

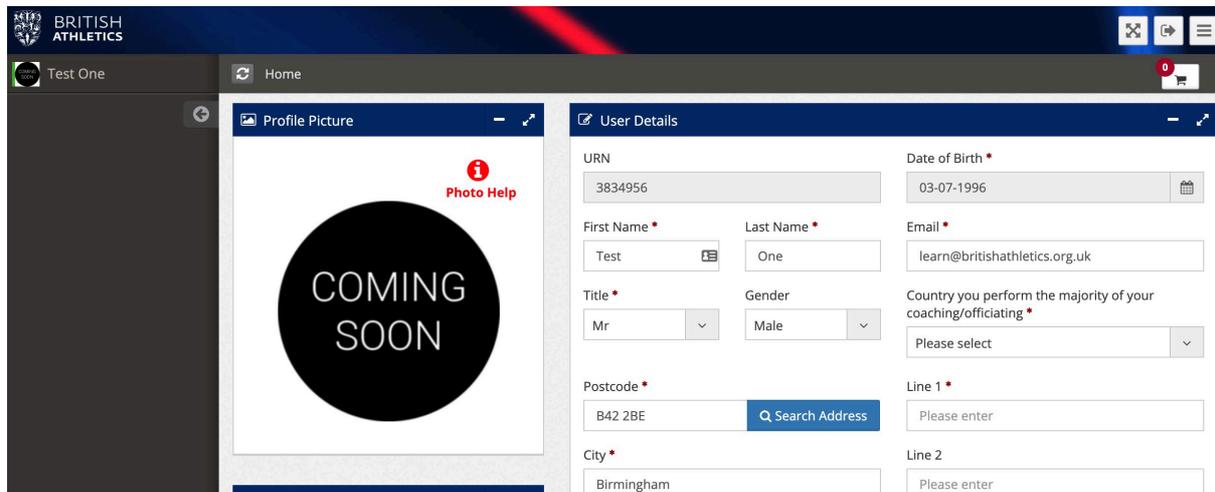
# Logging into Athletics Hub for the first time and booking a course

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.



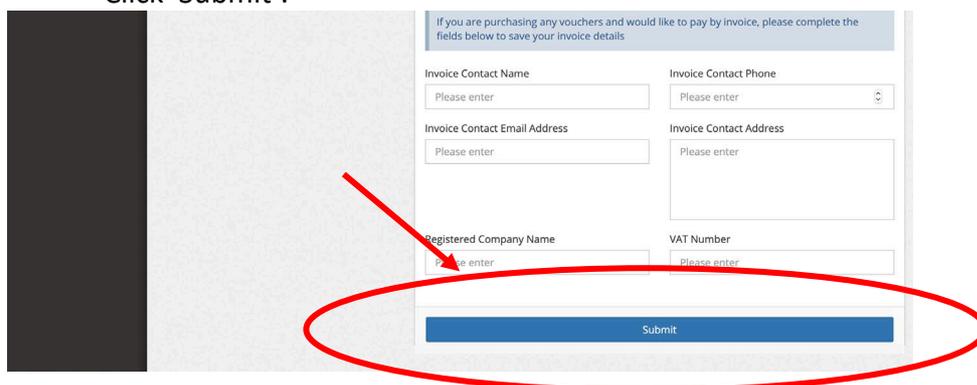
The screenshot shows the 'User Details' form in the Athletics Hub interface. The form includes the following fields:

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



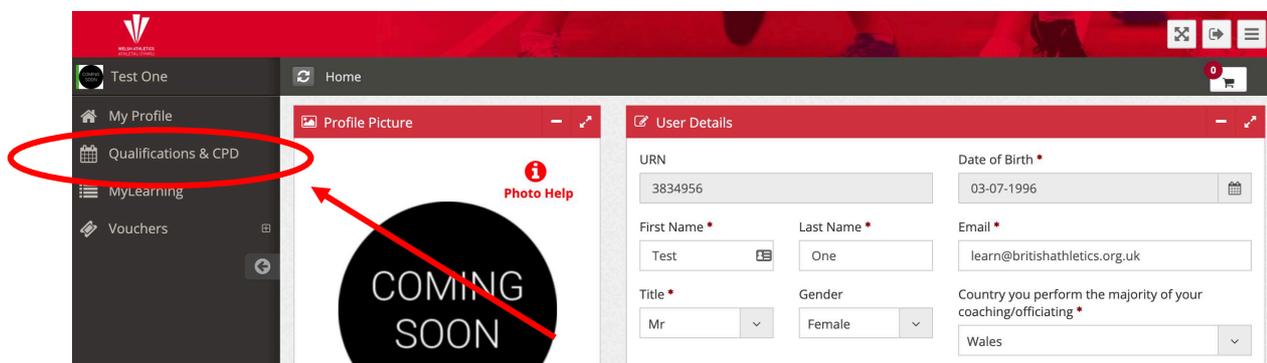
The screenshot shows the 'Invoice Information' form, which is optional. It includes the following fields:

- Invoice Contact Name: Please enter
- Invoice Contact Phone: Please enter
- Invoice Contact Email Address: Please enter
- Invoice Contact Address: Please enter
- Registered Company Name: Please enter
- VAT Number: Please enter

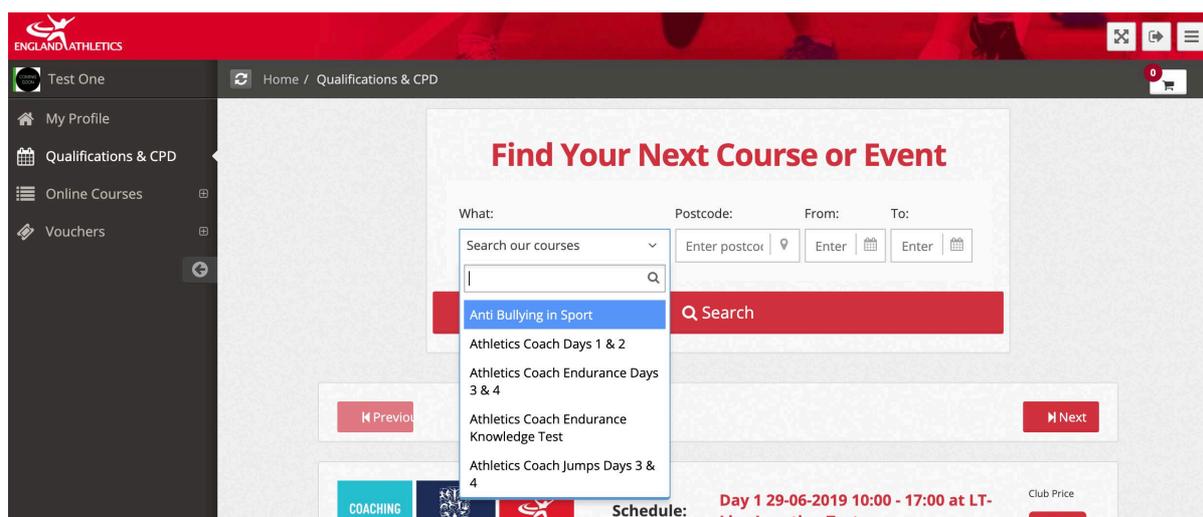
The 'Submit' button is circled in red, and a red arrow points to it.

## Booking onto a course

1. Click on the Qualifications & CPD tab on the left hand side of the page:



2. Enter the name of the course you are searching for into the Search field. You can also enter your postcode to show courses within a 50 mile radius, and course dates. If you leave these fields blank, all courses will show.



- For further details, click on the 'Read More' button. Or click on 'Book Now' to add the course to your basket:

**COACHING ASSISTANT** **BRITISH ATHLETICS** **ENGLAND ATHLETICS**

**Schedule:** **Day 1 29-06-2019 10:00 - 17:00 at LT-Live Location Test**  
**Day 2 30-06-2019 10:00 - 17:00 at test 1133**

Club Price **£185.00**  
Price **£245.00**

**Coaching Assistant**  
**Course Duration: 2 days**  
**Course Code: LTCA1**  
**Course Type: Practical**  
**Capacity: 17 places remaining**  
**Minimum Age: 16**  
**Last Booking Date: 28-06-2019**  
**Prerequisites: -**

This qualification is for those who wish to take the first step into coaching. Once qualified you will be able to coach under supervision from a fully licenced / qualified Coach.

The Coaching Assistant qualification has been devised to introduce participants to coaching in athletics. The course covers basic principles of running, jumping and throwing as the cornerstone of all athletics events.

It consists of two face to face contact days which are made up of classroom and practical based activities.

[Read More](#) [Book Now](#)

- Click 'Proceed to Checkout'. Enter your card details, agree to Terms & Conditions (which are available to view via the link) and click 'Continue'.

Online Courses  
Vouchers

**COACHING ASSISTANT** **BRITISH ATHLETICS** **ENGLAND ATHLETICS**

**Coaching Assistant**

**Start Date:** 29/06/2019  
**End Date:** 30/06/2019  
**Location:** LT-Live Location Test  
21 Queens Road, , , , Brighton, East Sussex  
BN1 3XA

£245.00 1 £ 245.00

Item	Price	Qty	Total

Subtotal (1 item):  
**£245**

[Proceed to Checkout](#)

Please select a payment method



ONLINE PAYMENT



VOUCHER

PLEASE ENTER DISCOUNT CODE

Card Number \*

Please enter credit card number

CW \*      Month \*      Year \*

ex. 311      MM      YYYY

I agree with the Terms and Conditions.

[Continue](#)

- 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.

ENGLAND ATHLETICS

Home / My Profile

Purchased Items

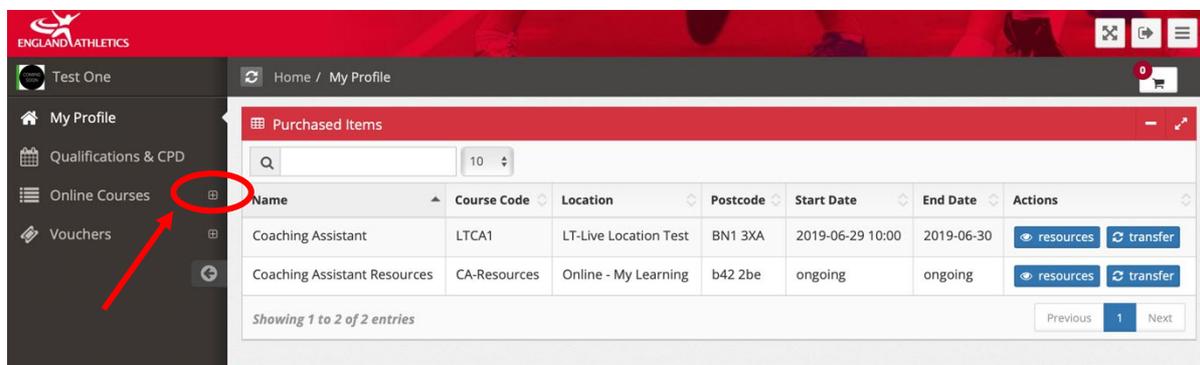
Name	Course Code	Location	Postcode	Start Date	End Date	Actions
Coaching Assistant	LTCA1	LT-Live Location Test	BN1 3XA	2019-06-29 10:00	2019-06-30	<a href="#">resources</a> <a href="#">transfer</a>
Coaching Assistant Resources	CA-Resources	Online - My Learning	b42 2be	ongoing	ongoing	<a href="#">resources</a> <a href="#">transfer</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

## Finding your on course resources

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

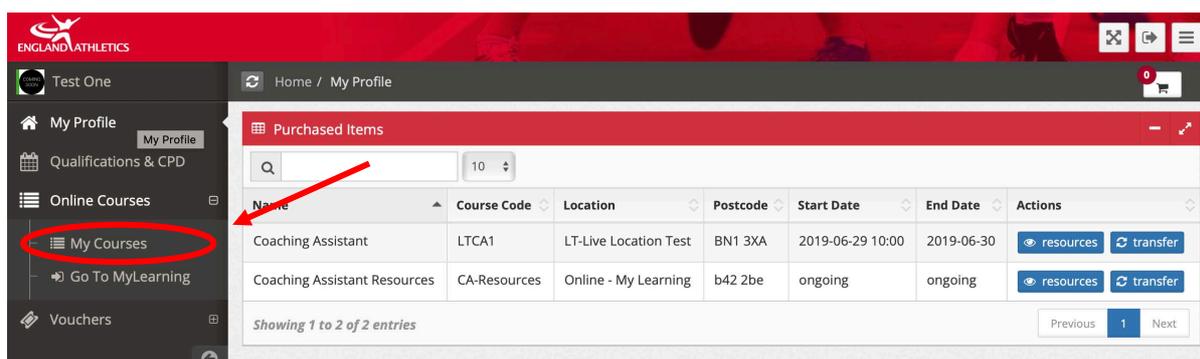


The screenshot shows the England Athletics website interface. The left-hand navigation menu is expanded, and the 'Online Courses' option is highlighted with a red circle and a red arrow pointing to it. The main content area displays a 'Purchased Items' table with the following data:

Name	Course Code	Location	Postcode	Start Date	End Date	Actions
Coaching Assistant	LTCA1	LT-Live Location Test	BN1 3XA	2019-06-29 10:00	2019-06-30	<a href="#">resources</a> <a href="#">transfer</a>
Coaching Assistant Resources	CA-Resources	Online - My Learning	b42 2be	ongoing	ongoing	<a href="#">resources</a> <a href="#">transfer</a>

Showing 1 to 2 of 2 entries

2. Click on 'My Courses':

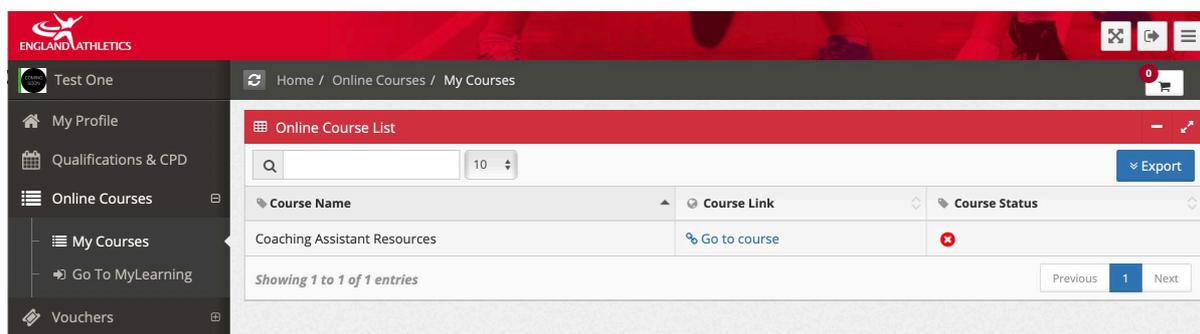


The screenshot shows the England Athletics website interface. The left-hand navigation menu is expanded, and the 'My Courses' option is highlighted with a red circle and a red arrow pointing to it. The main content area displays the same 'Purchased Items' table as in the previous screenshot:

Name	Course Code	Location	Postcode	Start Date	End Date	Actions
Coaching Assistant	LTCA1	LT-Live Location Test	BN1 3XA	2019-06-29 10:00	2019-06-30	<a href="#">resources</a> <a href="#">transfer</a>
Coaching Assistant Resources	CA-Resources	Online - My Learning	b42 2be	ongoing	ongoing	<a href="#">resources</a> <a href="#">transfer</a>

Showing 1 to 2 of 2 entries

3. Click on the 'Go to course' hyperlink



The screenshot shows the England Athletics website interface. The left-hand navigation menu is expanded, and the 'My Courses' option is highlighted with a red circle and a red arrow pointing to it. The main content area displays an 'Online Course List' table with the following data:

Course Name	Course Link	Course Status
Coaching Assistant Resources	<a href="#">Go to course</a>	<span style="color: red;">✘</span>

Showing 1 to 1 of 1 entries