How to add a Credential to your profile

This guide has been designed to assist you in the process for adding a Credential, such as the NZ Police Vetting, First Aid, to your profile on the Canoe Racing NZ Club Membership & Paddler Portal. If you participate in a workshop that has a credential associated to it, this will automatically be added to your profile (subject to you meeting the workshop requirements).



If unsure, if you have any questions or if you require assistance, please contact us at membership@crnz.org

1) Log In or Create a User Profile

Head to crnz.justgo.com and LOG IN or;

Sign Up to create a user profile.

To log in you will need your username to access your account. Your username will likely be your email address.

	×		
Log In			
Username			0
Password			
		.og in	
		.09	

2) Profile

Navigate to your profile by clicking on Profile

	MY PROFILE	★ MY CLUBS
	PROFILE MEMBER DETAILS MEMBERSHIP	Select Club 🥥
	BADIC DETAILS EMERCICY OPT INS CREDENTIALS CONTACT	*
WONDER WOMAN	Basic Details Review and update your personal details	PARADISE ISLAND CLUB Pending Approval
 wonderwoman@hotmail.com 1111111111 Rangitoto, Auckland 	 Wonder Woman wonderwoman@hotmail.com 	
Create Family	♀ Female	
Add Family Member	 Rangitoto 	
	Rangitoto Island Auckland	

3) Credentials

By default, you will be loaded into the Basic Details area of "My Profile" on your account.

Select "CREDENTIALS" along the header tabs then click on "+ ADD CREDENTIALS"

In this section you will see all of your credentials. You can filter your credentials by scrolling in the credential category or view them by clicking, all, active, pending approval etc.

L MY PRO	FILE					
PROFILE	MEMBER DET	AILS	MEMBERSHIP			
BASIC DETAILS	EMERGENCY CONTACT	OPT INS	CREDENTIALS			
Credential Below is a lis	S t of all your activ	e, pending	and expired cree	dentials	3	
				Creden	itial Category	
	+ Add Creden	itials		All		÷
Relevant All	Active Pending A	Approval Ex	pired Awaiting R	afarral	Awaiting Response	Inactive Pending Conditions

3.a) Add Credential

A side panel will open up with options on which credential to add.

You can either use the search function or by the credential category filter.

When you find the desired credential, select the relevant option and the credential information will open.

Select a credential type	
Credential Category	
All	\$
Q. Type here to search	
Administrator Declaration	0
Child Protection in Play Active Recreation and Sport	0
Coach Boat Safety	Ø
Coach Observation Assessment	Ø

3.b) Enter Credential Information

Every credential is different and can require a range of information, data, declarations and information to be uploaded.

Carefully read over the credential and complete the required and relevant information and then click 'SAVE' in the top right corner of your screen.

Setup credential Registration		✓ Save
Child Protection in Play	Active Recreation and Sport	
OVERVIEW		
Start date		
30/01/2024		
Expiry date		
29/01/2026		
It is a requirement for anyor the both Police Vetting and Recreation and Sport online completed every 2 years in or Step 1: Head to the we Protection in Play Acti learning on their Sport CLICK HERE	e working with children to complete the Child Protection in Play Active learning course. This course must be order to remain valid. biste below to complete the Child we Recreation and Sport online tutor Sport NZ learning catalogue. to complete the course	

3.c) Save Credential

Credentials cannot be edited once you save them. Please ensure you add all the requirements as stated on the credential.

It is possible to add a new credential and expire your previous credential.

You will receive an automated email once a credential has become active. You will also receive and automated email with a reminder that your credential is expiring. Please be aware some of the emails may go to your junk folder.

A copy of all of your credentials will be available on your profile.

Once you save a credential, the credential will have one of the following labels:

- Active
 - This means your credential is active, approved, and valid.
- Pending Approval
 - This means your credential is being approved by CRNZ or your club.
 CRNZ or the club may contact you if they require further information to approve your credential.
- Expired
 - Your credential is expired and not active, approved and valid.
- Inactive Pending Conditions
 - In some cases if a credential is linked to other credentials/awards

PROFILE	MEMBER DE	TAILS	MEMBERS	HIP			
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Credentials Below is a list	S t of all your activ	ve, pending a	and expired	credential Creder	s ntial Category		
				All			4
Coach Obs Coach Obs Coaching PENDING / Starts 31/0 Ends 30/0	ervation Assess ervation Assess APPROVAL 01/2024 01/2027	ment ment	CR000025	Coa Coa Safe EXF Star End	the Boat Safety the Boat Safety ety PIRED tts 01/02/2024 is 02/01/2200		CR0000
Coach Exp Coaching E Coaching ACTIVE Starts 01/0 Ends 31/0	erience Experience - 20hr 02/2024 01/2029	8	CR000023	Adn Adn Safi INA Star End	ninistrator Declarat ninistrator Declarati eguarding CTIVE PENDING CO rts 31/01/2024 is 30/01/2029	ion ion INDITIONS	CR0000
CRNZ Com	munity Official 1	01	CR000022				

it may also make the other credentials/awards to be back to pending approval. IE if the NZ Police Vetting Expires the Try Learn Award Coach Award will become invalid.

In some cases credentials will have a list of other required credentials – Try Learn Explore Coach.

To achieve an award like this you must complete all of the required credentials <u>AND</u> then the main credential ie The Try Learn Explore Coach Award can be added to your profile.

0	can not add " Try Learn Explore Coach " credential. This is because of the wing requirements:
0	redential Has Active Police Vetting
,	AND
Cr	redential Has Active Coaching Experience - 20hrs 🥥
,	AND
Cr	redential Has Active Coach Observation Assessment 🛞
,	AND
C	redential Has Active Safety 101 (8)
1	and I
C	redential Has Active First Aid Qualification 🛞
CI	redential Has Active Coach Boat Safety 🔗
	OR I
	Credential Has Active Personal Paddling Competency
	Credential Has Active Rescue Competency Assessment
N	9
CI	redential Has Active Coaching 101 📀