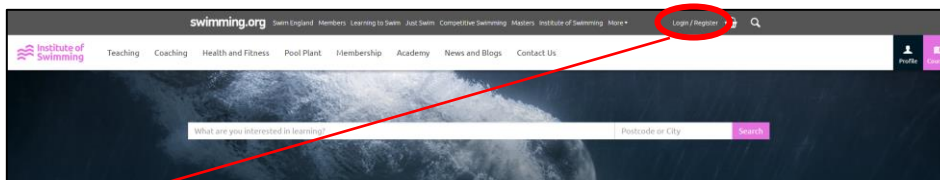


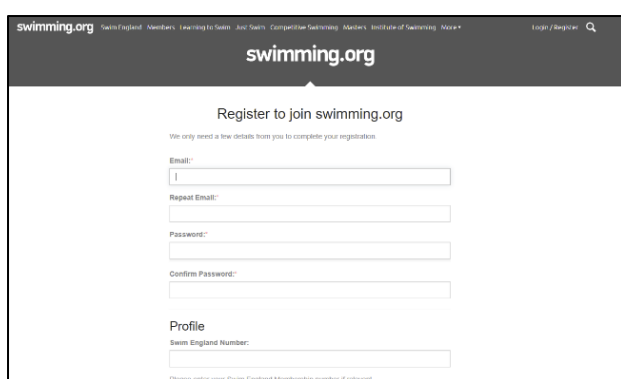
This help sheets sets out the steps which need to be completed by members, as East District intends to cover the cost of judge 1 training for volunteers affiliated through an East District club. We have set up the necessary arrangements for the payment of the vouchers applied to NEW judge 1 trainees. Failure to follow this process will mean member will have to pay for the course.

Step 1

Each trainee official MUST first create their individual Institute of Swimming account:



To do this, select register at the top of the screen. This will bring forward the registration form as shown below:-



The registration form includes the following fields:

- Email: [input field]
- Repeat Email: [input field]
- Password: [input field]
- Confirm Password: [input field]
- Profile:
 - Swim England Number: [input field]

Please enter your Swim England Membership number if relevant.

Where it requests Swim England number enter your **Scottish Swimming number** (the number shown in **membership check on SS website**)

Individuals will need to verify their email address before being visible to the Coordinator to enable a voucher to be added to the account.

There is no need to add course to basket at this time just move to Step 2

Step 2

The trainee then contacts the **East District Officials Convenor** to be assigned a course voucher.

Send an email request to: **sasaeastdistrictsto@gmail.com**

Message must include the following details

Message line: Request for J1 Online Voucher

Email text to include:

Name;

SASA Membership Number;

TK number;

Club;

Email; (The exact email used to create your IOS learning account.)

Step 3

The trainee will receive an automated email once the coordinator has allocated your voucher. Sign In, select course and select apply voucher option at checkout.

If for any reason (e.g. going to SPAM folder) you don't receive the email, once the voucher has been allocated you can access your IOS Learning Account Profile account and the voucher will be visible.

Note: If at any time a member needs help with the content of the course you should follow the instructions given within the programme or you may email **sasaeastdistrictsto@gmail.com**.

All technical issues should be referred to the IOS help as indicated in the programme.