

How to check that you have completed all steps for your licence

If you have received an email advising that you have not completed all steps for licence, or just want to see where you are in the process, please double check your own accounts against the screenshots and guidance below.

Further support is available in our online step by step guidance:

<https://www.scottishathletics.org.uk/coaches/obtaining-or-renewing-your-uka-coach-leader-licence/>

Mandatory Training – www.athleticshub.co.uk

If you have completed all elements of the relevant Mandatory Training for your level of licence (as per your renewal email) you should see the course displayed in 'My Courses' with a green tick (see screenshot below).

If you do not see a green tick, please return to Mandatory Training in 'My Learning' and check to see if the course completion status box (right hand side of the page) shows all activity as complete (i.e. 5/5). If not, find the outstanding tasks and complete.

In the case that all activity is showing as complete, but you cannot see a green tick please contact coaching@scottishathletics.org.uk

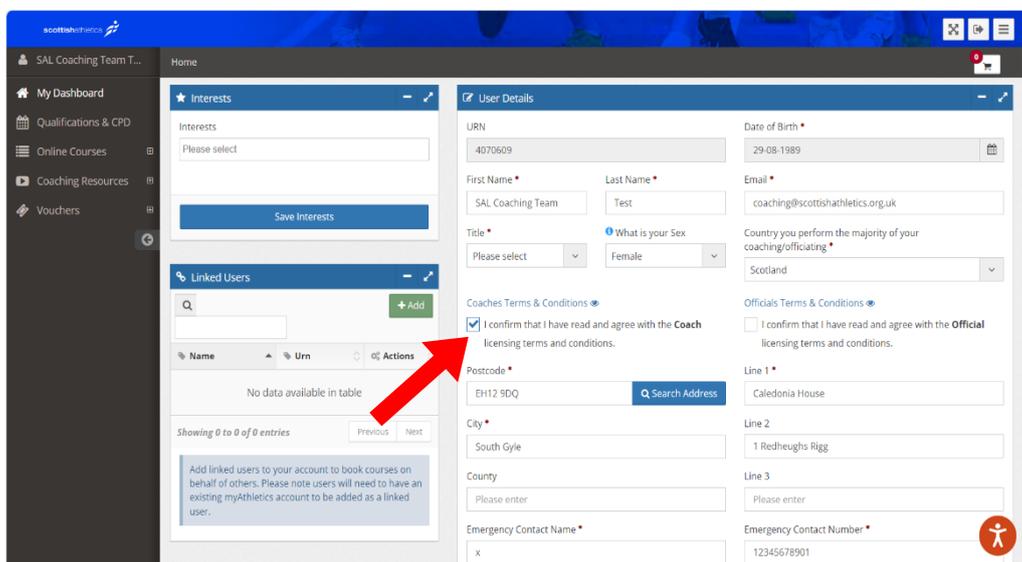
n.b. please make sure that you have ticked the first box confirming that you have understood the requirements.



Terms and Conditions – www.athleticshub.co.uk

Please make sure that you have ticked the relevant box relating to your licence (either coach or official or both) and then clicked the blue submit bar at the bottom of the page.

n.b. once you have clicked submit, please double check that the tick is still showing in the relevant boxes



Background Check – [myAthletics Portal](#)

You can check to see that your PVG or Self Declaration (depending on the requirements for your licence) has been processed and added to the system by looking at the date listed in myAthletics Portal (as per screenshot below)

Please note the following:

- It can take up to 4 weeks from completion of the online application form for your PVG to be processed and added to your licence.
- 'DBS' refers to the background check required in England and Wales. If your date is showing as expired, please do not click the DBS link but contact your club Welfare Officer or PVG@scottishathletics.org.uk to discuss.

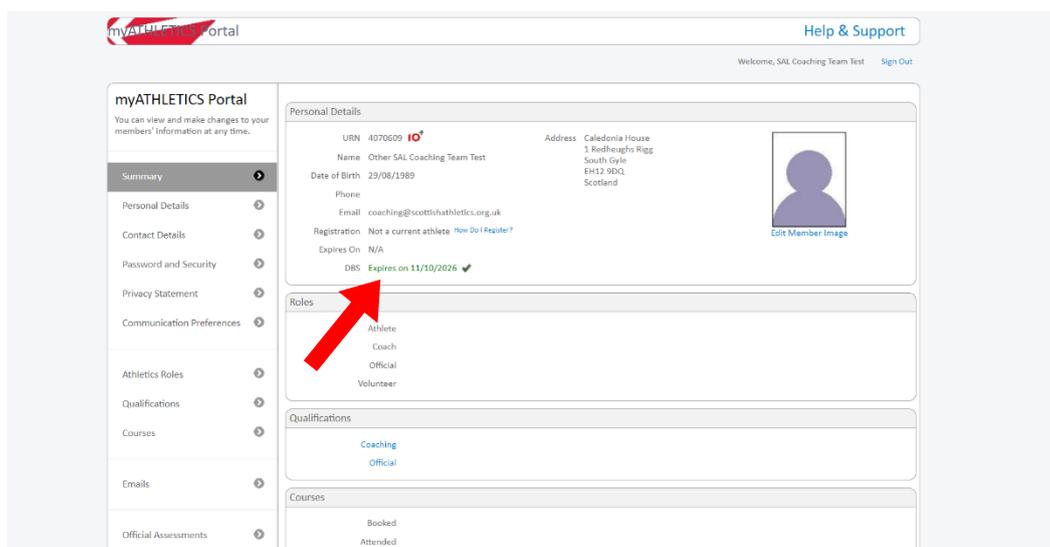


Photo Upload – [myAthletics Portal](#)

If your photograph has been uploaded successfully, it will show in myAthletics Portal (as indicated in the screenshot below).

Please note the following:

- To ensure that it is accepted, it is important that you follow the guidance for photo upload as outlined in your emails.
- Your photograph cannot be uploaded in Athletics Hub, nor will it be displayed in there once accepted/ added to your licence.

