

How To" Guide

Uploading World Rugby Concussion Management Certificate

Step 1: Log into your coach profile at coach.rugbycanda.ca

Step 2: Go into your profile and select "view status/ register for clinic"

Status: **view status / register for clinic**

*username:

*password:

NCCP Number:

*First Name:

*Last Name:

*Address:

*City:

Step 3: Click on the **Green** Check Mark (or "begin" for first time users)

Community Initiation

| NCCP Community Initiation/World Rugby Level 1 | | | |
|-------------------------------------------------------------|------------|------------------|--|
| Component | Registered | Completed | |
| 1) World Rugby RugbyReady | ✓ | mark as complete | |
| 2) World Rugby Concussion Management for the General Public | ✓ | X continue | |
| 3) Clinic | | -- | |

| NCCP Community Initiation (Non-Contact) | | | |
|-------------------------------------------------------------|------------|-------------|--|
| Component | Registered | Completed | |
| 1) World Rugby RugbyReady | | give credit | |
| 2) World Rugby Concussion Management for the General Public | -- | -- | |
| 3) Clinic | -- | -- | |

Step 4: Select the “World Rugby Concussion Management” option from the left hand side of the screen

The screenshot shows a red sidebar menu on the left with the following items: 'Rugby', 'NCCP Community Initiation/World Rugby Level 1', 'Register for passport.worldrug...', 'World Rugby RugbyReady', 'World Rugby Concussion Managem...', and 'Online Concussion Module'. A large black arrow points upwards from the 'Online Concussion Module' item. The main content area is titled 'Module: World Rugby Concussion Management for the General Public' and 'printable version'. Below this is the heading 'Online Concussion Module'. A numbered instruction '1' says: 'Please complete the online concussion module at the link below. playerwelfare.worldrugby.org/concussion'. A yellow highlighted text block states: 'Once the online exam is complete, you will need to return to the home page to retrieve your PDF certificate that can then be uploaded below.' Below this is a file upload button labeled 'Choose File' with 'no file selected' next to it, and a red 'Save' button. The bottom of the sidebar features the 'coach.ca' logo with the tagline 'REACH HIGHER VIDER PLUS HAUT' and the 'Better RUGBY COACHING' logo.

Step 5: “Choose File” from your computer and “Save”

This screenshot is identical to the one in Step 4, but with a large black arrow pointing from the 'Choose File' button to the 'Save' button. The sidebar menu is the same, with a black arrow pointing to the 'Online Concussion Module' item. The main content area shows the same instructions and text as in Step 4. The file upload button is labeled 'Choose File' with 'no file selected' next to it, and a red 'Save' button is positioned below it.

You should now be able to see your uploaded certificate in this area, which means you have successfully added it to your profile.