



**USER GUIDE: VOLLEYBALL AUSTRALIA
ONLINE EDUCATION**

Created: May 2017

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Step 1: Where to go to get started

For participants who are looking to get involved in Coaching and/or Officiating you can gain access to the Volleyball Australia Foundation (Level 1) Courses online. These links are available on your state association's website. You can follow the links on the Volleyball Australia website.

Once you have clicked on the link it will take you to a form. Please ensure that the form you can see is for the correct State Association. Please see photo for reference.



The screenshot shows a registration form for the VACTS Volleyball Level 1 Foundation Coaching Course. The form includes the VACTS Volleyball logo at the top, followed by the title 'Level 1 Foundation Coaching Course Registration Form'. Below the title, there are two input fields: 'First Name' and 'Last Name', each with a corresponding text box.

Step 2: Complete the forms and pay

You will be required to fill in all your details in this form. If you already use FORTIX please ensure that you use the same email address as previously. You will need to enter a unique email address; family email addresses can only be used for one person. Once you have filled in the form you will be required to pay for the course. Only Credit Card payments are available here. Please ensure once you have submitted the form you do not refresh your screen and you do not click submit again, this could cause a double payment. There will be a short 'Thank you' message that will pop up and then disappear.

Step 3: What happens from there

Once the user has clicked to submit their payment and it is processed an automatic process will be started. The system will send you an email to the email you entered in your form which will give you further details on how to log in and will attached a receipt for you. Please follow the instruction on the email.

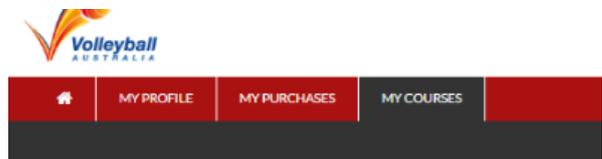
Step 4: How to log in

Once you have completed the form you will be sent an email. This email will give you information on how to log into the Online Education.

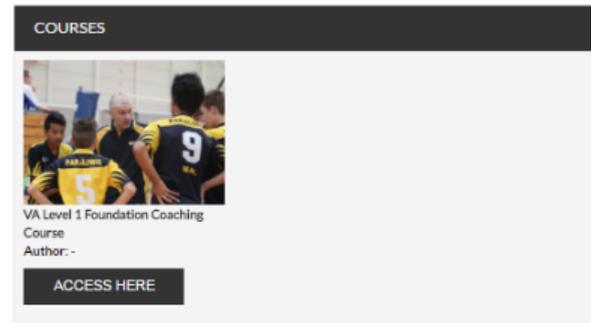
To access the course, please log into your member portal via volleyballaustralia.fortix.systems. If this is your first time accessing your member portal, follow the lost password link to set up your own password, using the email address that you registered with.

Step 5: Where to find your courses

Once you are logged in you can find your courses by simply clicking the 'My Courses' tab located at the top of the page. This will open a page which will show you all the courses you are currently/previiously enrolled in.



Online Courses



Step 6: Accessing the course

To access the course, you will need to click on the 'access here' button. This will open the course to show you the content. You can close and reopen the course as many times as you need throughout the 6months. After the 6months has passed if you have not completed the course you will be required to purchase the course again.

Step 7: Completing the course

Online Courses



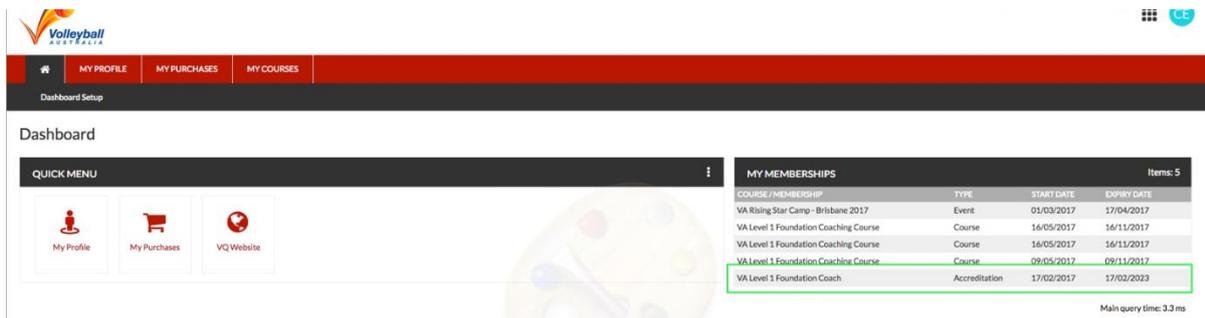
To complete the course you will need to work through each of the modules found on the right hand side of the page. As you have read them they will have a green line come up on the side. You can close the course whenever you need and the green lines will remind you where you were up to. Once you have read the content and feel confident you know if all you can proceed to the quiz.

Step 8: Passing the course

To pass the course you are required to get 100% on the quiz. You will be allowed to resubmit the quiz as many time as you need if you get an answer incorrect. Once you have completed the quiz to 100% you will be taken to a screen that has a thank you message at the bottom and a certificate to the right.

Step 9: What happens after you pass

Once you pass you will automatically be added to the Volleyball Australia Referee/Coach Database. You will be able to see your accreditation from your dashboard which can be found by clicking the home symbol at the top of your page. In the 'my memberships' you will be able to see your accreditation. You will be sent an email congratulating you on the completion of the course which will also have a small bit of information for the next step.



Dashboard Setup

Dashboard

QUICK MENU

- My Profile
- My Purchases
- VQ Website

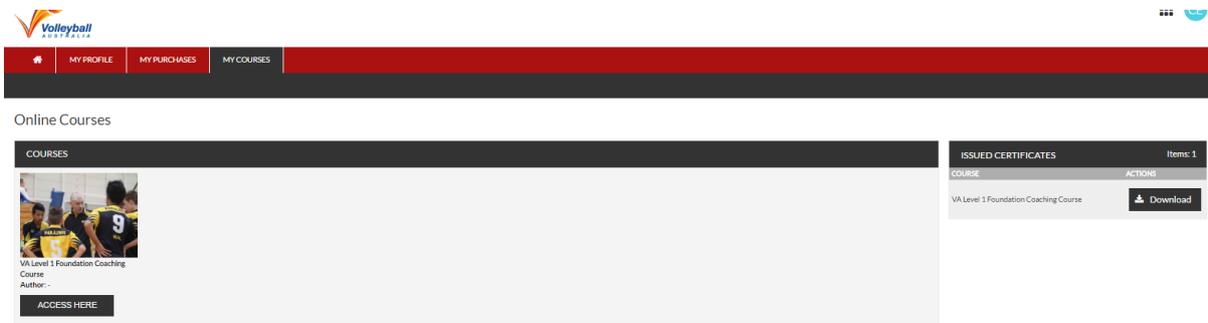
MY MEMBERSHIPS Items: 5

COURSE/MEMBERSHIP	TYPE	START DATE	EXPIRY DATE
VA Rising Star Camp - Brisbane 2017	Event	01/03/2017	17/04/2017
VA Level 1 Foundation Coaching Course	Course	16/05/2017	16/11/2017
VA Level 1 Foundation Coaching Course	Course	16/05/2017	16/11/2017
VA Level 1 Foundation Coaching Course	Course	09/05/2017	09/11/2017
VA Level 1 Foundation Coach	Accreditation	17/02/2017	17/02/2023

Main query time: 3.3 ms

Step 10: Where to find your certificate

You will be able to access your certificate at any time by going to the 'my courses' tab. From here you will always be able to see your certificates on the right hand side in the issued certificates section.



Online Courses

COURSES

VA Level 1 Foundation Coaching Course
Author:
[ACCESS HERE](#)

ISSUED CERTIFICATES Items: 1

COURSE	ACTIONS
VA Level 1 Foundation Coaching Course	Download

Step 11: What will happen now

You will now be responsible to ensure you keep your accreditation active. To do this you will need to ensure you keep your membership with your state association current. You will also need to keep your personal details up to date. To do this you will need to go to the 'My Profile' tab. From here you will be able to edit your details. Any fields that you cannot change will need to be change from the state office. Here you will be able to enter and update your details on Working with Children Checks.

Step 12: Who do I contact when an issue arises?

If any issues arise please contact your State Association.