

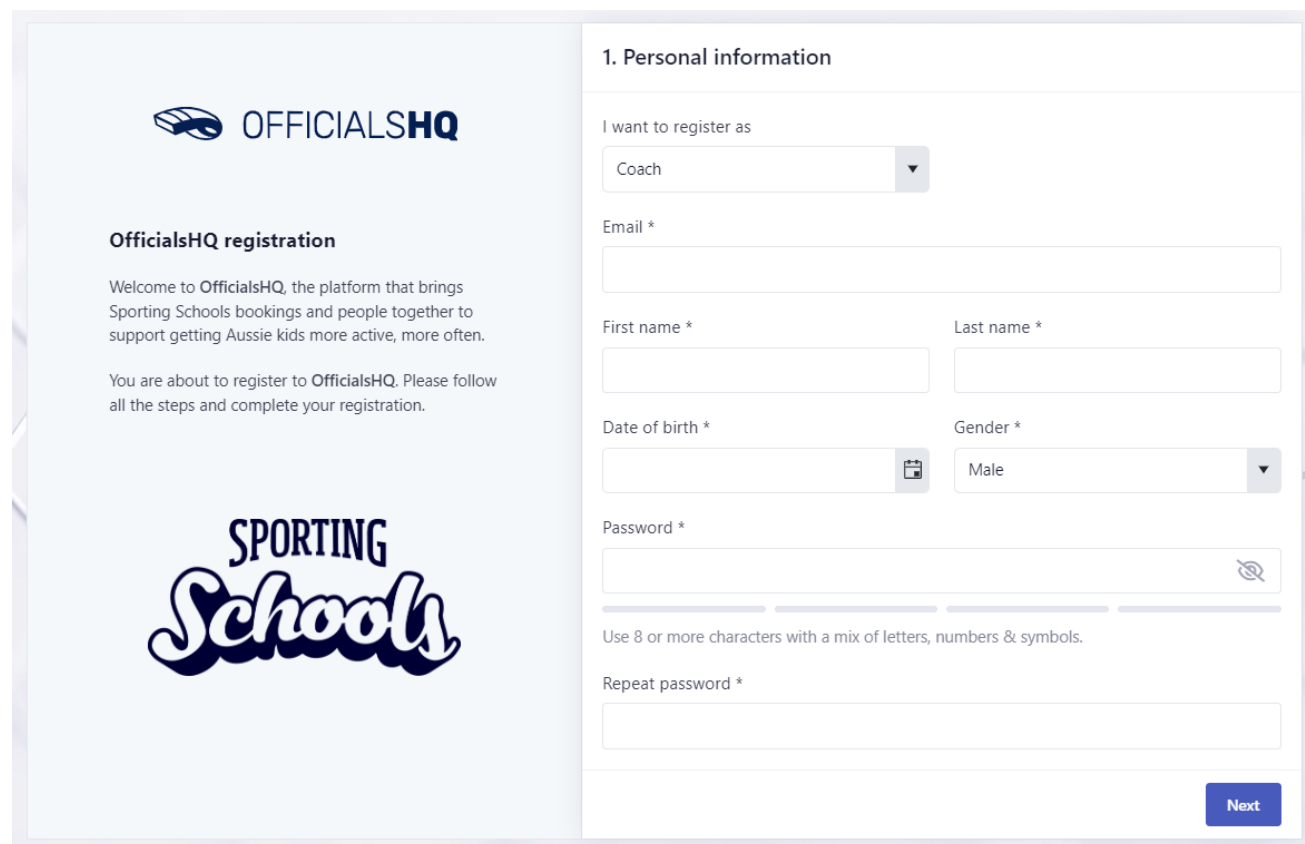
## SPORTING SCHOOLS FAQ

### REGISTERING AS A COACH

#### Where to access

The direct registration link now available for Coaches to access is [OfficialsHQ registration](https://registration-asc.officialshq.com/) (<https://registration-asc.officialshq.com/>)

#### Steps to register:



The screenshot shows the '1. Personal information' step of the OfficialsHQ registration process. On the left, there is a sidebar with the OfficialsHQ logo, a welcome message, and the Sporting Schools logo. The main form area contains the following fields:

- I want to register as:** A dropdown menu with 'Coach' selected.
- Email \*:** A text input field.
- First name \*:** A text input field.
- Last name \*:** A text input field.
- Date of birth \*:** A date picker.
- Gender \*:** A dropdown menu with 'Male' selected.
- Password \*:** A text input field with a strength indicator bar below it.
- Repeat password \*:** A text input field.
- Next:** A blue button at the bottom right.


Below the password field, there is a note: 'Use 8 or more characters with a mix of letters, numbers & symbols.'

#### Step 1:

Complete your personal Information.

*Please ensure that you register as a Coach (this is the default option)*


Select **next**.



### OfficialSHQ registration

Welcome to OfficialSHQ, the platform that brings Sporting Schools bookings and people together to support getting Aussie kids more active, more often.

You are about to register to OfficialSHQ. Please follow all the steps and complete your registration.



## 2. Address

Street nr. \*

Street \*

Suburb \*

Postal code \*

Country \*

Australia

State \*

Mobile \*


Previous

Next

### Step 2:

Enter your address.


Select **next**.



### OfficialsHQ registration

Welcome to OfficialsHQ, the platform that brings Sporting Schools bookings and people together to support getting Aussie kids more active, more often.

You are about to register to OfficialsHQ. Please follow all the steps and complete your registration.



#### Summary

Please review your data before proceeding


Personal information	Address
Coach	1 Your Street
youremail@email.com	Your Suburb 3000
First Name Last Name	Australia
01/01/01	Victoria
Male	0400000000

[Previous](#)[Submit](#)

### Step 3:

Review your data (Including your email)


If all is correct click **submit**.



### OfficialsHQ registration

Welcome to OfficialsHQ, the platform that brings Sporting Schools bookings and people together to support getting Aussie kids more active, more often.

You are about to register to OfficialsHQ. Please follow all the steps and complete your registration.



#### Completed

##### Account created

Your new OfficialsHQ account for Sporting Schools was successfully created.

##### What's next?

You will shortly receive an email from OfficialsHQ into your nominated email address. Please access the email and click the **Activate** button to confirm your account.

##### Need help?

Contact the Sporting Schools help centre: [Sporting Schools Help Centre](#)

#### Step 4:

Check your nominated email account for an email from OfficialsHQ.

Please access the email and click **Activate**. Example of email below.

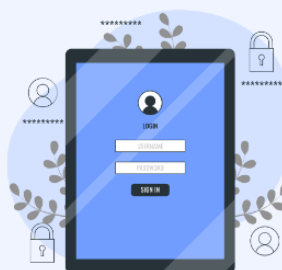


Email example

## All done!

You can start using OfficialsHQ by just clicking the button below.

Activate



SPORTING  
*Schools*



Email



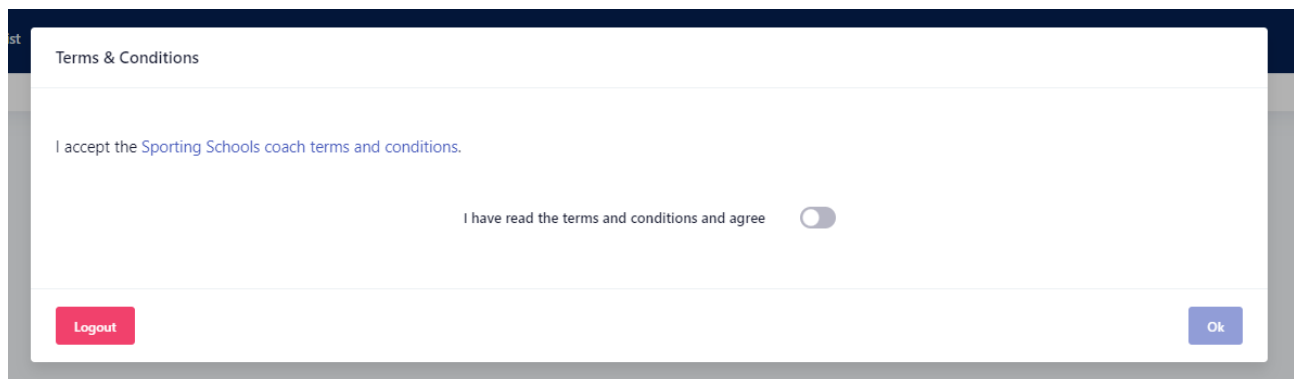
Remember my login

Continue

[Forgot Password?](#)

**Step 5:**

Once you select **Activate** In the email you will be directed to login.

A screenshot of a 'Terms & Conditions' dialog box. The title bar at the top says 'Terms & Conditions'. The main content area contains the text 'I accept the Sporting Schools coach terms and conditions.' followed by 'I have read the terms and conditions and agree' and a toggle switch that is currently turned off. At the bottom left is a red 'Logout' button, and at the bottom right is a blue 'Ok' button.

Terms & Conditions

I accept the [Sporting Schools coach terms and conditions.](#)

I have read the terms and conditions and agree ☐

[Logout](#) [Ok](#)

**Step 6:**  
Agree to the terms and conditions.  
Click the circle, followed by the **ok** button.

Registration

Organisations
Sporting bodies
Working with children

Sporting bodies
Sport I coach
Tennis
Sporting body I coach for
Tennis Australia
Add

	Sport	Level
✕	Tennis	Tennis Australia

Logout
Next

### Step 7:

The registration screen will automatically pop up once the terms and conditions have been agreed to.

Select: **Sporting bodies** on the left-hand side.

*Note: it is important to select Sporting bodies **NOT** Organisations at this step.*

*Coaches are registering to Tennis Australia.*

Sport I coach: **Tennis**

Sporting body I coach for: **Tennis Australia**

Select **add**

You will now see Tennis and Tennis Australia appear in the table.



Registration

Organisations

Sporting bodies

Working with children

Working with children

State

Victoria

WWCC or exemption type

Working with children

WWCC number

Expiry date

Add

State	Type	Number	Expiry date	Evidence

Logout
Complete

### Step 8 (NSW, NT, TAS, VIC, WA):

Add your working with children check details.

Select your state.

Select your WWCC or exemption type

Enter your WWCC number

Enter the expiry date

Select **add**

Your WWCC details will now appear in the table.

Please note: ACT, QLD, SA will need to upload an image of their WWCC as

Select **complete**.

Registration

Organisations
Sporting bodies
Working with children

Working with children

State

Australian Capital Territory

WWCC or exemption type

Working with children

WWCC number

Expiry date

Evidence

Select file(s)

Drop file(s) here to upload

Add

State	Type	Number	Expiry date	Evidence

Logout
Complete

### Step 8 (ACT, QLD,SA):

Add your working with children check details.

Select your state.

Select your WWCC or exemption type

Enter your WWCC number

Enter the expiry date

Upload a copy of your WWCC, select files.

Select **add**

Your WWCC details will now appear in the table.

Select **complete**.

#### What are the next steps?

##### Your registration has been submitted

Thanks for completing your coach registration to Sporting Schools.

##### What's next?

The organisation(s) you selected will review your registration. The Sporting Schools team will also review and validate your supplied Working with Children Checks.

Once approved, you will be able to receive offers for coaching from your organisation(s). These will be made to you by email and in the notification section of the system.

##### Need help?

Contact the Sporting Schools [support team](#)

Ok

#### Step 9:

Registration is complete