

**GUIDE TO NAVIGATING CYCLING CANADA'S
EDUCATION PORTAL**



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EDUCATION PORTAL

INTRODUCTION

Welcome to the guide to navigating Cycling Canada's Education Portal. This guide was developed to assist users with navigating the portal, providing helpful tips & tricks to properly utilize each section of the portal.

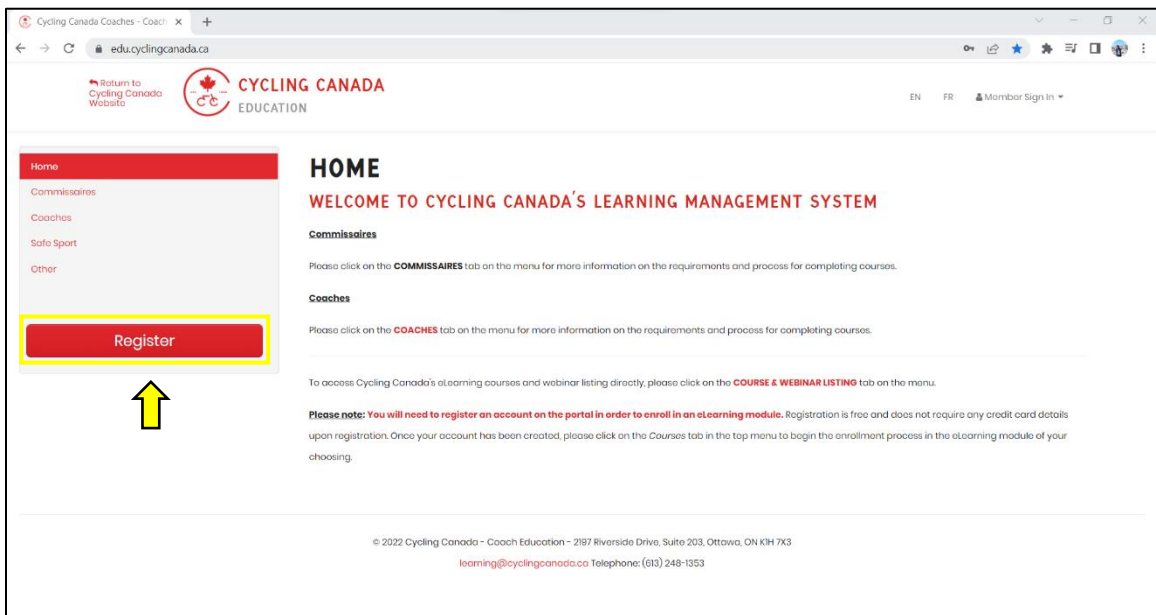
In this guide you will learn how to register an account on the portal, enroll in an online module, course or webinar, review documents through the *Tools* section, and check for upcoming courses and workshops in your province.

Throughout this user guide, you will be provided with a series of screen shots to help you navigate through the website

FIRST TIME USER: PROFILE REGISTRATION

To enroll in an online module, course and/or webinar through the education portal, individuals must first register and create a profile. To do this:

Go to edu.cyclingcanada.ca to access the homepage of the portal. Click on *Register* at the bottom of the left-hand menu to begin the registration process.



You will be required to complete the registration form with all the mandatory fields.

The screenshot shows the registration form for Cycling Canada Education. At the top left, there is a link to 'Return to Cycling Canada Website' and the Cycling Canada Education logo. At the top right, there are language options 'EN' and 'FR', and a 'Member Sign In' dropdown menu. Below the header is a yellow banner with a 'Back to Details' button and the instruction 'PLEASE COMPLETE THE FOLLOWING FORM TO REGISTER:'. The form itself contains several fields: 'Member Type' with radio buttons for 'Coach' (selected), 'Commissaire', and 'Coach and Commissaire'; 'username' with a text input field and a tooltip that says 'Create your own (to access the site) Letters, numbers, and _ only'; 'password' with a text input field and a tooltip that says 'Create your own (to access the site) Password must contain at least 8 characters, contain at least 1 number, contain at least 1 capital letter, contain at least 1 lowercase letter'; 'CCN Number' with a text input field and a tooltip that says 'if known'; and 'NCCP Number' with a text input field and a tooltip that says 'will be created if you don't have one'.

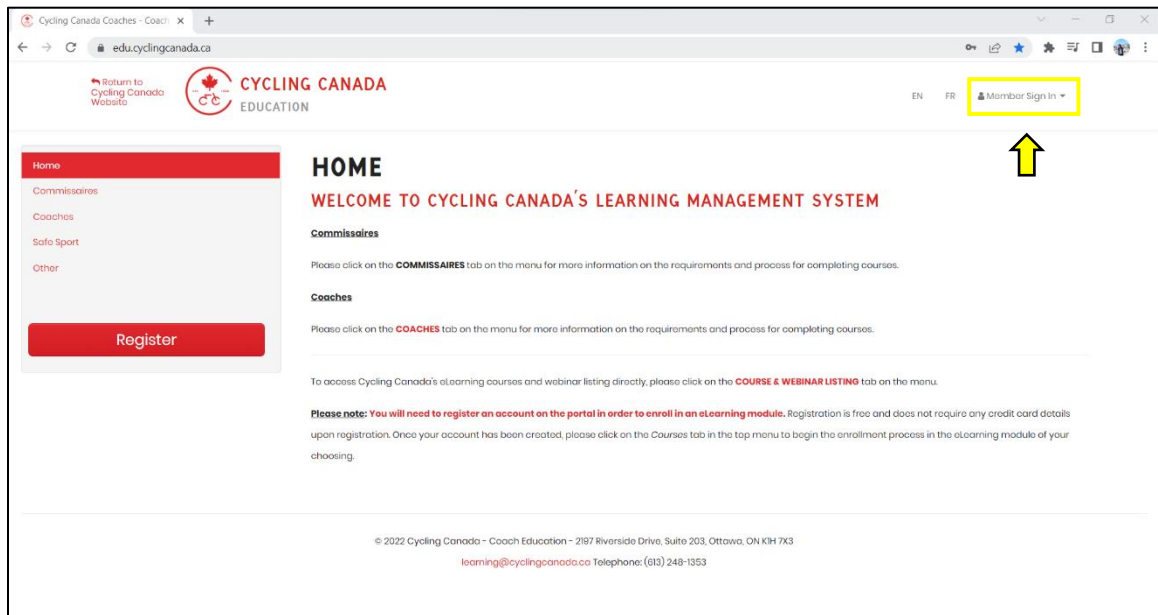
NOTE: For Coaches: When creating your education account, if you already have an account with the Coaching Association of Canada (CAC) Locker, please ensure that you are using the same email address and NCCP # as this account. This will ensure that all information will sync properly to the CAC Locker.

Should you forget which email address and/or NCCP # is associated with your CAC Locker account, please go to thelocker.coach.ca and follow the outlined steps.

Once all required information has been filled out, complete the profile registration process by selecting **Register** at the bottom of the page. This will complete the registration process and log you into the education portal.

RETURNING USER: LOGGING IN

For returning coaches and commissaires who have pre-existing login credentials to the education portal you can login into your account by clicking on “Member Sign In”

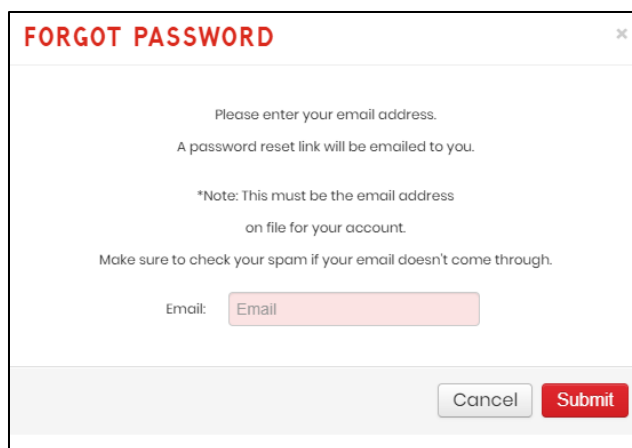


Here it will ask you to input your username and password to login.

FORGOTTEN PASSWORD

If you have forgotten your password, click on the forgot button function (as seen in the image on the right-hand side).

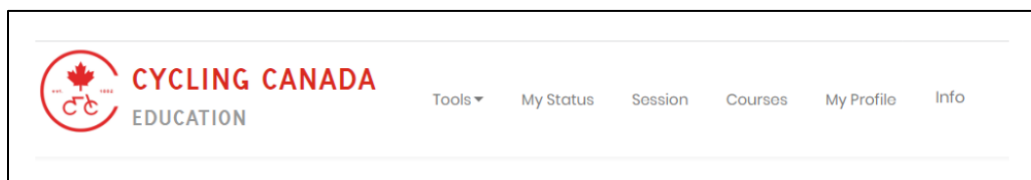
This will prompt for a forgot password page to appear, where you will be required to input the email address associated with your account. Once your email address is inputted, you will receive an email with a temporary password.



Ensure that once you regain access to your account with the temporary password that you take the time to reset it.

NAVIGATING THE EDUCATION PORTAL

Once you have successfully logged into the LMS, a series of tabs will be presented. Each tab leads to a separate page that will be described in detail in the following section.



TOOLS

The **Tools** tab is where you can find additional resources in the form of useful external *Links* and *Documents*. This tab is constantly being updated by Cycling Canada and/or its provincial and territorial partners, to provide you with information to help enhance your learning and development.

If you are registered as a Facilitator on the portal, a separate **Facilitators** section will appear in the top-hand menu. This section is similar to the **Tools** section as it is used as a resource-sharing dashboard between Cycling Canada, its provincial partners, and the facilitators on the portal.

MY STATUS: BACKGROUND

The **My Status** section of the portal is the area of the portal where users can check on their status with regards to the eLearning modules, they are enrolled in.

- If you are registered as a **Coach** on the portal, all the coaching eLearning modules available on the portal will appear under their respective NCCP context.
- If you are registered as an **Commissaire** on the portal, all the Commissaire eLearning modules available on the portal will appear on this page.
- If you are registered as both a **Coach and Commissaire**, all the Coaching and Commissaire eLearning modules available on the portal will appear on this page.

MY STATUS: REGISTERING FOR ELEARNING MODULES

Under the **My Status** section, participants will be able to register for all the available eLearning modules made available by Cycling Canada.

To register for one of these eLearning modules, scroll until you find the desired eLearning module then select Register.

COMMUNITY INITIATION

ELEARNING		
Component	Registered	Completed
1 Cycling Foundations eLearning There is a \$15 charge for this module.		--
2 HopOn eLearning Access ID required to register.		--

Access to the eLearning courses can be obtained in one of three ways:

- 1. Credit Card Payment** – Participants can select the **Register with Credit Card**, tab and pay the registration fee.
- 2. Access ID Code** – Access ID’s can be generated by Cycling Canada and/or your provincial cycling organization. These access IDs are only provided when payment has been done in advance for large groups such as club members wishing to take a specific eLearning module.
 - a. Please note:** Access ID’s can only be used once and cannot be shared between users. Once the code is entered it cannot be used again.
- 3. Coupon Code** – Provided by Cycling Canada, a specific coupon code can be applied that will provide a discount on the specific eLearning. If the coupon code is only for a partial discount, participants will still have to proceed with credit card payment after the code has been applied.

Test is registering for **Cycling Foundations eLearning (\$15)**

Enter an Access ID [✓ Register with Access ID](#)

OR Register with credit card (or coupon) below

\$15.00

Coupon Code (optional):

[✓ Register with Credit Card](#)

Once one of these three access methods has been applied, participants will automatically be brought to the home page of the eLearning module.

NOTE: For participants who have successfully registered, a green checkmark ✓ will appear under the **Registered** column, along with the date of registration.

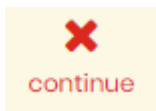
GENERAL

ELEARNING			
Component	Registered	Completed	
1 CAN-BIKE eLearning	✓ 2022-07-29	✗ continue	

COMMUNITY INITIATION

ELEARNING			
Component	Registered	Completed	
1 Cycling Foundations eLearning	-	✓ 2022-07-29	
2 HopOn eLearning Access ID required to register.	register	--	

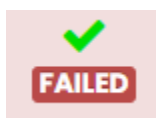
The portal automatically saves the users progress in the module once it has been started. Once registered, a user's status will appear as one of the following three options under the column:



- This means the user has not yet completed the module. To begin/resume your progress, simply click on *Continue* to launch the module.



- This means the user has completed the module. Modules that do not have a test component included will automatically show this upon completion. Modules that include a test or exam component will automatically show this upon completion **and** meeting the required grade to pass the training.




- This means the user has completed the module but has not met the required passing grade. This status only appears on modules that include a test or exam component.

MY STATUS: MULTISPORT MODULES

NCCP Multi-sport training modules cover topics relevant to all sports (e.g., Sport Nutrition; Emergency Action Plan; or Making Head Way) and help you become a more effective coach and/or commissaire. They also provide training for coaches working towards *Trained status* within their NCCP coaching pathways. Completing any module counts toward your Maintenance of Certification. You can visit the CAC’s website for more information (<https://coach.ca/nccp-multi-sport-training-modules>).

If you have completed one of the multi-sport modules or online evaluations listed below, simply click on the **Confirm Completion** button beside the multi-sport module to have the credit included in the LMS.

MULTISPORT		
Component	Registered	Completed
1 NCCP Making Ethical Decisions ▾	 Confirm Completion	--
2 NCCP Make Ethical Decisions Online Evaluation ▾	Confirm Completion	--
3 NCCP Emergency Action Plan ▾	Confirm Completion	--
4 NCCP Sport Nutrition ▾	Confirm Completion	--
5 NCCP Safe Sport Training ▾	Confirm Completion	--
6 NCCP Making Head Way ▾	Confirm Completion	--

The multi-sport modules include:

- Make Ethical Decisions
- Make Ethical Decisions Online Evaluation
- Emergency Action Plan
- Sport Nutrition
- Safe Sport Training
- Making Head Way

SESSION

The **Session** page serves as a bookmark. When the **Session** tab is selected, it will bring you directly to the last page you were working on prior to logging out of the education portal.

COURSE: NCCP COURSE REGISTRATION

The **Course** tab is where you can browse through the available NCCP courses being offered around the country. The image below shows the course landing page and all the information that would be included for each course. Details include:

- Course Name
- Course Delivery
- Course Date(s)
- Course Price
- Facilitator Name
- Pre-Requisites
- Course Material
 - Made available via the PDF button

The screenshot shows a web interface for course registration. At the top, there are filters for Province (Cycling Canada), Course Module (all), and Year (2022). Below the filters is a table with the following columns: City, Course Name, Module(s), Date, Location, Cost, Facilitator, Contact, Contact Email, Notes, and PDF. The table contains one course entry: 'Skills and Tactics Theory (English)' with a 'Register' button. The 'Date' column lists four dates: Sep 28/22 @ 7:00pm to 9:00pm, Sep 29/22 @ 7:00pm to 9:00pm, Sep 30/22 @ 7:00pm to 9:00pm, and Oct 05/22 @ 7:00pm to 9:00pm (EST). The 'Notes' column contains a message about a minimum of 5 participants and a list of pre-requisites.

City	Course Name	Module(s)	Date	Location	Cost	Facilitator	Contact	Contact Email	Notes	PDF
Online	Skills and Tactics Theory (English)	★ Skills and Tactics Theory	EST: Sep 28/22 @ 7:00pm to 9:00pm EST: Sep 29/22 @ 7:00pm to 9:00pm EST: Sep 30/22 @ 7:00pm to 9:00pm EST: Oct 05/22 @ 7:00pm to 9:00pm (EST)	Online	\$75	Chantal Thompson	Jon Milligan		We will need a minimum of 5 participants for the course to run. Pre-requisites for the course: <ul style="list-style-type: none">• Cycling Foundations eLearning (register through Cycling Canada LMS)• NCCP Emergency Action Plan (register through the Locker)• Basic Cycling Skills (in person through your Provincial Cycling Association)• NCCP Make Ethical Decisions (register through your Provincial Coaching Association)	PDF


NOTE: You can narrow your search by using the different filter options including searching for courses by province or by course name:

Coaches and commissaires must have completed all the pre-requisites before they can register for a course. The pre-requisites for each course will be located on the right-hand side. Only once all pre-requisites have been completed will the **Register** button be made available.

Once participants have selected all pre-requisites, they can register for the course by selecting the red **Register** button on the left-hand side of the screen. Payment for courses will follow the same format as the eLearning modules with three methods of payment being available to utilize.

MY PROFILE

The **My Profile** tab is where all your contact and sign-up information is stored. Should you need to update any of these details, simply remove the pre-existing information in the box and input the updated information. Ensure you select the button at the

 bottom of the page to ensure the changes are saved.

INFO

The **Info** tab re-directs participants back to the education portal's home page. On the home page, by selecting one of the tabs on the left-hand side you can find more information related to the specific topic. For example, on the "Coach" tab you will find the breakdown of the Cycling Coaching Pathway and more details pertaining to the NCCP program.

On this page you will also find the FAQ page, which offers a series of answers to commonly asked questions.

CONTACT

For any questions regarding this user guide or the Education Portal please contact learning@cyclingscanada.ca.