



Adding my Credential

(Qualifications)



User Guide for JustGo

What's inside?

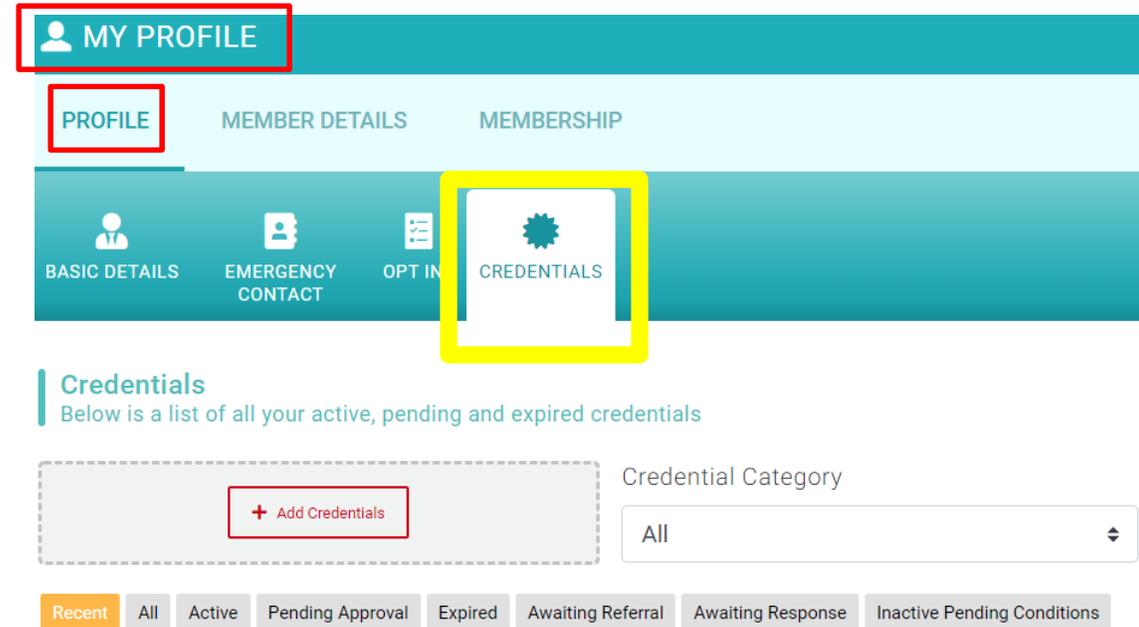


- [How do I add my Credential?](#)
- [What are Credential states?](#)
- [How do I review a Credential?](#)
- [How do I add an attachment?](#)

How do I add my Credential?

Sign in from the login-in screen using your username and password (remember these will be case sensitive).

Once logged in, go to 'My Profile > Profile Tab, to access 'Credentials'



The screenshot shows the 'MY PROFILE' page with the following elements:

- MY PROFILE** (highlighted with a red box)
- PROFILE** (highlighted with a red box)
- MEMBER DETAILS**
- MEMBERSHIP**
- BASIC DETAILS**
- EMERGENCY CONTACT**
- OPT IN**
- CREDENTIALS** (highlighted with a yellow box)

Credentials
Below is a list of all your active, pending and expired credentials

+ Add Credentials (highlighted with a red box)

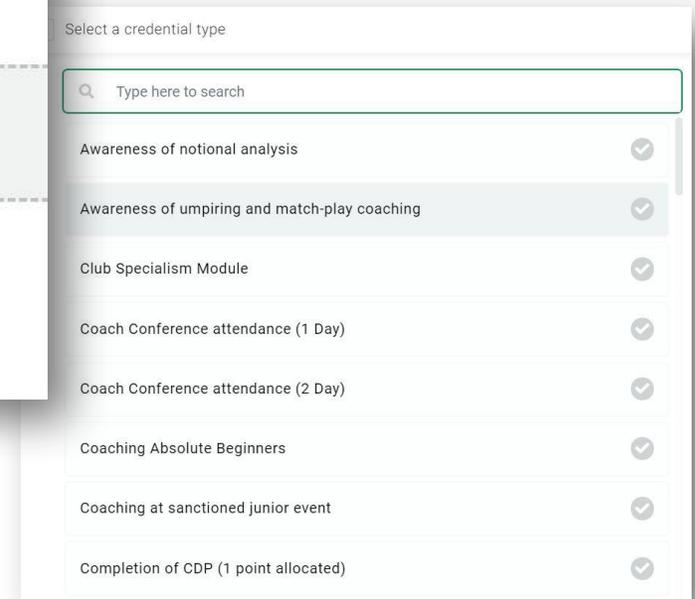
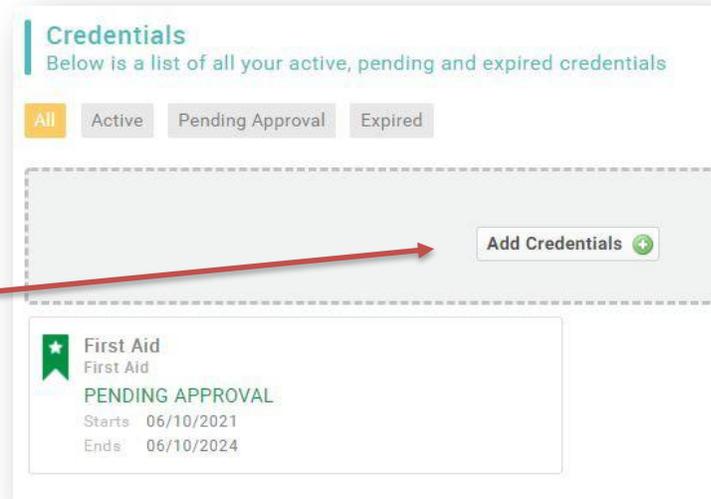
Credential Category:

Recent | All | Active | Pending Approval | Expired | Awaiting Referral | Awaiting Response | Inactive Pending Conditions

What are Credential state?

From here, you will be defaulted to the 'All' view sub-tab where all Active, Expired and Pending credentials are visible. To create a new credential hit 'Add Credentials'.

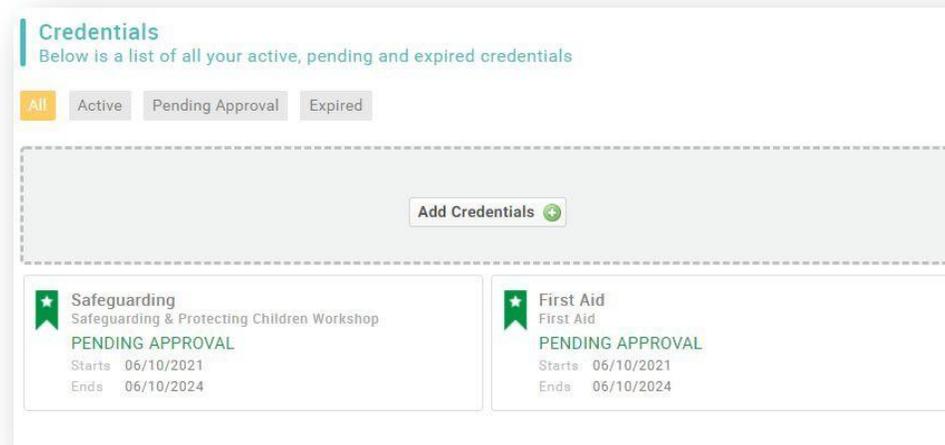
A new window will open up that will direct you through the various steps required to create your credential. Please take care to ensure all mandatory fields and file uploads are completed:



Continued on the next page...

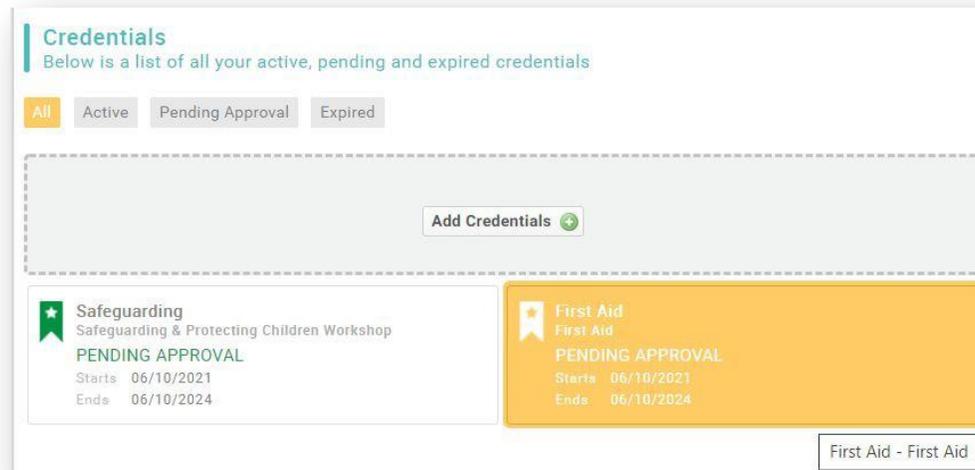
What are Credential state?

Once you have completed all the steps, hit 'Finish' and you will be directed back to the Credentials page where your new credential will now be listed as 'Pending Approval', until approved by the relevant NGB or Club Administrator.



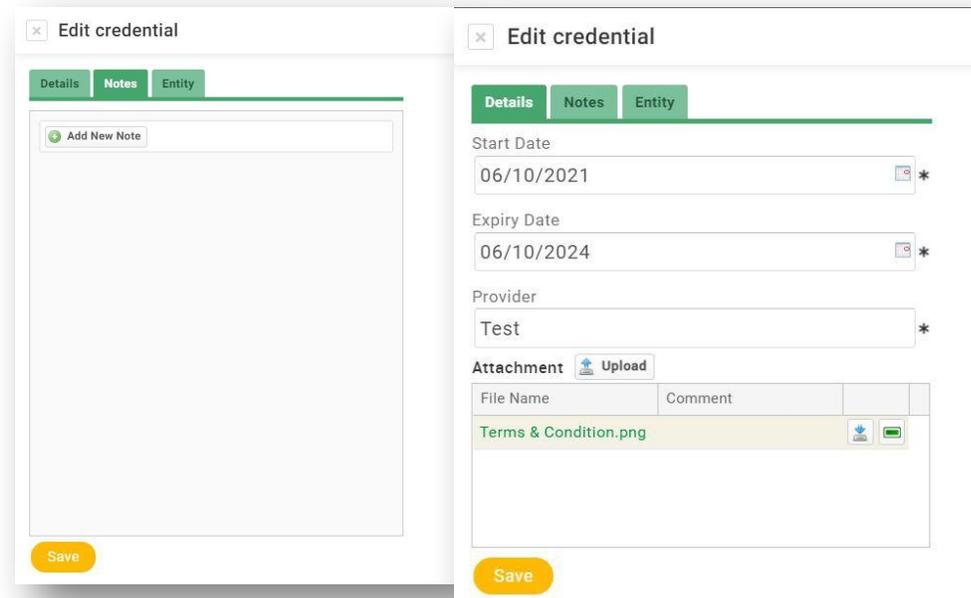
How do I review a Credential?

You can review the progress of your credential (and all others) by clicking on the specific tile to review the full details and notes section.



How do I add an attachment?

To add additional information to the credential record you can add notes or attach additional documentation, files etc, through the credential details tab.



The image displays two side-by-side screenshots of the 'Edit credential' form. The left screenshot shows the 'Notes' tab selected, with a button labeled 'Add New Note' and a large empty text area for notes. The right screenshot shows the 'Details' tab selected, with fields for 'Start Date' (06/10/2021), 'Expiry Date' (06/10/2024), and 'Provider' (Test). Below these fields is an 'Attachment' section with an 'Upload' button and a table listing an attached file 'Terms & Condition.png'.

File Name	Comment
Terms & Condition.png	