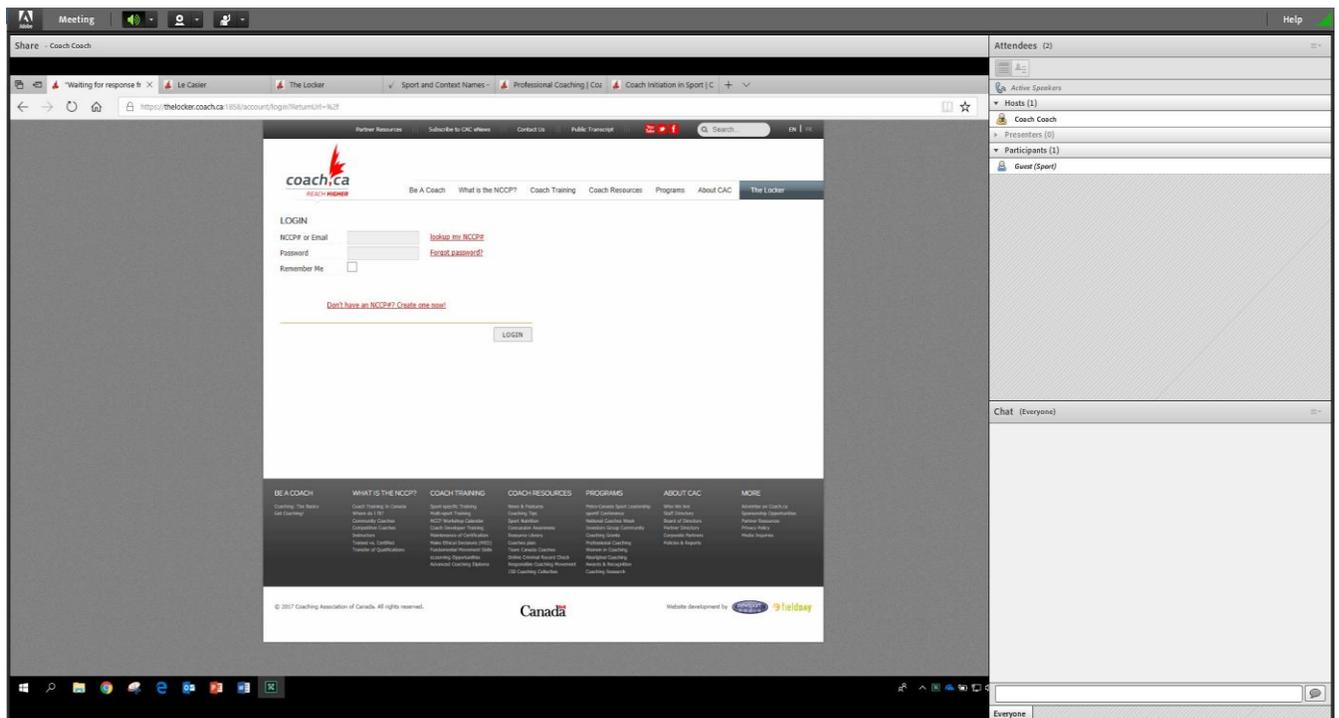


# Training on “The Locker”

## National database for NCCP Coaches

Go to [www.coach.ca](http://www.coach.ca), the home page of the Coaching Association of Canada. At the right-hand side of the page, click on the grey box “The Locker”. This will take you to the sign-in page. (See below.)



## How does a coach register in The Locker and obtain a NCCP number?

Before requesting a new NCCP#, we suggest that you try the **lookup my NCCP#** function on the main screen of My Locker.

If you never have taken an NCCP course before or you need to register for a number prior to your course, you can click on the **Don't have an NCCP#? Create one now!** button.

If you know you have an NCCP number but forgot your password, you can use the **Forgot password?** Button.

You will need to agree to the Terms and Conditions and the Privacy Policy, and then enter your information.

Once you click on **Register**, a confirmation email is sent to your email address.

Make a note of your NCCP number and the email address you have linked to it, and ensure that an event presenter does not set you up with another NCCP number.

The screenshot shows the login page for coach.ca. At the top left is the logo with the tagline "REACH HIGHER". A navigation menu includes "Be A Coach", "What is the NCCP?", "Coach Training", "Coach Resources", "Programs", "About CAC", and "The Locker". Below the logo is a "LOGIN" section with input fields for "NCCP# or Email" and "Password", a "Remember Me" checkbox, and a "LOGIN" button. Links for "look up my NCCP#" and "Forgot password?" are provided. A red link at the bottom says "Don't have an NCCP#? Create one now!".

The screenshot shows the registration page for coach.ca. It features the same header as the login page. The main content is divided into several sections: "Welcome!" with introductory text, "REGISTRATION" with two checked checkboxes for account creation and newsletter subscription, "ACCESS" with information for coaches and partners, "QUESTIONS" with contact details, "PROFILE" with fields for Email, First name, Last name, Gender, and birthday, "ADDRESS" with fields for Address, Country, Prov./Terr., Municipality, and Postal code, and "OPTIONAL" with checkboxes for Phone Number, Armed Forces, RCMP, Aboriginal, and Physical Disability. At the bottom right are "BACK" and "REGISTER" buttons.

## How do I search for a person or an event?

Once you log in, a magnifying glass will appear in the top-right corner of the screen. Next to this magnifying glass, certain search options will appear including **People** and **Events**:

To search for a person or an event, click on the **People** or **Events** button next to the magnifying glass. A fuller search menu will then appear.

Once you have input the one or many of the search criteria, click on the **Search** button and a list of results will appear below. To view additional details, click on the desired person or event in the results.

## How do I view my transcript/certification?

You can view your transcript by selecting the **Certification** button. All of your NCCP trainings and evaluations should appear on this page in alphabetical order of sport.

You can print your transcript or a card by clicking on the printer icon or the card icon on the top right of the page. You can use the filter option at the top of the page to view only specific items.

The screenshot displays the Locker Training web application. At the top, there is a navigation bar with the 'Locker Training' logo and a menu containing 'eLearning', 'Calendar', 'Pathways', 'Events', 'Reports', 'Admin', and 'Locker Training'. Below this is a 'Home' button. A central row of icons includes 'ELEARNING', 'CALENDAR', 'PATHWAYS', 'CERTIFICATION' (highlighted with a red box), 'PROFESSIONAL', and 'PROFILE'. The main content area is titled 'Locker Training' and shows contact information: 'NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa, ON'. The user's status is 'ACTIVE'. A filter bar at the top of the content area shows 'All sports', 'All contexts', 'Coach & Coach Developer', 'Statuses & Events', and 'Simple View'. The main content is for 'Baseball' and is divided into 'COACH', 'TRAINING', and 'EVALUATION' sections. The 'COACH' section contains two entries: 'Certified Regional Coach (Transferred)' and 'Certified Provincial Coach (Transferred)'. The 'TRAINING' and 'EVALUATION' sections are currently empty, showing '- None -'. A sidebar on the left contains navigation options: 'TRANSCRIPT', 'MAINTENANCE', 'COACH DEVELOPER', and 'SELF-REPORT'.

Locker Training  
NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa, ON

STATUS ACTIVE

FILTER All sports All contexts Coach & Coach Developer Statuses & Events Simple View

**Baseball**

**COACH**

BASEBALL COMPETITION INTRODUCTION	SINCE	EXPIRES	P.D. POINTS
*** Certified Regional Coach (Transferred)	8-Oct-2014	Jan 2018	5 / 12
*** Certified Provincial Coach (Transferred)	8-Oct-2014	Jan 2018	5 / 12

**TRAINING**  
- None -

**EVALUATION**  
- None -

**COACH**

BASEBALL INITIATION COACH	SINCE	EXPIRES	P.D. POINTS
** Trained (Transferred)	8-Oct-2014	---	0 / 0

**TRAINING**  
- None -

**EVALUATION**  
- None -

## Where do I view my Maintenance of Certification (PD points)?

To view your maintenance of Certification information, ensure you are on your certification/Transcript page. The PD point requirement as well as your cycle dates for your maintenance of certification will appear on the far right side of your transcript. For more information on P.D Points and maintenance of certification, click on the hyperlink: [P.D. POINTS](#)



### Baseball

COACH

BASEBALL COMPETITION INTRODUCTION

	SINCE	EXPIRES	P.D. POINTS
★★★ Certified Regional Coach (Transferred)	8-Oct-2014	Jan 2018	5 / 12
★★★ Certified Provincial Coach (Transferred)	8-Oct-2014	Jan 2018	5 / 12

To view your record of Professional development points you can click on Maintenance on the left hand side of the screen. It will show you all the course/clinics you have taken and earned PD points from as well as the number of PD points earned.

Locker Training  
NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa , ON

STATUS ACTIVE ? [Printer] [Mail] [Share]

FILTER All sports All contexts Simple View



### Baseball

COMP-INT

★★★

SINCE 8-OCT-2014

## Certified Regional Coach (Transferred)

MAINTENANCE CONTRIBUTING

Starts Expires

Jan 2015 Jan 2018

PROFESSIONAL DEVELOPMENT

	5/12 Points
EXPIRES JAN 2018	
NCCP - None -	No limit
NON-NCCP (MULTI-SPORT) - None -	6 max

TRANSCRIPT

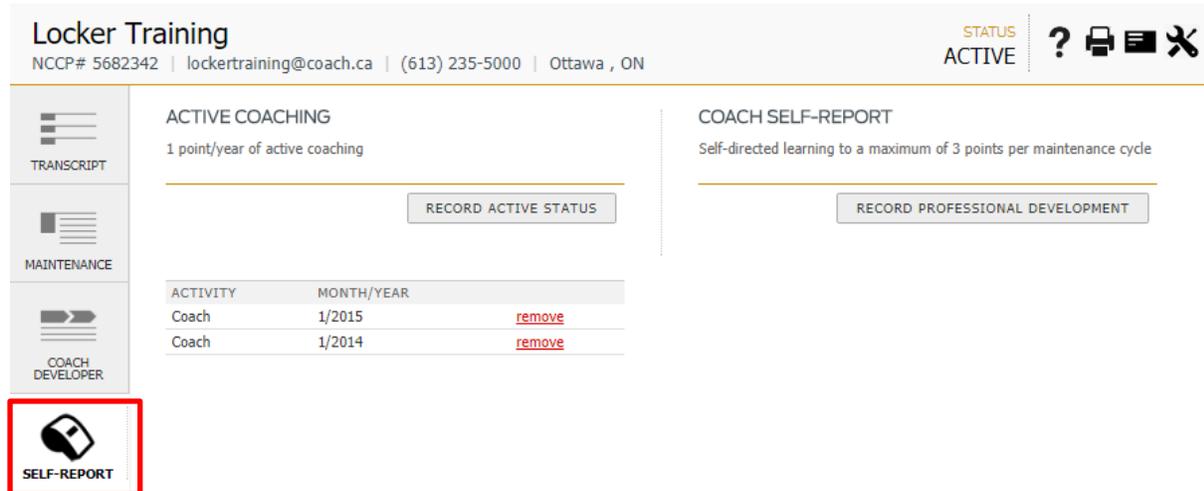
**MAINTENANCE**

COACH DEVELOPER

SELF-REPORT

## How do I self-report my Professional Development?

To self-report your PD you need to access your Certification page, and then click on the Self-report button on the left hand side of the screen. You then can enter the month and the year in which you were actively coaching. You can earn 1 PD point for each year of active coaching.

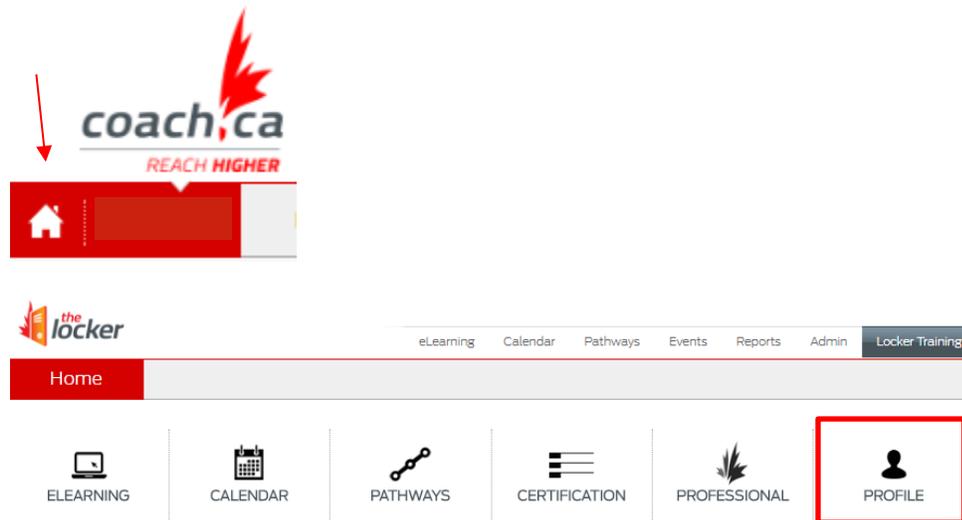


The screenshot shows the Locker Training user interface. At the top, it displays the user's name "Locker Training", contact information "NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa, ON", and a status indicator "STATUS ACTIVE". The main content area is divided into two sections: "ACTIVE COACHING" and "COACH SELF-REPORT". The "ACTIVE COACHING" section shows "1 point/year of active coaching" and a "RECORD ACTIVE STATUS" button. The "COACH SELF-REPORT" section shows "Self-directed learning to a maximum of 3 points per maintenance cycle" and a "RECORD PROFESSIONAL DEVELOPMENT" button. A sidebar on the left contains navigation options: "TRANSCRIPT", "MAINTENANCE", "COACH DEVELOPER", and "SELF-REPORT". The "SELF-REPORT" option is highlighted with a red box. Below the sidebar, there is a table of coaching activities:

ACTIVITY	MONTH/YEAR	
Coach	1/2015	<a href="#">remove</a>
Coach	1/2014	<a href="#">remove</a>

## How do I edit personal information?

To go back to the Home page, you can click on the House icon, and then click on Profile:



The screenshot shows the Locker Training user interface. At the top, it displays the "coach.ca" logo with the tagline "REACH HIGHER". Below the logo is a navigation bar with a home icon and a "Locker Training" button. The main content area is divided into two sections: "Home" and "Locker Training". The "Locker Training" section contains a navigation menu with the following options: "eLearning", "Calendar", "Pathways", "Events", "Reports", "Admin", and "Locker Training". The "Locker Training" option is highlighted with a red box. Below the navigation menu, there is a row of icons representing different sections: "ELEARNING", "CALENDAR", "PATHWAYS", "CERTIFICATION", "PROFESSIONAL", and "PROFILE". The "PROFILE" icon is highlighted with a red box.

On the left half of the profile screen there is a form that allows you to modify personal information. After the desired changes have been made, click on the **Save** button.

Locker Training  
 NCCP# 5682342 | lockertraining@coach.ca | (613) 235-5000 | Ottawa , ON

STATUS  
ACTIVE

PERSONAL

PROFESSIONAL COACHING

ADVANCED COACHING DIPLOMA

Last name\* Training  
 First name\* Locker  
 Gender\* Female  
 Birth date\* 1990-01-20  
 Phone (613) 235-5000  
 Language English

**DEMOGRAPHICS**  
 Armed Forces  
 RCMP  
 Aboriginal  
 Physical Disability

**EMAIL**  
 Email\* lockertraining@coach.ca  
 Email consent  Yes  No

**SECURITY**  
[change password](#)

**ADDRESSES** [add address](#)  
**Primary**  
 141 Laurier Ave W  
 Ottawa , Ontario  
 Canada K1P 5J3  
[Edit](#) [Delete](#)

**ROLES**  
 This **CAC** user has roles for all organizations

**NOTES**  
 This is set-up for testing only  
 Jennifer White on 2014-07-21

SAVE

## How do I edit, add or delete an address?

On the right half of the profile screen, you will see the address(es) currently on file. To change an address, click on the **edit** link below the address you wish to modify.

You can add also an address by clicking on the **add address** link on the right of the **Addresses** heading.

## How do I change my password?

Once you have logged in, go on your profile.

On your profile, under the **SECURITY** heading, you will see a form intended for your password.

Begin typing your new password in this form. Once you begin typing, a new box will appear asking you to confirm your new password.

Re-type your new password in this new box and then click on the **Save** button.

## How can I find the coaching requirements (pathways) for my sport?

Once you have logged in, click on the **Pathways** button.

To view the next steps in your coaching pathway, select the certification you are looking to get in **the** drop down menu on the top right corner of the screen. For more complete details, you may contact your provincial or territorial sport organization.

