eCertification Utilities User Guide

Version 1.2

October 15, 2009

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Introduction

The LeagueOne e-Certification Utilities are designed to help you manage your coaching or referee certifications for your organization. This document explains how to use the features of the system.

How to use this document

This document is intended to be both a Guide and a Reference. The Guide will help you to solve your particular scheduling situation and the Reference will help you understand how to use particular screens.

For a general introduction, please see ‘Getting Started With Your First ’ on page 4. This will give you an introduction to the basics.

Terminology

It is helpful to understand the terminology that is used.

Certification Types	These are the types of certifications or licenses that your organization currently offers.
Certification Level	Each Certification Type must have an associated level. This is what is used to assign to the coaches.
Evaluation Form	An unbiased form that can be sent to the attendees to review a clinic they attended.
Certificate	A customized certificate will be generated for each attendee once they meet the respective clinic requirements.

User Guide

Getting Started With Your First Coaching Clinic

To get started we recommend that you proceed with the following steps:

1) **Please provide your Active Technical Account Manager/Support Associate with the following information.**
    a. Clinic Start Date - This is the start date of the clinic
    b. Certification Type – This is type of clinic you want to host (E License, Youth Module)
    c. Clinic Location - This is the location of the clinic
    d. Clinic Instructor – This is the main instructor for the clinic. They should be a registered coach within your organization.
    e. Description - A brief description of the clinic, best practice is to include the cost and the clinic start time.
    f. Registration Fee – The fee to attend the clinic.
    g. Pre-Course Documentation – If you have specific documentation that you would like the attendees to review and have it hosted on your server. You can send that link to the associate. Active does not host pre-course documents.

Active Professional Services will create your clinics within the LeagueOne System.

Overview

The Reference section of this document describes how to manage a coaching clinic. The new coaching/certification utilities will allow your organization to effectively manage coaching education courses within their state that are essentially open to any coach under your hierarchy. The coaching features are fully integrated into the current LeagueOne online registration interface which creates a consistent look and feel for coaches that are already familiar with this feature.

From an administrative perspective, Active Professional Services will work hand in hand with the coaching education department assisting in the management of the certification offerings and the creation/editing of the coaching courses available. Your organization will have full access to manage these coaching clinics which includes the ability to mark attendance, pass/fail attendees, distribute certificates and evaluations, review evaluations and utilize email communications features.

Additionally, the LeagueOne Certification/Coaching functionality is completely integrated with the data that already exists within your database. As coaches pass coaching education courses and are granted new licenses these are automatically updated within their records. This updated information about your coaches is displayed on their respective team rosters and any other applicable area displaying their information.

The LeagueOne Certification Utilities Process Flow

Organization Administrative Process (some items involve Professional Services assistance):

Step 1: Create/Edit Certification Types (Active Professional Services)

Step 2: Create/Edit Certification Levels to Certification Types (Active Professional Services)

Step 3: Create Coaching Programs/Course (Active Professional Services)

Step 4: Manage attendees (Email, Grade, Mark Attendance, and Assign License Level)

Step 5: Distribute Certification Specific Evaluation

Step 6: Distribute Certificate to course attendees

User Process:

Step 1: View available courses from external programs page

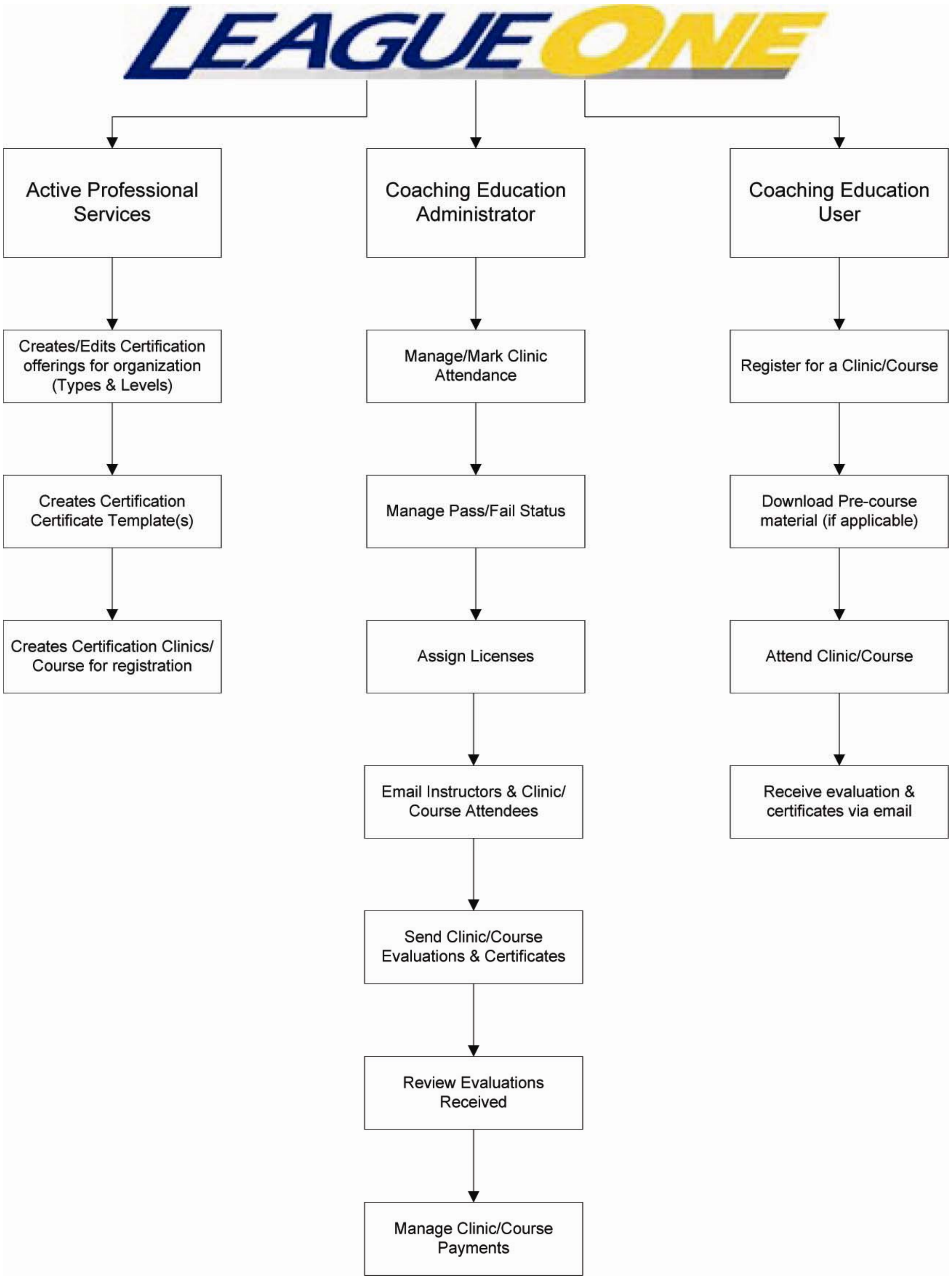
Step 2: Log into your Club to register for course (follows current L1 club registration process)

Step 3: Attend (and pass) course

Step 4: Complete Evaluation (if applicable)

Step 5: Receive Certificate via email

LeagueOne Certification Utilities – Roles & Responsibilities



How to Manage a Clinic in 8 Steps

The Clinic Management feature allows you to manage the clinic attendees, communicate via email, assign licenses and review evaluation information (if applicable).

Step 1: To access the Clinic Management feature from the Club menu. Click on the Clinic Management Menu item.

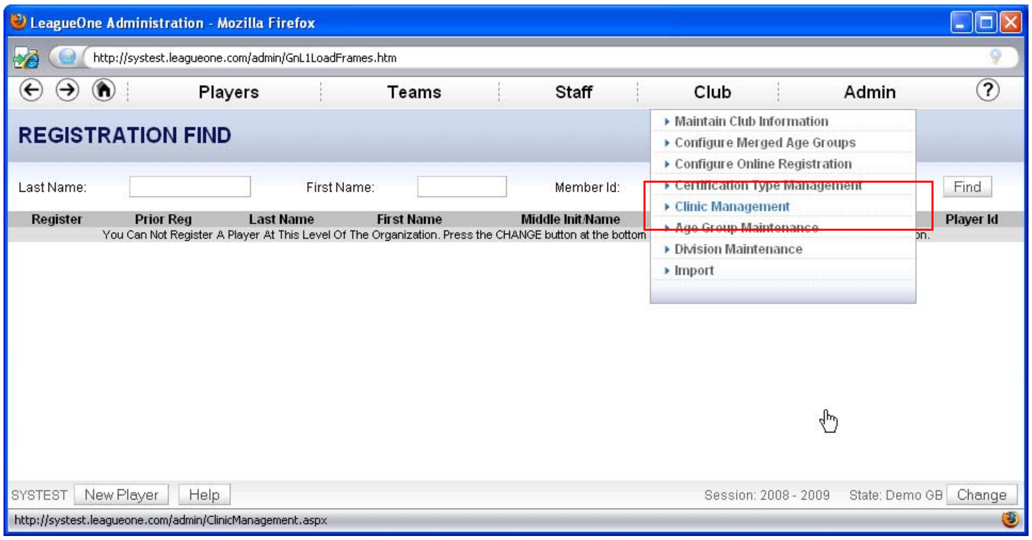


Figure 1 - Accessing Clinic Management Page

Step 2: You will be taken to a display listing of your coaching education programs that were created on your behalf. From this display you can perform a variety of functions that include managing the attendees, email the participants or instructors and review evaluations received.

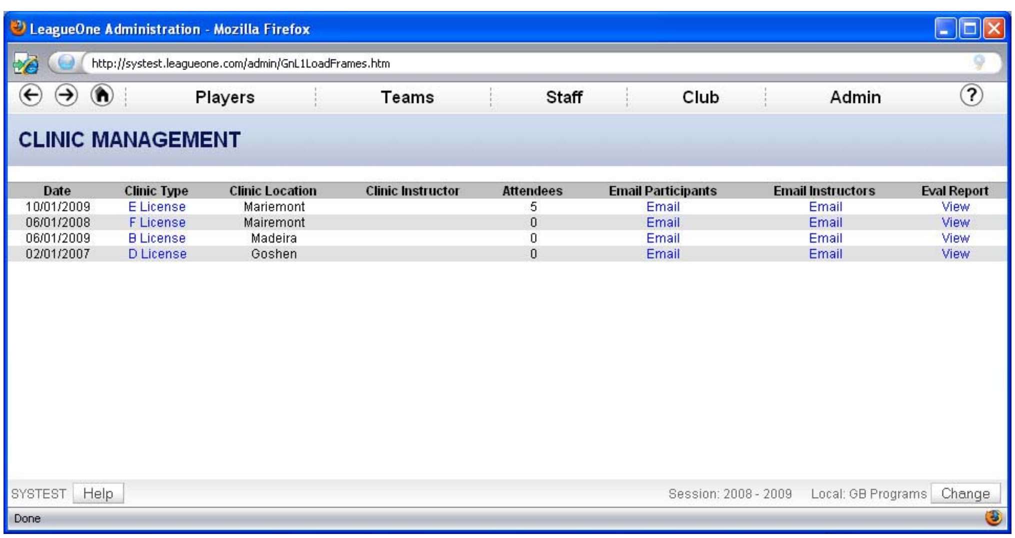


Figure 2 - Clinic Management Listing of Clinics

Step 3: From the Clinic Management Listing of Clinics Display, by clicking on the Clinic Type you can view the attendees that have registered for a respective clinic. This display allows you to complete a variety of functions. Specific information about each function is listed in the reference section at the end of this user guide.

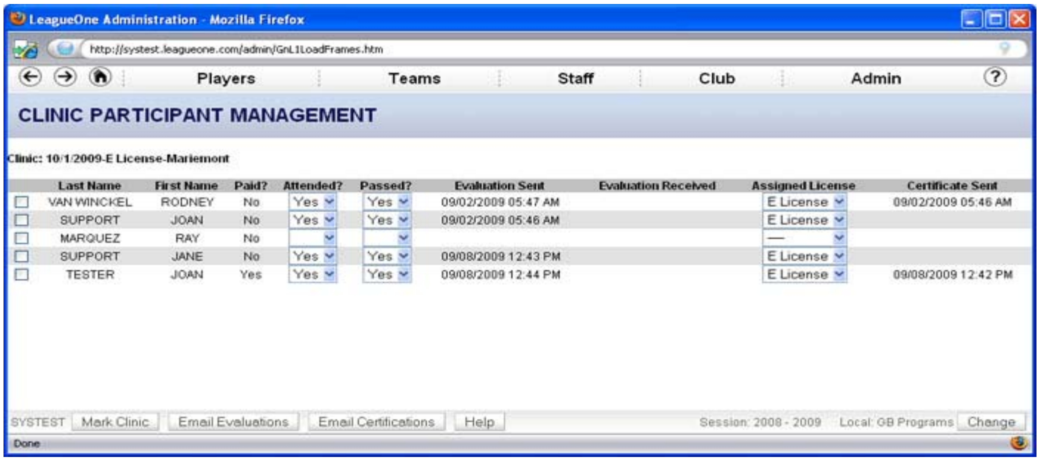


Figure 3 – Clinic Attendee Listing

Step 4: Once a clinic has been completed use the display above to mark class attendance by selecting the drop-down menu ATTENDED and change to a YES or NO based on your records. To save your changes at anytime, press the MARK CLINIC button.

Step 5: If the coaching course has an evaluation required, it is a best practice to send these before grading and sending course certificates.

To send the evaluations:

1) Check the record row check box next to the course attendees or use the SELECT ALL button at the top of the table to mark all of the attendees listed.
2) Press the EMAIL EVALUATIONS button.

This will automatically send a simple predefined email with a link to the evaluation form to all selected attendees. Results can be viewed on the Clinic Listing Page (see figure 2 in this user guide). All results are unbiased and not disclose the user's identity within the evaluation report. Please note, that the receipt date of the evaluation is marked on the Clinic Attendee Listing page.

Step 6: Follow the same process used to mark attendance to mark PASS/FAIL for each course attendee. To save your changes at anytime, press the MARK CLINIC button.

Step 7: After you have marked attendance and their passing status, you can now assign their license type.

To assign a license to a coach:

1) Pull the drop-down ASSIGNED LICENSE for each course attendee and change to the license you would like them to receive.
2) Click the MARK CLINIC button to save the changes to the coach.

The record row check box should automatically check when you assign the license type. If you have a clinic with more than one license level you will see the additional levels in the drop-down for assignment. To save your changes at anytime, press the MARK CLINIC button.

Step 8: You are now ready to send your newly passed coaches their certificates. To send, select the check boxes for each coach or use SELECT ALL feature and press the EMAIL CERTIFICATES button. This will send a pre-defined email to each coach with a link to their new coaching certificate.

Clinic Management Listing Page Details

View Clinic Date

This is the start of the clinic for the clinic/program that was created by the Active Staff Member.

Manage Attendees

When you click on the clinic type for the respective clinic you will be taken to the Clinic Attendee Listing page.

Clinic Location

This is the location for the clinic/program that was created by the Active Staff Member.

Clinic Instructor

This is the coach/instructor assigned to conduct the clinic.

Attendees

This is a count of all attendees that have registered for the respective course. Paid and Unpaid attendees are counted

Email Participants

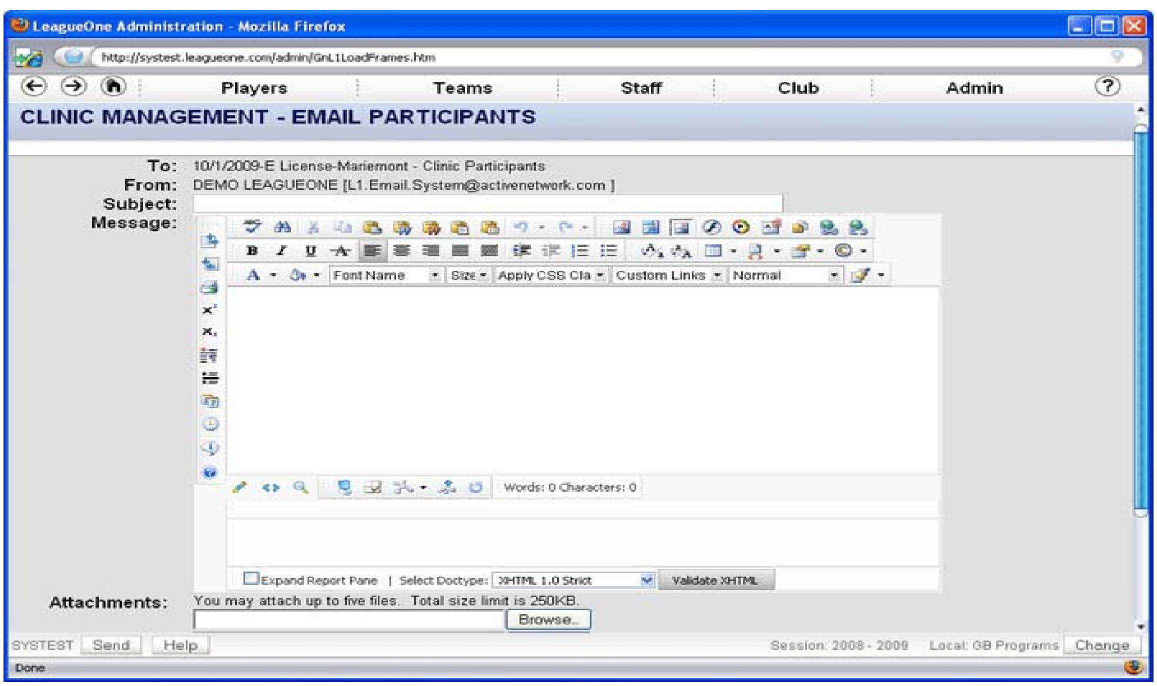


Figure 4 – Email Participants View

You can email all class participants with this feature. This email will go to all registered users for the clinic.

To - Your email will be sent to all clinic participants who have a valid email address in the system. If a player or younger coach (non-guardian) has registered for a clinic the email will be sent to either the guardian or family email address.

From - This is your email address. If your email address is not in the system, you will see a link that will take you to your Staff record where you can update your email address. Your email address must be present to send an email.

Subject - The subject of the email message.

Message - The body of your email message.

Attachments - You may include up to 5 attachments as long as the combined size is less than 2MB. To select an attachment, press the Browse button and locate the file on your computer

Email Instructor

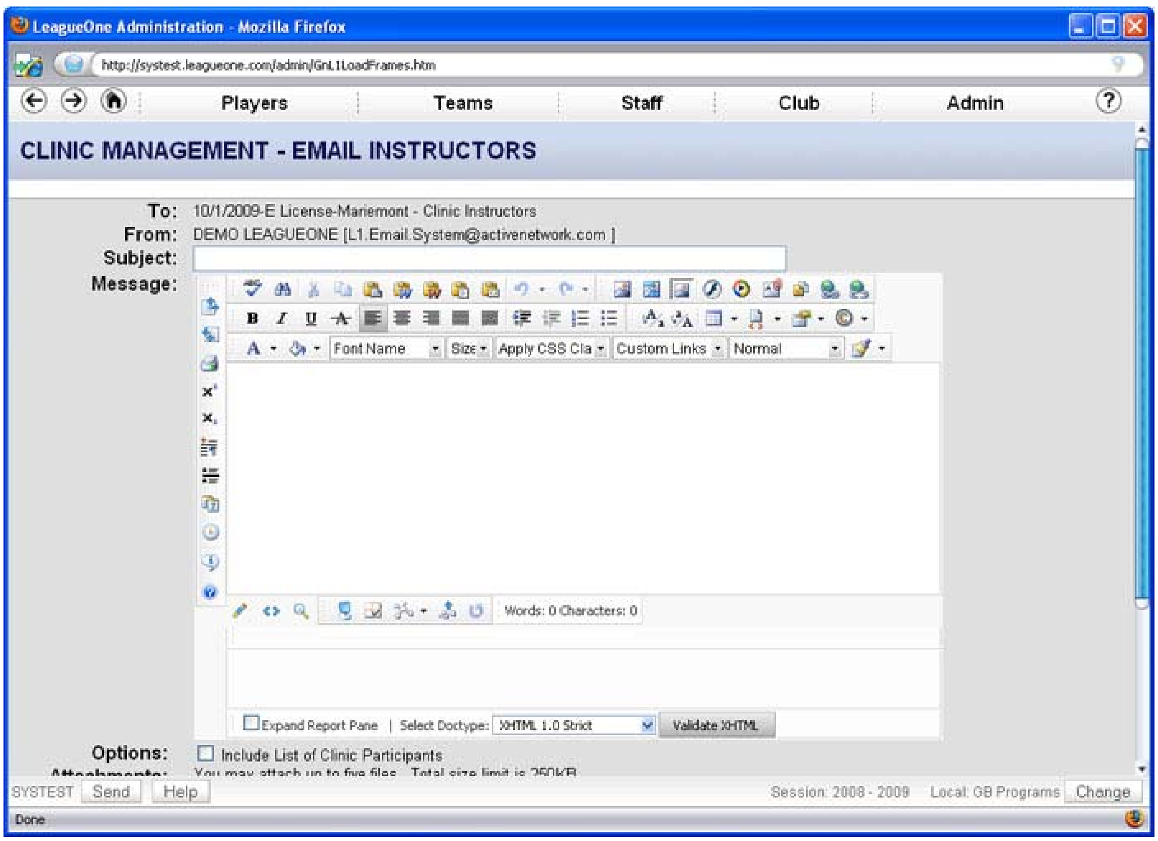


Figure 5 – Email Instructors View

You can email the instructor assigned to the clinic from this page. You can also include a list if the clinic participants with this feature.

Evaluation Summary Report

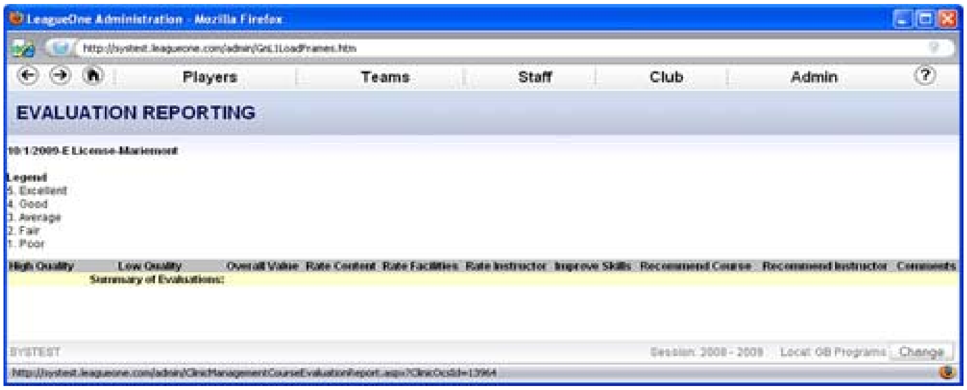


Figure 6 – Evaluation Summary

This display will show all of the data received from the evaluation forms.

Clinic Attendee Listing Page

Mark Attendance
After the clinic has been completed, you can mark the class attendance. When you mark the attendance, the associated checkbox on the record row will be automatically checked. To execute and save changes click the "Mark Clinic" button.

Pass/Fail
After the clinic has been completed, you can mark the class Pass/Fail. When you mark the Pass/Fail, the associated checkbox on the record row will be automatically checked. To execute and save changes click the "Mark Clinic" button.

Evaluations (Send, Sent, Received)
To send an evaluation to class attendees check their associated record row check box (or use SELECT ALL button to select all attendees) and press the "Email Evaluations" button. This will send an auto generated email that will include a link to the clinic evaluation form. The system will time stamp the date you sent an evaluation to each attendee. When an attendees submits the evaluation the system will also time stamp this.

Assigning a License
After the clinic has been completed, you can assign licenses to the attendees. When you assign their respective license types, the associated checkbox on the record row will be automatically checked. To save your changes, click the MARK CLINIC button.

Certificates (Send, Sent, Received)
To send certificates to class attendees check their associated record row check box (or use SELECT ALL button to select all attendees) and press the "Email Certifications" button. This will send an auto generated email that will include a link to their coaching certificate. The system will time stamp the date you sent a certificate to each attendee.

Action Buttons on Clinic Attendee Listing Page

Select All
Allows you to select all attendees at once. This button will check all boxes at once

Select All Unmarked
This feature will automatically find and mark attendance and a passing grade for any coach record that has not been edited. You will still need to assign license type.

Mark Clinic
This button records all data to the database. This button should be used after every change.

Email Certificates & Email Evaluations
These buttons will automatically send emails and links to any selected coach record.