

# Training Manual for The Locker

Coach Version



## Table of Contents

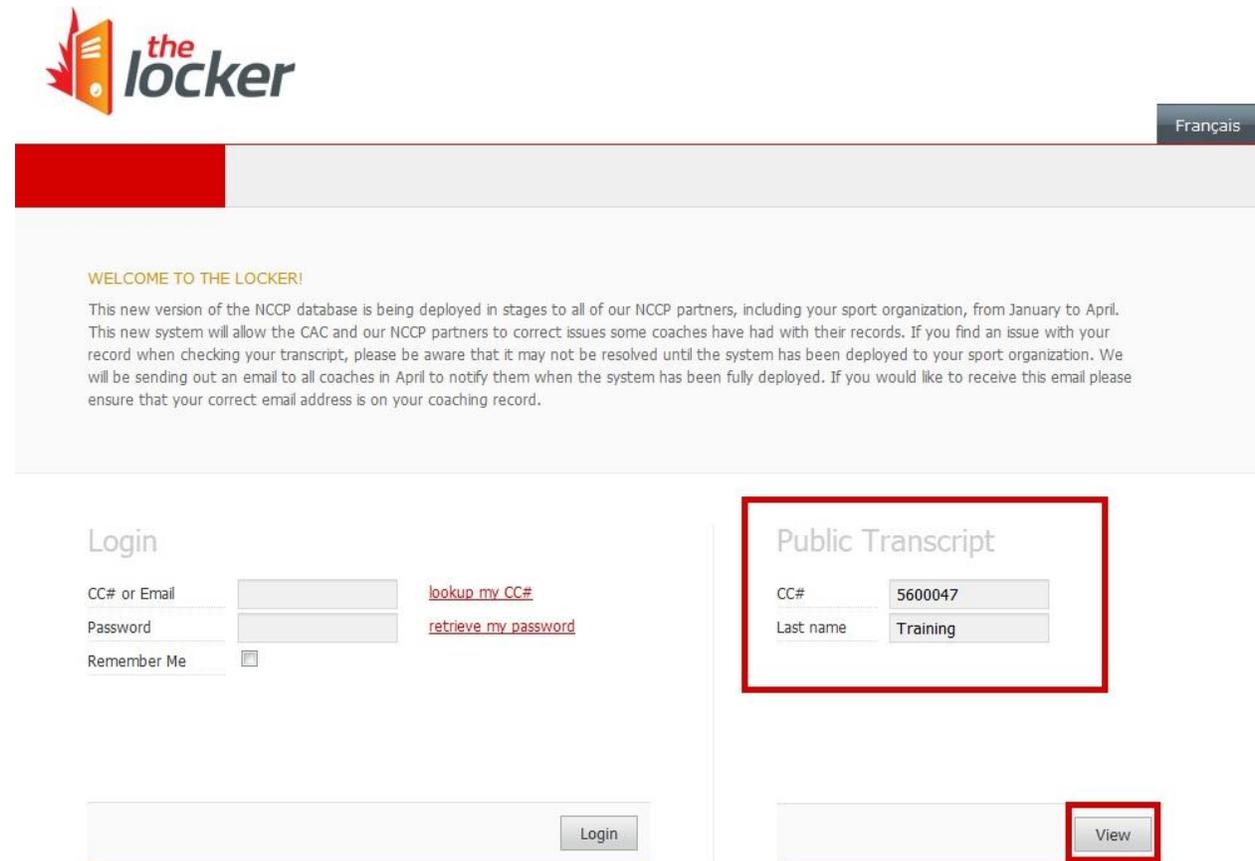
|   |    |
|---|----|
| I AM NOT A COACH REGISTERED IN THE LOCKER.....                          | 3  |
| How do I view another coach’s transcript? .....                         | 3  |
| How do I register in The Locker and obtain a CC#? .....                 | 3  |
| I AM A COACH REGISTERED IN THE LOCKER .....                             | 4  |
| How do I log in? .....  | 4  |
| How do I view my transcript? .....                                      | 4  |
| How do I edit personal information? .....                               | 5  |
| How do I edit, add or delete an address? .....                          | 6  |
| How do I change my password? .....                                      | 7  |
| I forgot my CC#. How do I find it? .....                                | 9  |
| I forgot my password. How do I retrieve it? .....                       | 12 |
| How do I search for a sport organization? .....                         | 14 |
| How can I find the coaching requirements (pathways) for my sport? ..... | 14 |

## I AM NOT A COACH REGISTERED IN THE LOCKER

### How do I view another coach's transcript?

On The Locker's main screen, under the **Public Transcript** heading, enter the CC# and last name of the coach you wish to look up.

Once you have entered the information, click on the **View** button to access the coach's transcript.



The screenshot shows the 'the locker' logo at the top left and a 'Français' button at the top right. Below the logo is a red bar. The main content area has a 'WELCOME TO THE LOCKER!' heading and a paragraph of text. Below this is a 'Login' section with input fields for 'CC# or Email', 'Password', and a 'Remember Me' checkbox. There are links for 'lookup my CC#' and 'retrieve my password'. To the right is a 'Public Transcript' section with input fields for 'CC#' (containing '5600047') and 'Last name' (containing 'Training'). A 'View' button is located below the 'Public Transcript' section. The 'Login' and 'View' buttons are highlighted with red boxes in the original image.

### How do I register in The Locker and obtain a CC#?

Before requesting a new CC#, we suggest you first try the **Lookup my CC#** function on the main screen (see:

I forgot my CC#. How do I find it?).

If you do not currently have a CC#, you can obtain one by contacting us at [coach@coach.ca](mailto:coach@coach.ca) or 613-235-5000 and providing your:

- Full name
- Full address
- Telephone number
- Date of birth [our [Privacy Policy](#) (.PDF 141 KB)]
- Unique e-mail address

## I AM A COACH REGISTERED IN THE LOCKER

### How do I log in?

On the main screen, under the **Login** heading, enter your CC# or email address as well as your password.

Afterwards, click on the **Login** button.

**the locker** Français

**WELCOME TO THE LOCKER!**

This new version of the NCCP database is being deployed in stages to all of our NCCP partners, including your sport organization, from January to April. This new system will allow the CAC and our NCCP partners to correct issues some coaches have had with their records. If you find an issue with your record when checking your transcript, please be aware that it may not be resolved until the system has been deployed to your sport organization. We will be sending out an email to all coaches in April to notify them when the system has been fully deployed. If you would like to receive this email please ensure that your correct email address is on your coaching record.

**Login**

CC# or Email  [lookup my CC#](#)

Password  [retrieve my password](#)

Remember Me

**Public Transcript**

CC#

Last name

### How do I view my transcript?

Once you have logged in, you will be taken to your profile. You can also access your profile by selecting your name on the top right corner of the screen and clicking on **Profile**

On the profile screen, click on the **Transcript** tab at the top of the screen to view your transcript.



People Events Organizations

Calendar Events Sports Locker Training

Locker Training

Profile

Transcript

Card

Delivery

Pathways



People Events Organizations

Calendar Events Sports Locker Training

Locker Training

Profile

Transcript

Card

Delivery

Pathways

COACH DIVING MULTI SPORT EVENT LEADER ALL

## National Coaching Certification Program



Locker Training CC# 5600047  
141 Laurier Ave W  
Ottawa, Ontario Canada K1P 5J3

Transcript of Records  
Date of Issue: April 3, 2012



## Diving



**TRAINED**

Since Mar 2012

### Diving Instruction - Beginners

Learning Experiences & Workshops

|   |             |                          |
|---|-------------|--------------------------|
| Diving Instruction - Beginners Workshop | 24-Mar-2012 | Penetanguishene, Ontario |
| Diving Instruction - Beginners Workshop | 11-Mar-2012 | Kitchener, Ontario       |

## How do I edit personal information?

Once you have logged in, you will be taken to your profile. You can also access your profile by selecting your name on the top right corner of the screen and clicking on **Profile**.

On the left half of the profile screen there is a form that allows you to modify personal information.

After the desired changes have been made, click on the **Save** button.

**Locker Training** Profile Transcript Card Delivery Pathways

|              |                         |  |
|--------------|-------------------------|--|
| CC#          | 5600047                 | <b>DEMOGRAPHICS</b>                            |
| Last name *  | Training                | <input type="checkbox"/> Armed Forces          |
| First name * | Locker                  | <input checked="" type="checkbox"/> RCMP       |
| Email        | lockertraining@coach.ca | <input checked="" type="checkbox"/> Aboriginal |
| Gender *     | Female                  | <input type="checkbox"/> Physical disability   |
| Birth date   | 01/26/1995              | <b>SECURITY</b>                                |
| Phone        |                         | Password *                                     |

Addresses [add address](#)

141 Laurier Ave W  
Ottawa, Ontario  
Canada K1P 5J3  
[edit](#) [delete](#)

Roles

### How do I edit, add or delete an address?

Once you have logged in, you will be taken to your profile. You can also access your profile by selecting your name on the top right corner of the screen and clicking on **Profile**.

On the right half of the profile screen, you will see the address(es) currently on file. To change an address, click on the **edit** link below the address you wish to modify.

You can add also an address by clicking on the **add address** link on the right of the **Addresses** heading.

**Locker Training** Profile Transcript Card Delivery Pathways

|              |                         |  |
|--------------|-------------------------|--|
| CC#          | 5600047                 | <b>DEMOGRAPHICS</b>                            |
| Last name *  | Training                | <input type="checkbox"/> Armed Forces          |
| First name * | Locker                  | <input checked="" type="checkbox"/> RCMP       |
| Email        | lockertraining@coach.ca | <input checked="" type="checkbox"/> Aboriginal |
| Gender *     | Female                  | <input type="checkbox"/> Physical disability   |
| Birth date   | 01/26/1995              | <b>SECURITY</b>                                |
| Phone        |                         | Password *                                     |

Addresses [add address](#)

141 Laurier Ave W  
Ottawa, Ontario  
Canada K1P 5J3  
[edit](#) [delete](#)

Roles

In either case, a form will appear prompting you to provide your address, country, province or territory, city and postal code. When the new information is entered, click on the **Save** button that appears below the form.

You can also cancel your modifications by clicking on the **Cancel** button.

The screenshot shows the user profile page for 'Locker Training'. The 'Addresses' section is highlighted with a red box, showing the following information:

|             |                   |
|-------------|-------------------|
| Address     | 141 Laurier Ave W |
| Country     | Canada            |
| Prov./Terr. | Ontario           |
| City        | Ottawa            |
| Postal code | K1P 5J3           |

Below the address form, the 'Save' and 'Cancel' buttons are also highlighted with a red box.

Finally, you can also delete an address by clicking on the **delete** link below the address you wish to remove.

### How do I change my password?

Once you have logged in, you will be taken to your profile. You can also access your profile by selecting your name on the top right corner of the screen and clicking on **Profile**.

On your profile, under the **SECURITY** heading, you will see a form intended for your password.

Begin typing your new password in this form. Once you begin typing, a new box will appear asking you to confirm your new password.

Re-type your new password in this new box and then click on the **Save** button.



Locker Training

Profile

Transcript

Card

Delivery

Pathways

CC# 5600047

Last name \* Training

First name \* Locker

Email lockertraining@coach.ca

Gender \* Female

Birth date 01/26/1995

Phone

DEMOGRAPHICS

- Armed Forces
- RCMP
- Aboriginal
- Physical disability

SECURITY

Password \*

Confirm password \*

Addresses

add address

141 Laurier Ave W  
Ottawa, Ontario  
Canada K1P 5J3

edit delete

Roles

This CAC user has roles for all organizations

Save

## I forgot my CC#. How do I find it?

On the main Locker screen, next to the **Login** form, click on **lookup my CC#**.

**the locker** Français

**WELCOME TO THE LOCKER!**

This new version of the NCCP database is being deployed in stages to all of our NCCP partners, including your sport organization, from January to April. This new system will allow the CAC and our NCCP partners to correct issues some coaches have had with their records. If you find an issue with your record when checking your transcript, please be aware that it may not be resolved until the system has been deployed to your sport organization. We will be sending out an email to all coaches in April to notify them when the system has been fully deployed. If you would like to receive this email please ensure that your correct email address is on your coaching record.

**Login**

CC# or Email  [lookup my CC#](#)

Password  [retrieve my password](#)

Remember Me

**Public Transcript**

CC#

Last name

A new form will appear. In the new form, enter your email address as well as the letters and the numbers appearing in the security box. Once completed, click on the **Lookup** button.

If the email provided was in our records, your CC# will be emailed to that address.

WELCOME TO THE LOCKER!

This new version of the NCCP database is being deployed in stages to all of our NCCP partners, including your sport organization, from January to April. This new system will allow the CAC and our NCCP partners to correct issues some coaches have had with their records. If you find an issue with your record when checking your transcript, please be aware that it may not be resolved until the system has been deployed to your sport organization. We will be sending out an email to all coaches in April to notify them when the system has been fully deployed. If you would like to receive this email please ensure that your correct email address is on your coaching record.

### CC# Lookup

Enter your email address and your CC# will be emailed to you.

[I don't have an email address](#)

Email

Enter the letters below



Lookup

Done

### Public Transcript

CC#

Last name

View

If you do not have an email address, you can also click on **I don't have an email address** in the **CC# Lookup** section and a new form will prompt you to provide your first name, last name and birth date.



Français

#### WELCOME TO THE LOCKER!

This new version of the NCCP database is being deployed in stages to all of our NCCP partners, including your sport organization, from January to April. This new system will allow the CAC and our NCCP partners to correct issues some coaches have had with their records. If you find an issue with your record when checking your transcript, please be aware that it may not be resolved until the system has been deployed to your sport organization. We will be sending out an email to all coaches in April to notify them when the system has been fully deployed. If you would like to receive this email please ensure that your correct email address is on your coaching record.

#### CC# Lookup

Enter your personal details to lookup your CC#.

First name

Last name

Birth date

Enter the letters below



Lookup Done

#### Public Transcript

CC#

Last name

View

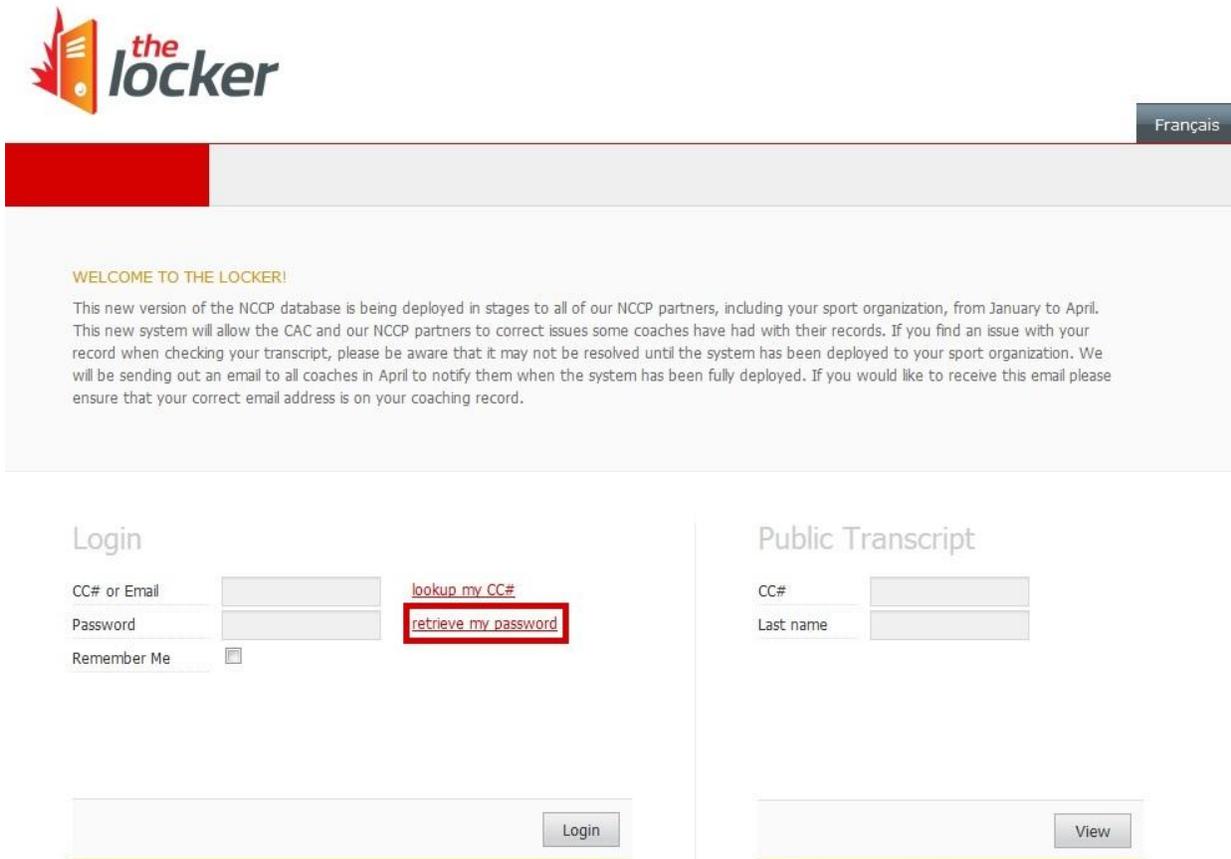
If the information provided is correct, your CC# will appear on screen.

If you cannot locate your CC#, please contact us at [coach@coach.ca](mailto:coach@coach.ca) or 613-235-5000 and provide your:

- Full name
- Full address
- Telephone number
- Date of birth [our [Privacy Policy](#) (.PDF 141 KB)]
- Unique e-mail address

## I forgot my password. How do I retrieve it?

On the main Locker screen, next to the **Login** form, click on **retrieve my password**.



The screenshot shows the 'the locker' website interface. At the top left is the logo for 'the locker' with a stylized orange and red icon. At the top right is a 'Français' button. Below the header is a red bar. The main content area has a heading 'WELCOME TO THE LOCKER!' followed by a paragraph of text. Below this are two columns of forms. The left column is titled 'Login' and contains three input fields: 'CC# or Email', 'Password', and 'Remember Me' with a checkbox. There are two links: 'lookup my CC#' and 'retrieve my password', with the latter highlighted by a red box. A 'Login' button is at the bottom of this column. The right column is titled 'Public Transcript' and contains two input fields: 'CC#' and 'Last name'. A 'View' button is at the bottom of this column.

A new form will appear. In the new form, enter your e-mail address as well as the letters and the numbers appearing in the security box. Once the information has been entered, click on the **Lookup** button.

If the e-mail provided was in our records, your password will be emailed to you.

WELCOME TO THE LOCKER!

This new version of the NCCP database is being deployed in stages to all of our NCCP partners, including your sport organization, from January to April. This new system will allow the CAC and our NCCP partners to correct issues some coaches have had with their records. If you find an issue with your record when checking your transcript, please be aware that it may not be resolved until the system has been deployed to your sport organization. We will be sending out an email to all coaches in April to notify them when the system has been fully deployed. If you would like to receive this email please ensure that your correct email address is on your coaching record.

### Password Lookup

Enter your email address and your password will be emailed to you.

[I don't have an email address](#)

Email

Enter the letters below



Lookup

Done

### Public Transcript

CC#

Last name

View

If you cannot locate your password, please contact us at [coach@coach.ca](mailto:coach@coach.ca) or 613-235-5000 and provide your:

- CC#
- Full name
- Full address
- Telephone number
- Date of birth [our [Privacy Policy](#) (.PDF 141 KB)]
- Unique e-mail address

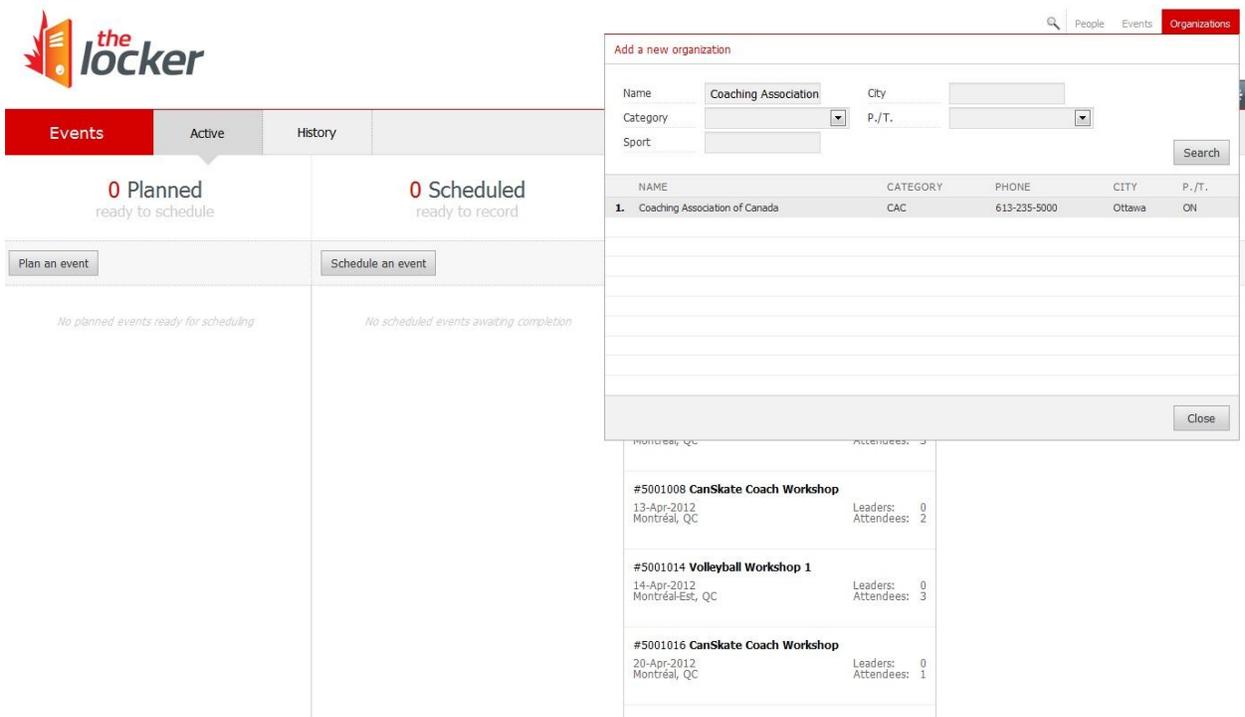
## How do I search for a sport organization?

Once you log in, a magnifying glass will appear in the top-right corner of the screen. Next to this magnifying glass, certain search options will appear.



To search for a sport organization, click on the **Organizations** button next to the magnifying glass. A fuller search menu will then appear.

Once you have input the one or many of the search criteria, click on the Search button and a list of results will appear below. To view additional details, click on the desired organization in the results.



## How can I find the coaching requirements (pathways) for my sport?

Once you have logged in, you will be taken to your profile. You can also access your profile by selecting your name on the top right corner of the screen and clicking on **Profile**.

To view the next steps in your coaching pathway, select the Pathways tab on your profile. For more complete details, you may contact your provincial or territorial sport organization.