

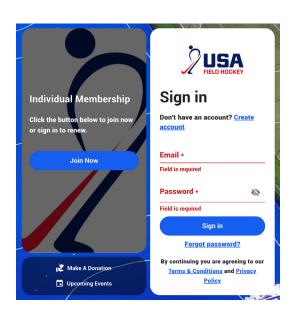
# HOW TO CREATE AN ACCOUNT & ACCESS AND PAY FOR COACH EDUCATION COURSES

#### STEP #1

Go to the Sport:80 x USA Field Hockey home page to sign in or join now by <u>clicking here</u>.

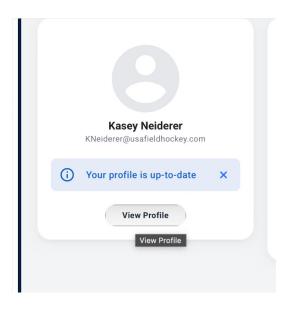
### STEP #2

Either log in to your already existing USA Field Hockey Membership or click the Join Now button to sign up. Follow the directions to fill in the necessary information.

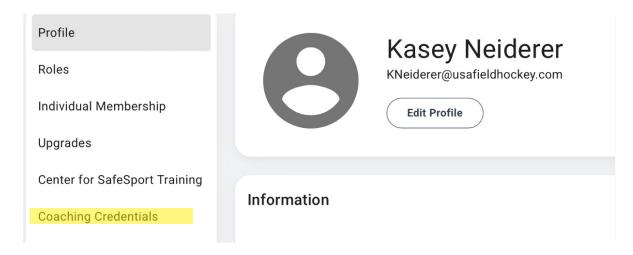


#### STEP #3

To add on/purchase Level 1 Online Coaching Course once logged into your account, click on the "View Profile".

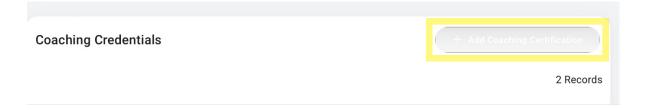


On the left side navigation, click on "Coaching Credentials".



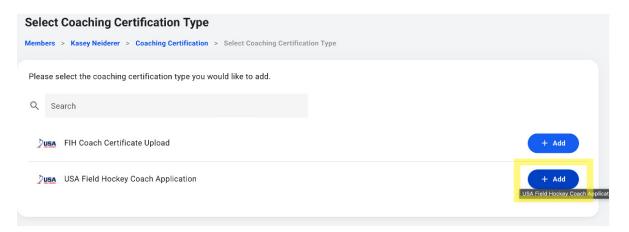
## STEP #5

Click on the "+ Add Coaching Certification" button.



## STEP #6

Click the "+ Add" button next to "USA Field Hockey Coach Application".





Use the drop down feature next to Certification Type to find the Level 1-Part 1: Online Coaching Course.

COACHING CERTIFICATION DETAILS

Coaching Certification Details

Select to see details and price.

Certification Type \*

Cost

Cost

Level 1 - Part 1: Online Coaching

Course

Level 2

Level 3

## STEP #8

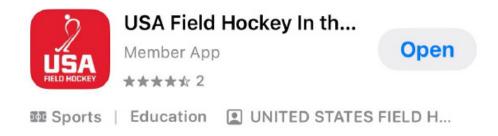
Click the "Add & Checkout" button.



#### STEP #9

To access the Level 1 - Part 1 Online Coaching Course, you need to go to the *In the Circle Member App* on your desktop or mobile device. <u>Click here</u> to view on desktop. <u>Click here</u> to download on your device.

From Sport:80, log in to your USA Field Hockey Member Account and on the left column select 'Mobile Coach'

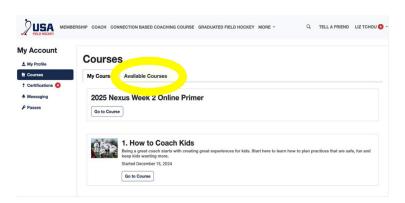


On your mobile device, view the tabs at the bottom of the app. Click on "Courses".

On a desktop, click on the dropdown menu with your name in the right top corner.

- » Select "My Account"
- » Select "Courses"
- » Select "Available Courses"

You should see Level 1 Online Courese as an option to enroll.





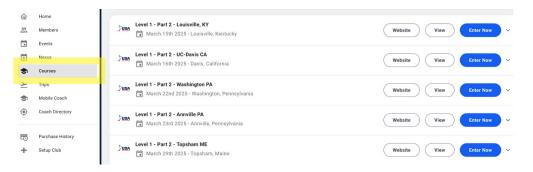
### **STEP #11**

Complete your Level 1 Online course directly in the app from your mobile device or desktop computer.

## **STEP #12**

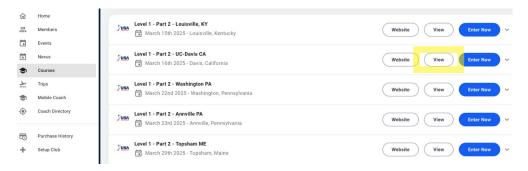
Once you complete the Level 1 - Part 1: Online Coaching Course, register for a Level 1 - Part 2 by logging into your Sport:80 account by <u>clicking here</u>.

On the left navigation, click on Courses to view all the available in-person offerings.

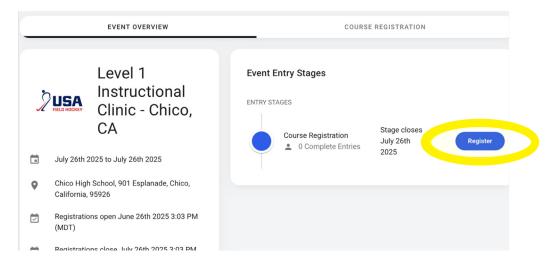




Click "View" for the course you want to attend.



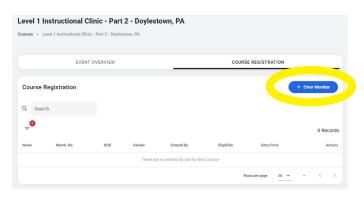
#### Select "Register"

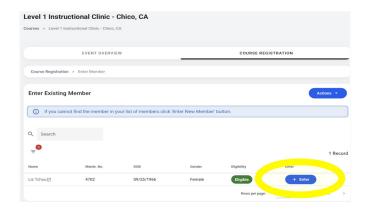


## **STEP #14**

If your name does not appear, select "Enter Member".

Once you see it visible, click "Enter".



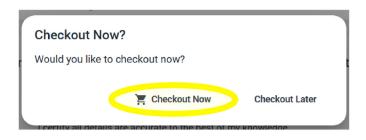




Check the Entry Fee pricing, then click "Next". Check "Yes" and select "Done".



Select "Checkout Now". Complete the payment process for both the Level 1 - Part 2.



## **QUESTIONS?**

If you have any issues, please contact <a href="mailto:support@usafieldhockey.zendesk.com">support@usafieldhockey.zendesk.com</a>.