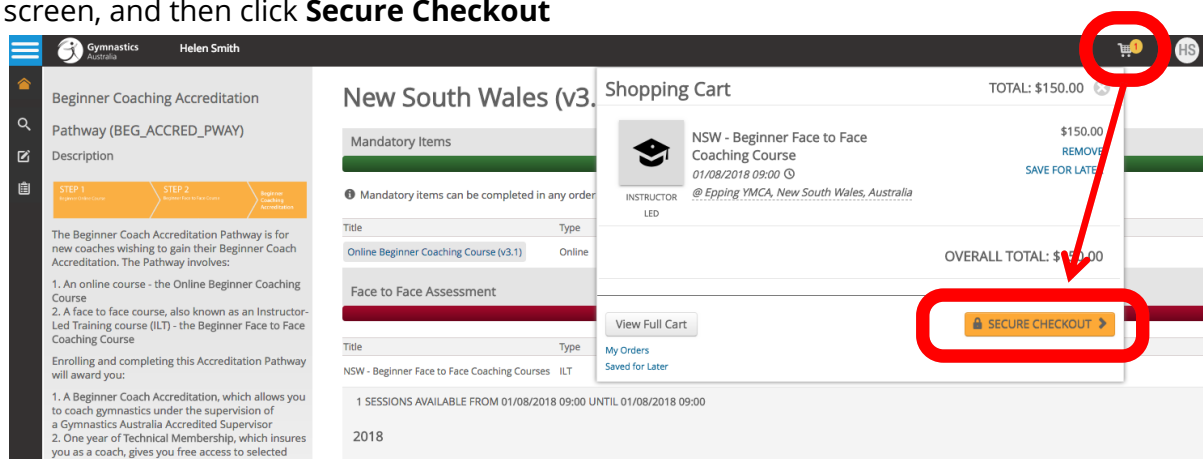
LANGUAGE: ENGLISH (US)

NSW - Beginner Face to Face Coaching Course

Epung YMCA, New South Wales, Australia

20 Seats Available

4. The course will be added to your cart. Click the cart icon  at the top right of the screen, and then click **Secure Checkout**



5. Complete the payment process. You will be enrolled in the course and presented with the purchase confirmation.

Complete the Beginner Face to Face Coaching Course

1. Attend the course on the day. In most cases, you'll need to bring a packed lunch. Keep an eye on your email prior to the course for notifications from your State / Territory Association.
2. Upon passing the course, you will be marked as Competent for the Beginner Course and become an accredited Beginner Coach.
3. If you are unsuccessful in passing the assessments during the Face to Face Course, you will receive instructions on what to do next.

For technical support, contact your [State / Territory Association](#) or Gymnastics Australia on education@gymnastics.org.au.