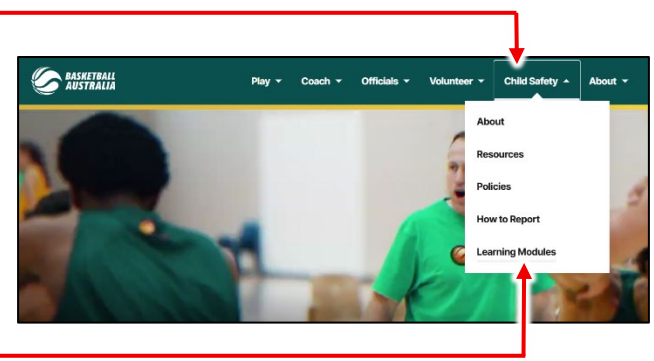


BASKETBALL AUSTRALIA – SAFEGUARDING CHILDREN IN BASKETBALL HOW TO CREATE AN ACCOUNT AND COMPLETE THE COURSE

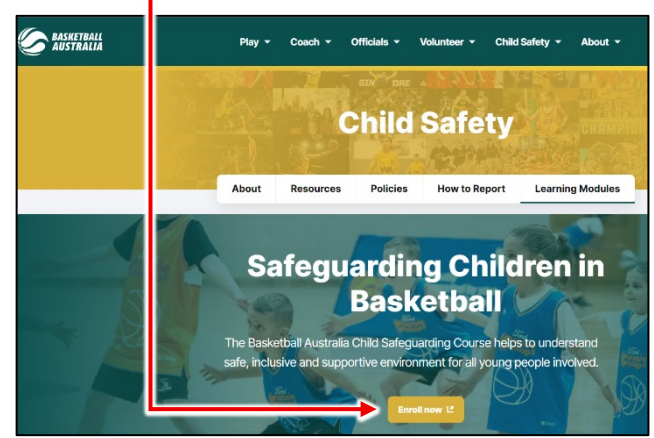
HOW TO LOG ON AND ENROL:

1. Log on to the Basketball Australia Play Hub website; www.play.aus.basketball
2. Click on the **"Child Safety"** drop down tab
3. From the drop-down list select **"Learning Modules"**
4. Once redirected to the "Safeguarding Children in Basketball" page, Select the yellow **"Enrol Now Tab"**
5. Once redirected to the "Basketball Australia Etrainu" Page, you can either create a new account or log in as an existing customer.



CREATING AN ACCOUNT:

1. Enter your details as required (name, Email, DOB, Gender, password)
2. When prompted to select your region, choose **"BA Other 'Self sign Up'"**.
(This ensures you are registered under Basketball Australia for the course.)
3. Once you have completed the details select **"CREATE"** in the bottom right-hand corner.
4. This should automatically set up your account and enrol You into the "Safeguarding children in Basketball" Course.



YOU SHOULD RECEIVE 2 EMAILS TO YOUR INBOX

1. To advise that **"You are now registered in the Basketball Australia Learning Management System (LMS)**. This email will include your unique username for future reference, and direct links for further assistance (if required)
2. To **"confirm your enrolment"**. This email will provide you with direct links to log into your account and accesses further assistance (if required).

Hey "Your Name",

You are now signed up for the Safeguarding Children in Basketball course from Basketball Australia.

Go [here](#) to access our Learning Management System (LMS).

Your username is: *"your user name"*

Unsure of your log in details? Either follow the Forgotten Password path on the login page or click [here](#) for further assistance.

Good luck, have fun, learn as much as you can!

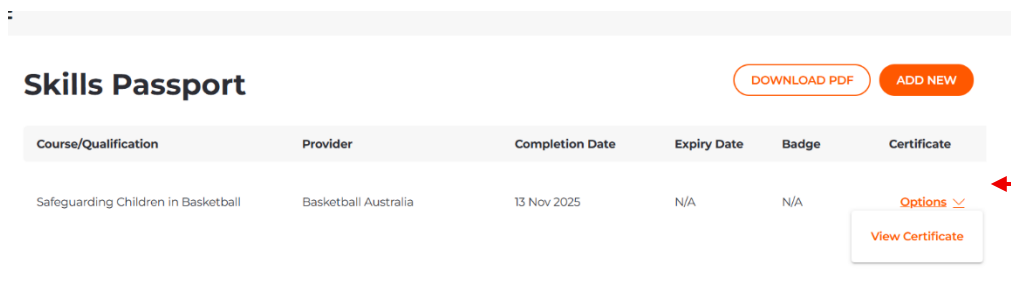
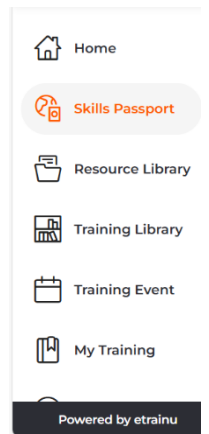
LOG IN TO YOUR ACCOUNT

Thank you!
The team at Basketball Australia

PROVIDING MBBI A COPY OF YOUR CERTIFICATE:

Please provide a copy of your certificate to MBBI so we can update your volunteer record and confirm compliance with Queensland child safeguarding legislation and MBBI requirements.

1. Log in to your account, then go to your home page and click on the **'Skills Passport'** tab. Here you'll find a list of all your completed courses and qualifications
2. Click the **'Options'** dropdown next to your Safeguarding Children in Basketball Course/qualification, then select **'View Certificate'**.



3. Your certificate of completion will appear on the screen, and from there you can **download it**.
4. **Please email a copy of your certificate** of completion to secretary@moretonbaysuns.com This is required so we can update your volunteer record and confirm compliance with MBBI's child safeguarding obligations under Queensland legislation.

QUESTIONS OR NEED CLARIFICATION?

If you have any questions about creating your account, enrolling in the course, or downloading your certificate, please don't hesitate to reach out. You can contact us at secretary@moretonbaysuns.com, and we'll be happy to assist you to ensure you meet all compliance requirements.