

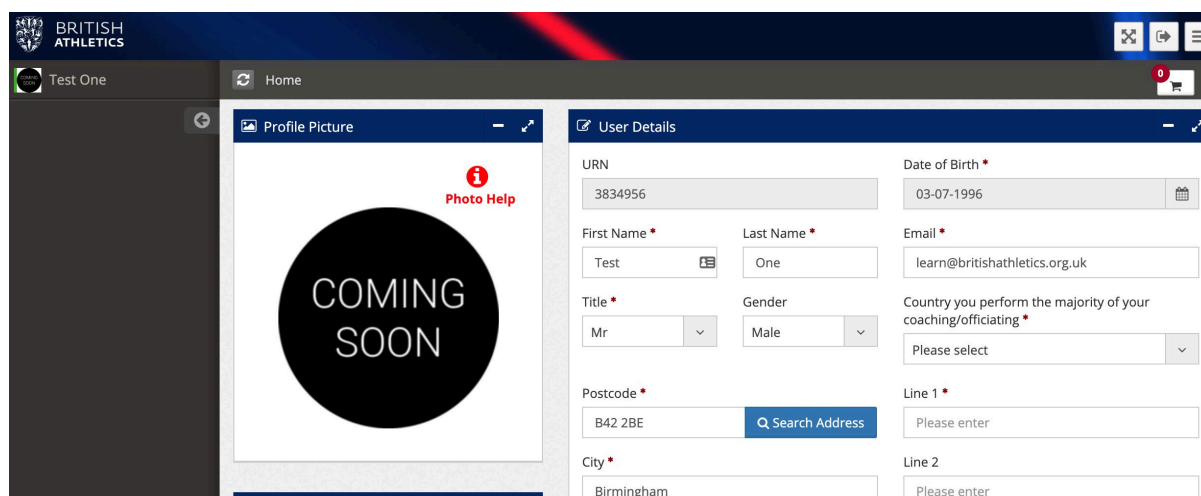
Logging into Athletics Hub for the first time and booking a course

The first time you log into Athletics Hub, you will need to complete some further details.

If you are unsure of how to log in to Athletics Hub, please see the 'How to find your URN and Password' user guide.

Logging into Athletics Hub for the first time

1. Make sure all fields with an asterisk are completed.



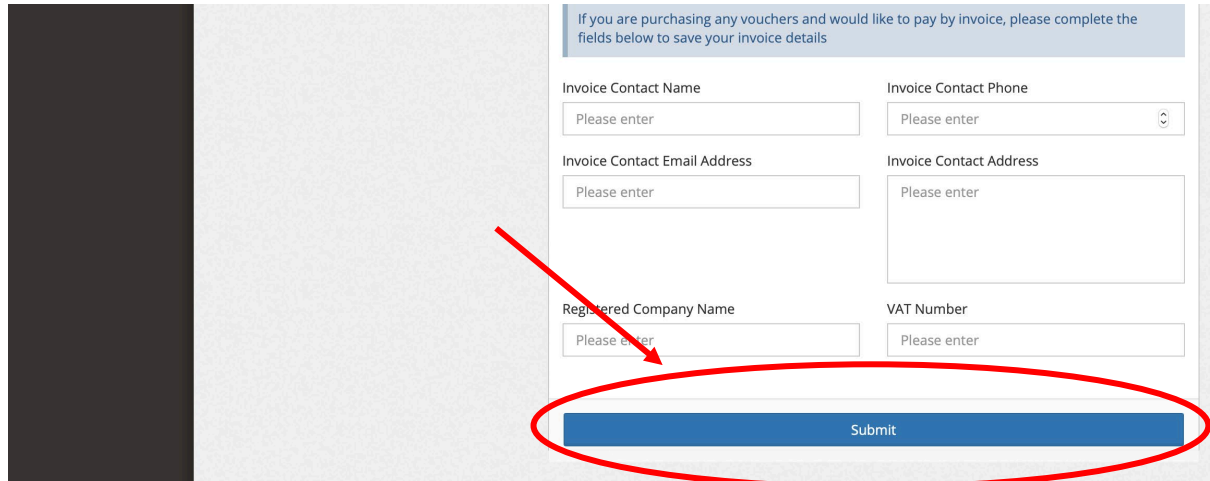
The screenshot shows the 'User Details' form in the Athletics Hub. The form is divided into two main sections: 'Profile Picture' and 'User Details'. The 'Profile Picture' section shows a placeholder image with the text 'COMING SOON' and a 'Photo Help' link. The 'User Details' section contains various input fields for personal information, including URN, Date of Birth, First Name, Last Name, Email, Title, Gender, Country, Postcode, and Address lines. Fields marked with an asterisk (*) are required.

Profile Picture		User Details	
COMING SOON		URN	Date of Birth *
		3834956	03-07-1996
First Name *	Last Name *	Email *	
Test	One	learn@britishathletics.org.uk	
Title *	Gender	Country you perform the majority of your coaching/officiating *	
Mr	Male	Please select	
Postcode *	Line 1 *		
B42 2BE	Please enter		
City *	Line 2		
Birmingham	Please enter		

Please note – you will need to select the home country in which you perform the majority of your coaching/officiating. This will NOT affect which courses you will be able to find or book onto. Courses from across all four home countries and British Athletics will appear in the Find a Course list for all users.

2. Leave the invoice information blank – this is not a required field and is for users who will be purchasing vouchers on a regular basis.

Click 'Submit':



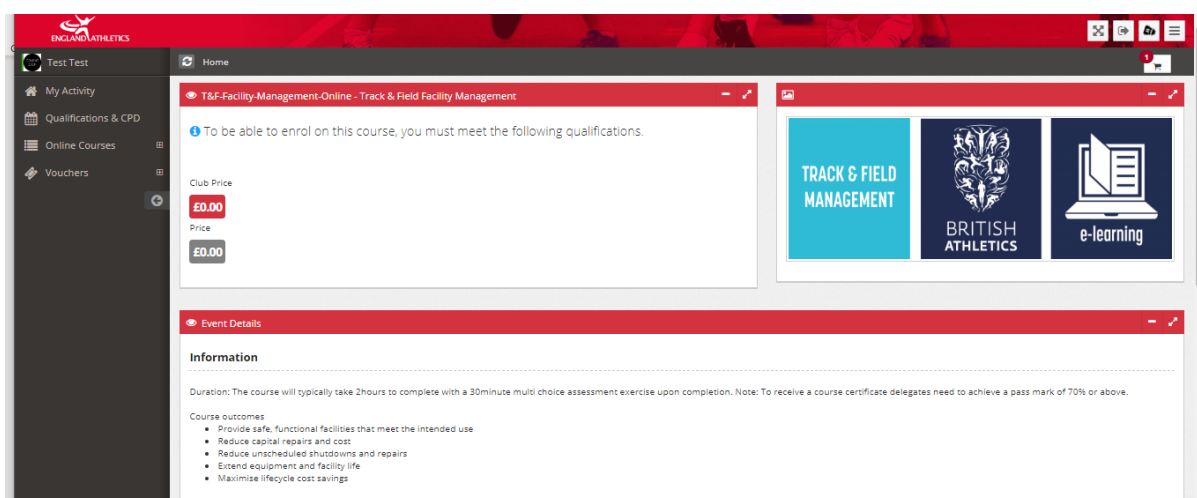
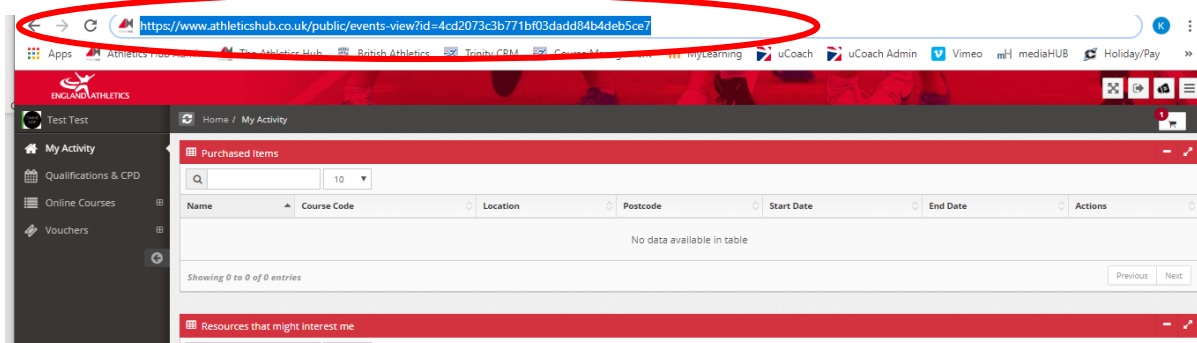
If you are purchasing any vouchers and would like to pay by invoice, please complete the fields below to save your invoice details

Invoice Contact Name <input type="text" value="Please enter"/>	Invoice Contact Phone <input type="text" value="Please enter"/>
Invoice Contact Email Address <input type="text" value="Please enter"/>	Invoice Contact Address <input type="text" value="Please enter"/>
Registered Company Name <input type="text" value="Please enter"/>	VAT Number <input type="text" value="Please enter"/>

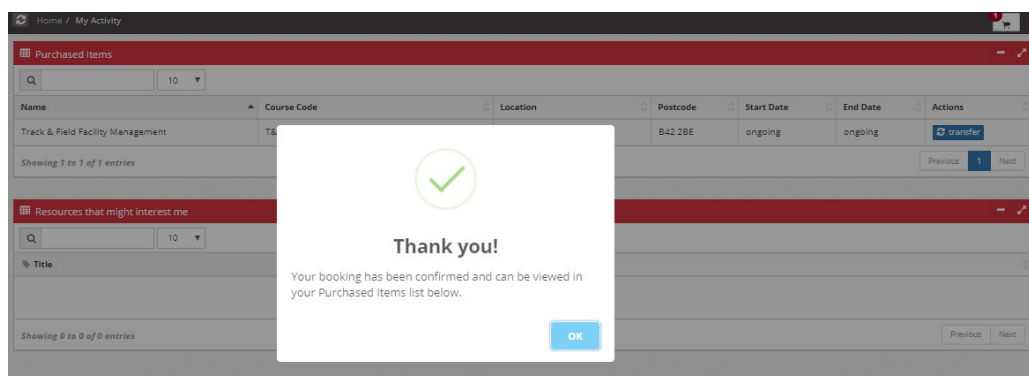
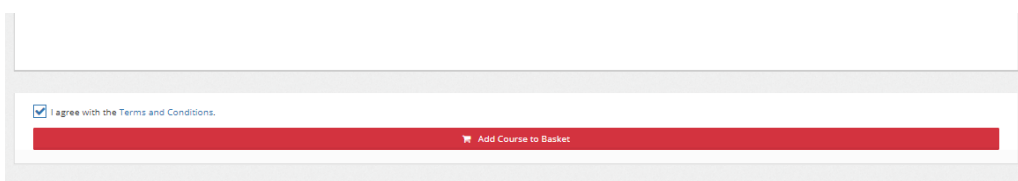
Submit

Booking onto a closed course

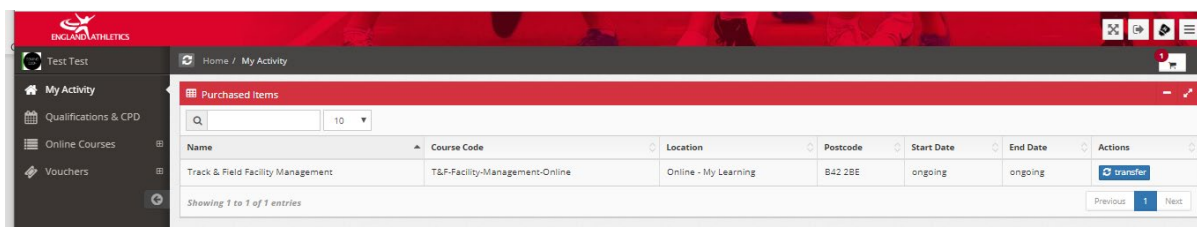
1. Enter the link you have been provided into the search engine & press enter



- 2) Scroll to the bottom of the page. Read and accept the T&Cs and click 'Add to basket'

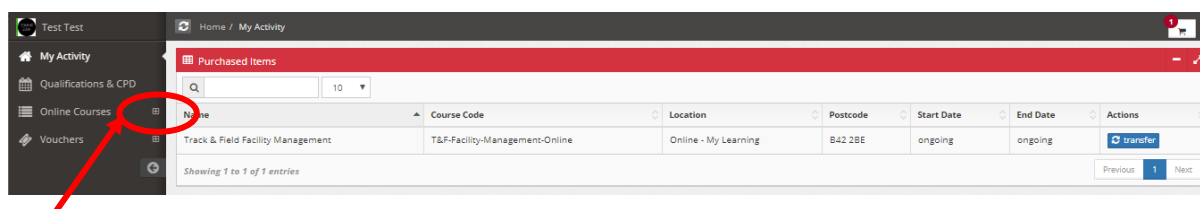


2. Your booking is complete. A confirmation email will be sent to you and you will be taken to your profile showing that the booking is confirmed and giving access to course resources.

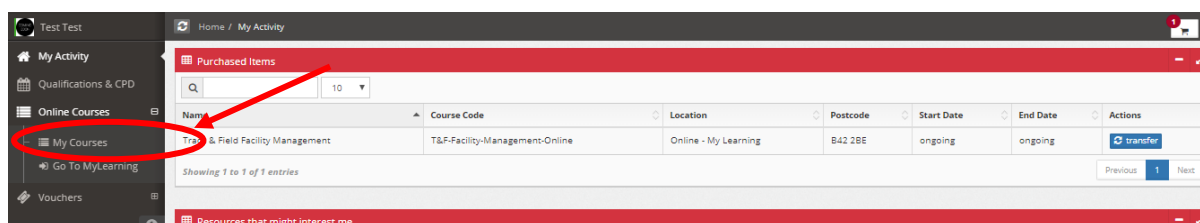


Finding your on course resources

1. To find your online course resources, expand the 'Online Courses' menu by clicking the 'Plus' button:



2. Click on 'My Courses':



3. Click on the 'Go to course' hyperlink

