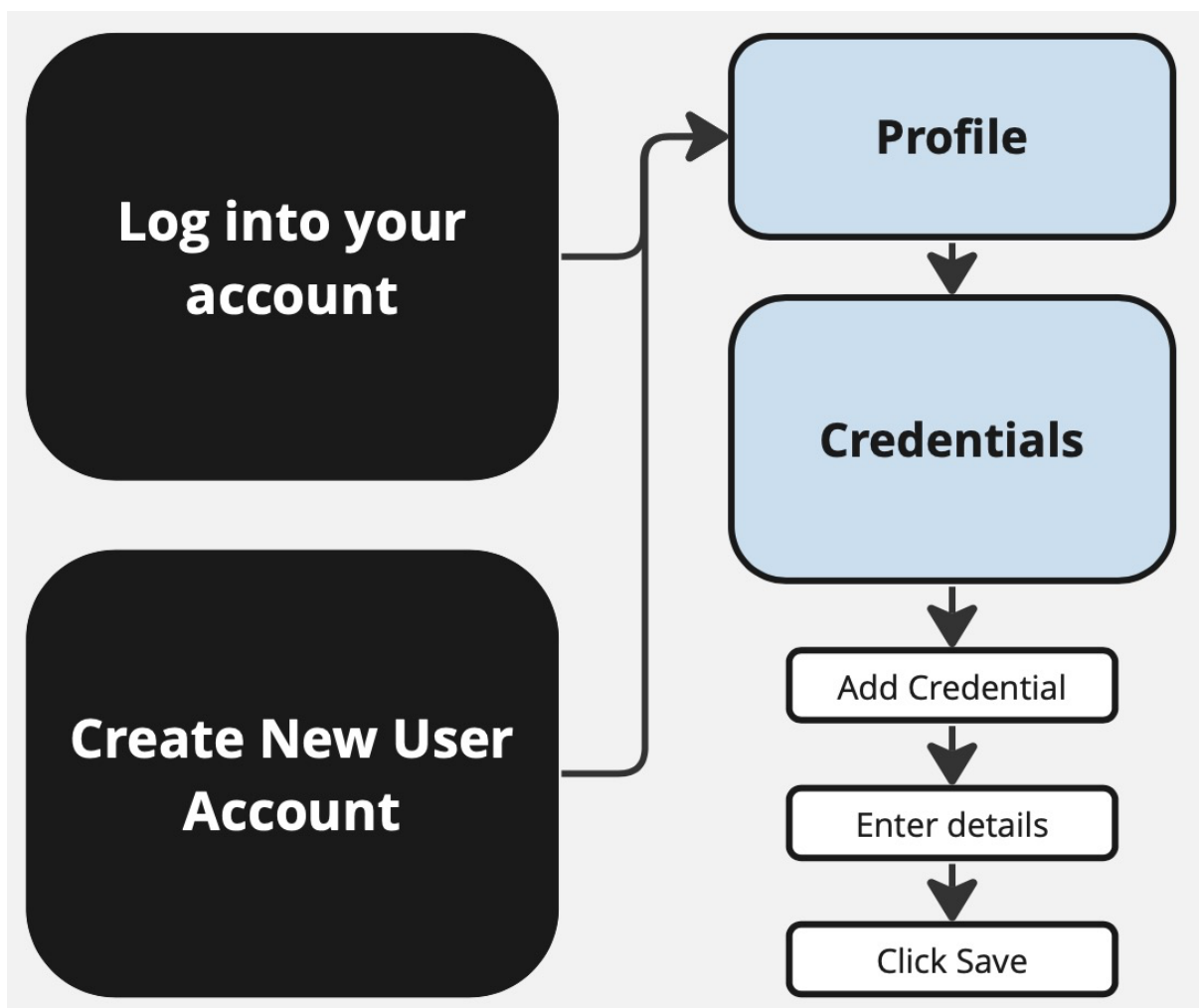


How to add a Credential to your profile



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

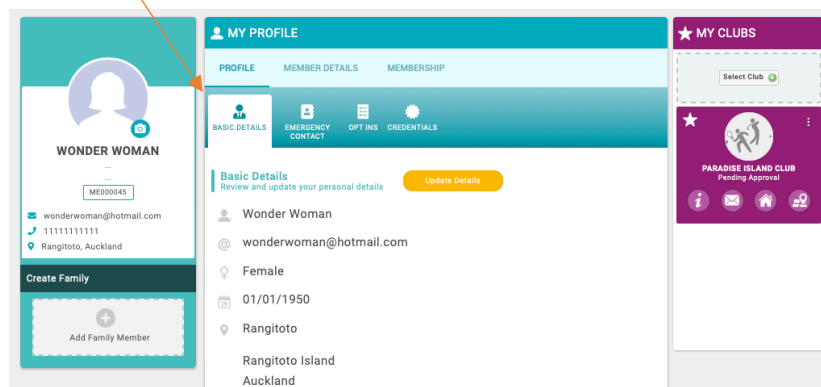
Username

Password

Log In

2) Profile

Navigate to your profile by clicking on Profile

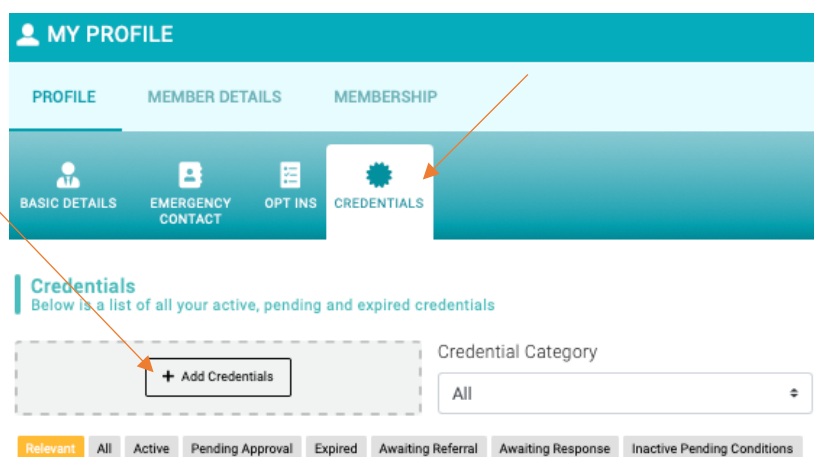


3) Credentials

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.

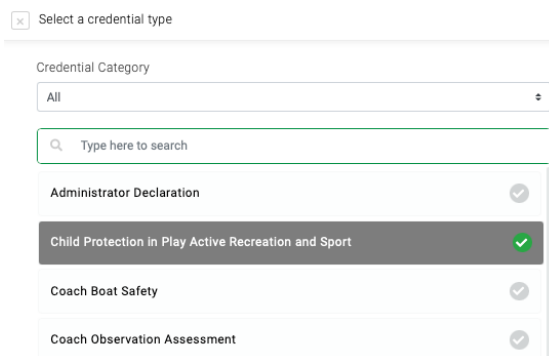


3.a) Add Credential

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.

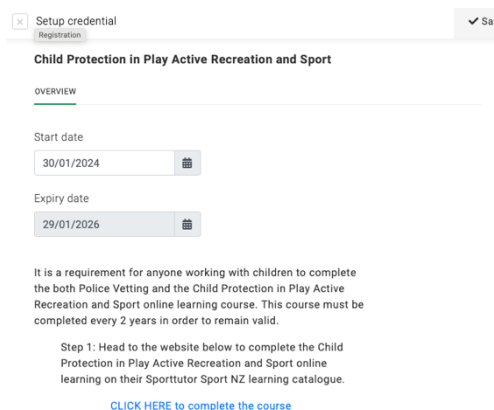
When you find the desired credential, select the relevant option and the credential information will open.



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.



3.c) Save Credential

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

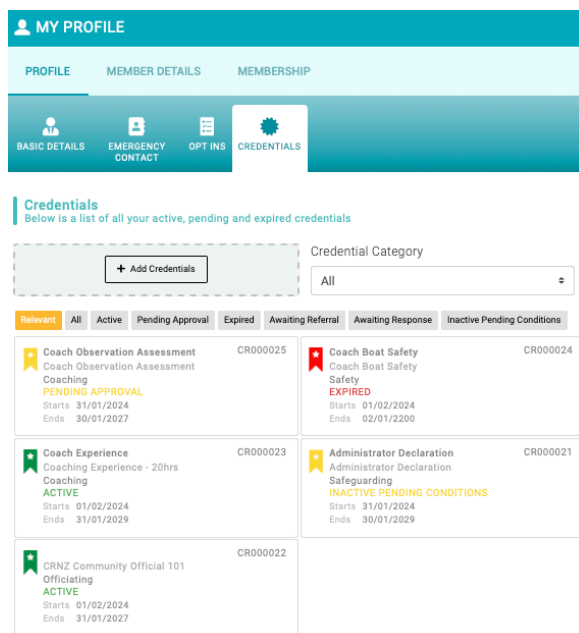
It is possible to add a new credential and expire your previous credential.

You will receive an automated email once a credential has become active. You will also receive an 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 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 **AND** then the main credential ie The Try Learn Explore Coach Award can be added to your profile.

