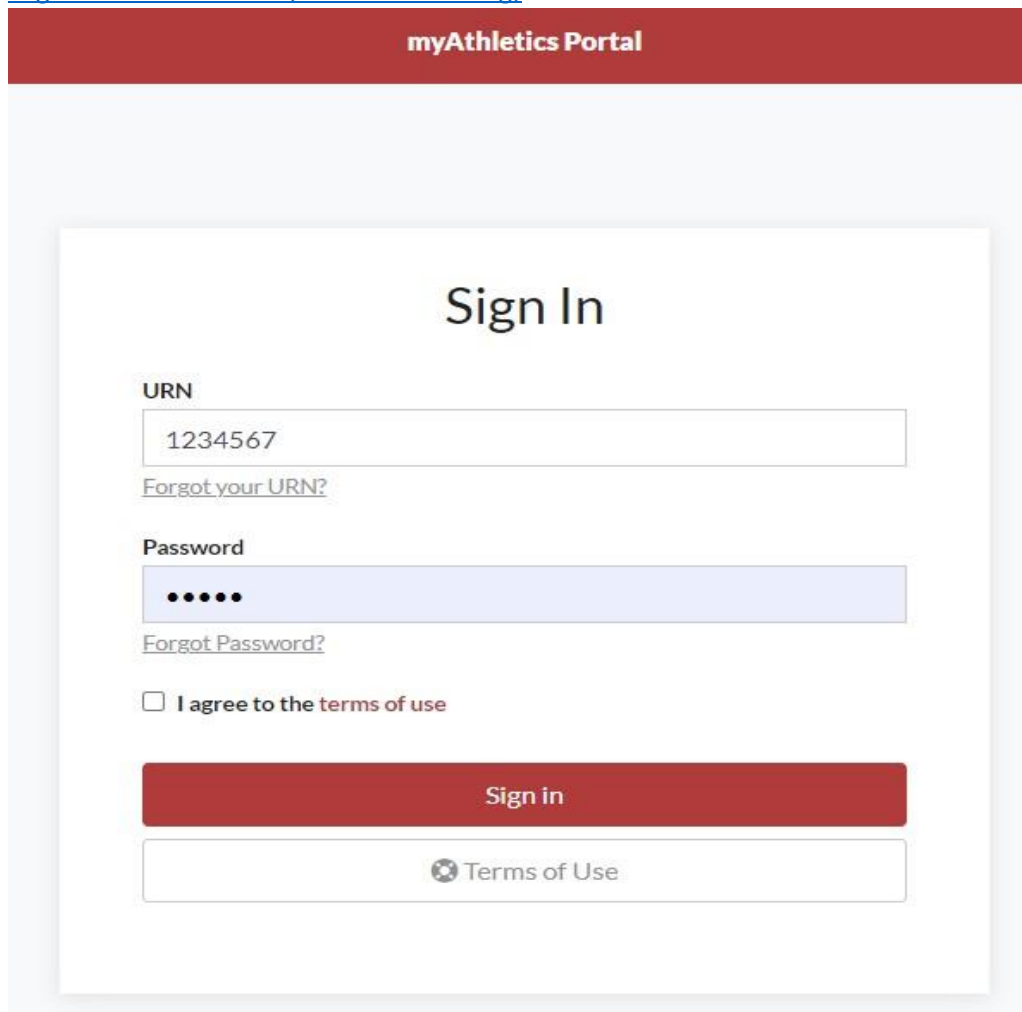


RENEWING YOUR LICENCE STEP BY STEP GUIDE

Applying for your DBS

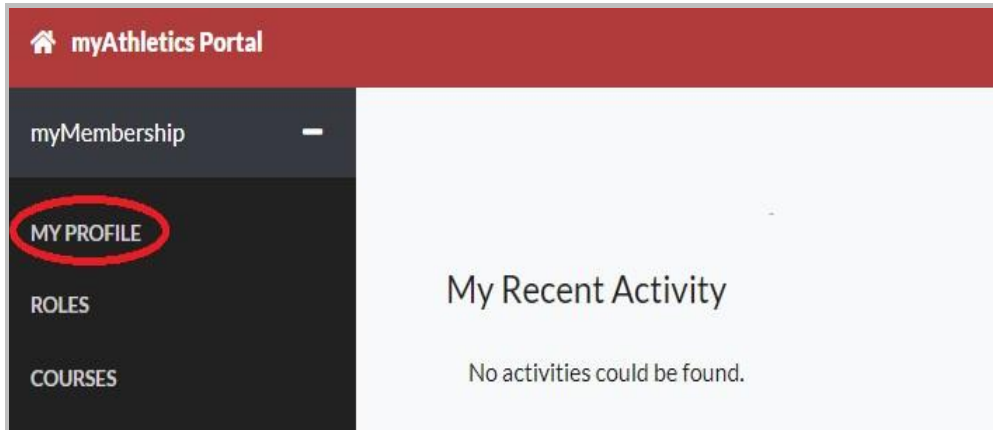
Login to your myAthletics portal here:

[Log in - Athletics Portal \(welshathletics.org\)](https://welshathletics.org)

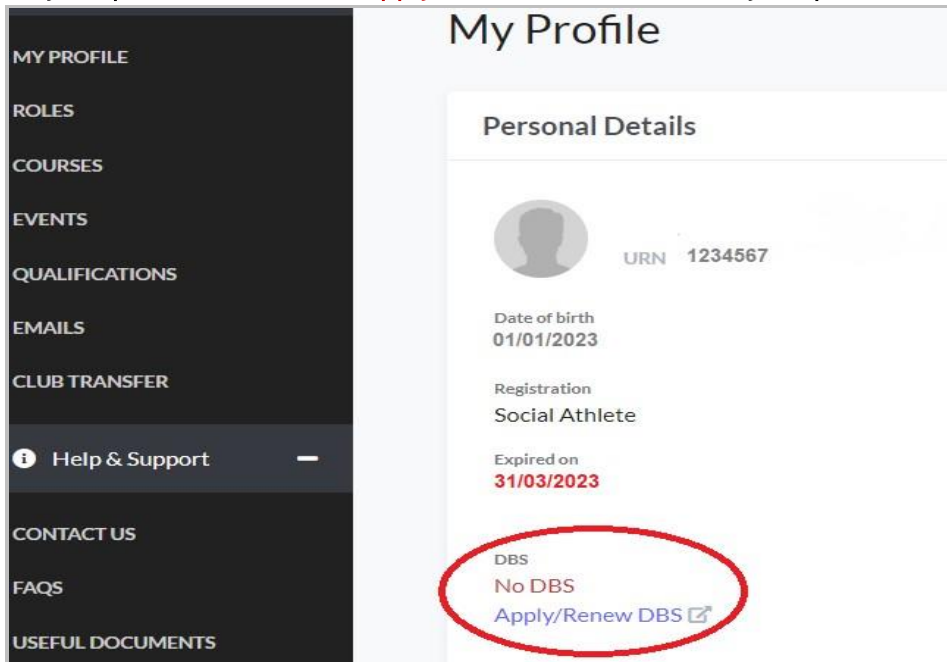


The screenshot shows the 'myAthletics Portal' sign-in interface. At the top, there is a dark red header with the text 'myAthletics Portal'. Below this is a white sign-in box with the title 'Sign In'. The form contains the following elements: a 'URN' label above a text input field containing '1234567', a 'Forgot your URN?' link below the URN field, a 'Password' label above a password input field with five dots, a 'Forgot Password?' link below the password field, a checkbox labeled 'I agree to the terms of use', a dark red 'Sign in' button, and a 'Terms of Use' link with a circular icon below the button.

After logging in click **My Profile** from the list on the left-hand side:



On your profile click on the **Apply/Renew DBS** link under your profile details



Uploading Photo

Login to your England athletics portal here: [Log in - Athletics Portal \(welshathletics.org\)](https://welshathletics.org)

myAthletics Portal

Sign In

URN

[Forgot your URN?](#)

Password

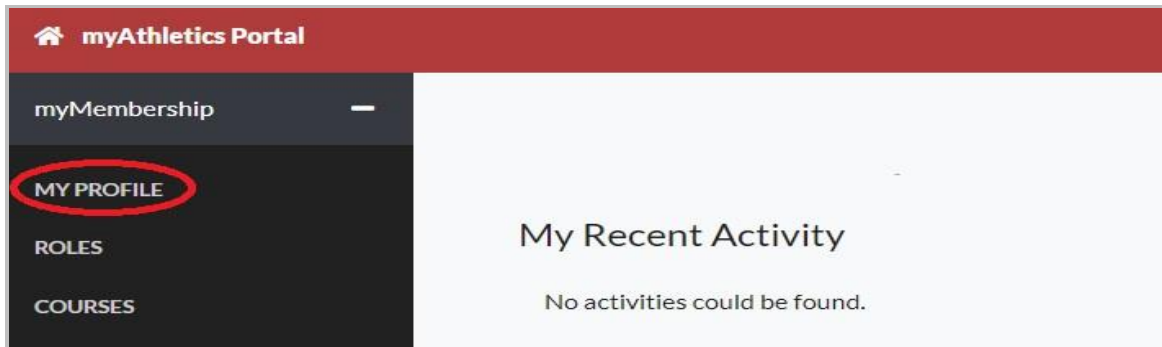
[Forgot Password?](#)

I agree to the terms of use

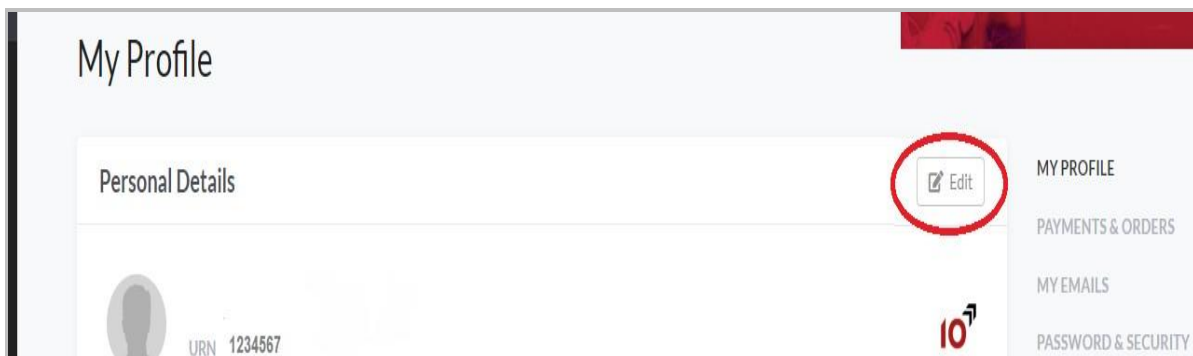
Sign in

[Terms of Use](#)

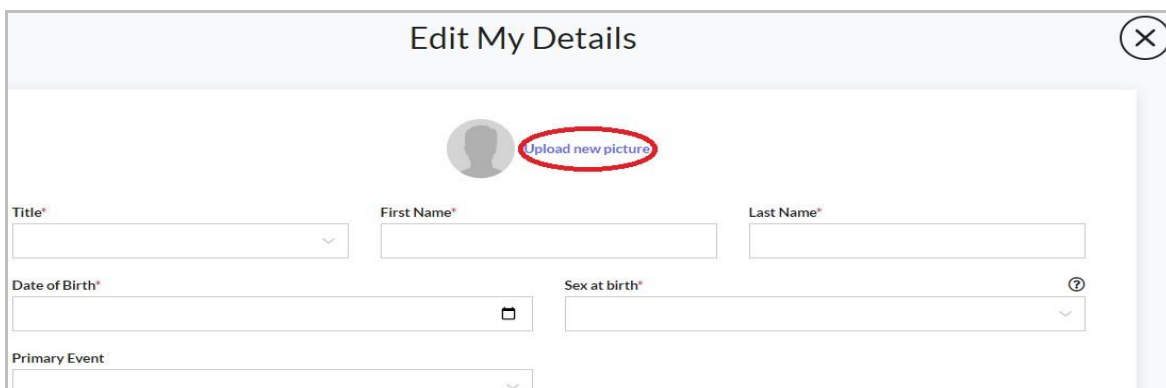
After logging in, click **My Profile** from the list on the left hand side



On your profile click on **Edit** in the right corner above your profile details

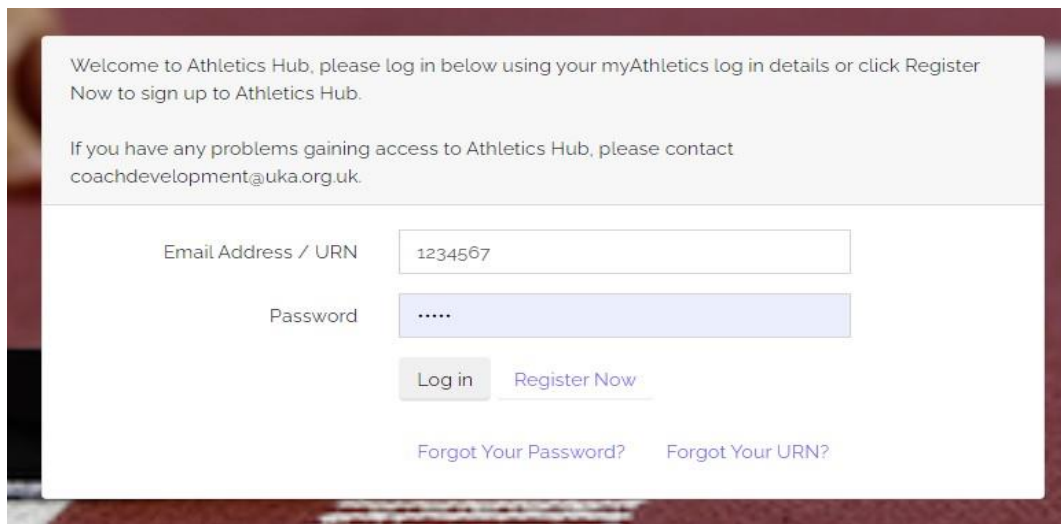


On the Edit page click on **Upload new picture** next to the image icon



Booking and Accessing Your Mandatory Training

Login to your Athletics Hub account here: <https://www.athleticshub.co.uk>



Welcome to Athletics Hub, please log in below using your myAthletics log in details or click Register Now to sign up to Athletics Hub.

If you have any problems gaining access to Athletics Hub, please contact coachdevelopment@uka.org.uk.

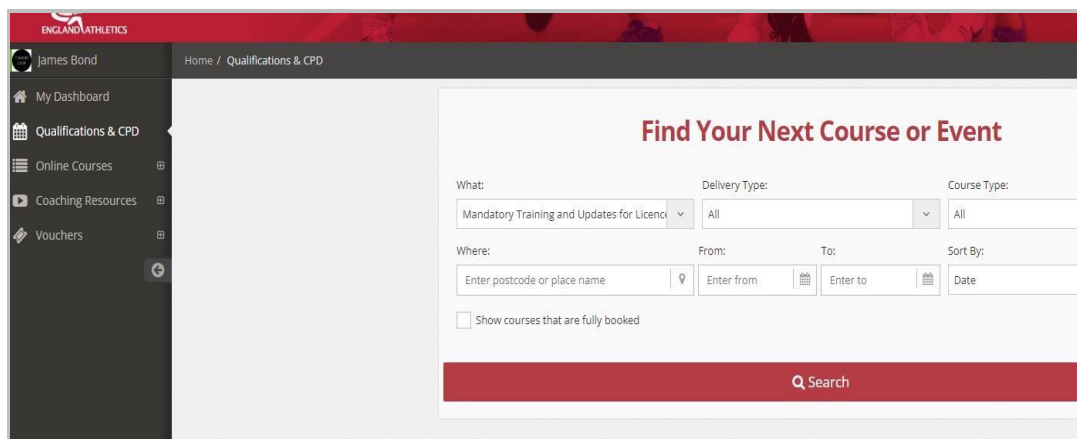
Email Address / URN: 1234567

Password:

Log in Register Now

[Forgot Your Password?](#) [Forgot Your URN?](#)

After logging in click on **Qualifications & CPD** from the options on the left-hand side



ENGLAND ATHLETICS

James Bond Home / Qualifications & CPD

My Dashboard

Qualifications & CPD

Online Courses

Coaching Resources

Vouchers

Find Your Next Course or Event

What: Mandatory Training and Updates for Licence Delivery Type: All Course Type: All

Where: Enter postcode or place name From: Enter from To: Enter to Sort By: Date

Show courses that are fully booked

Search

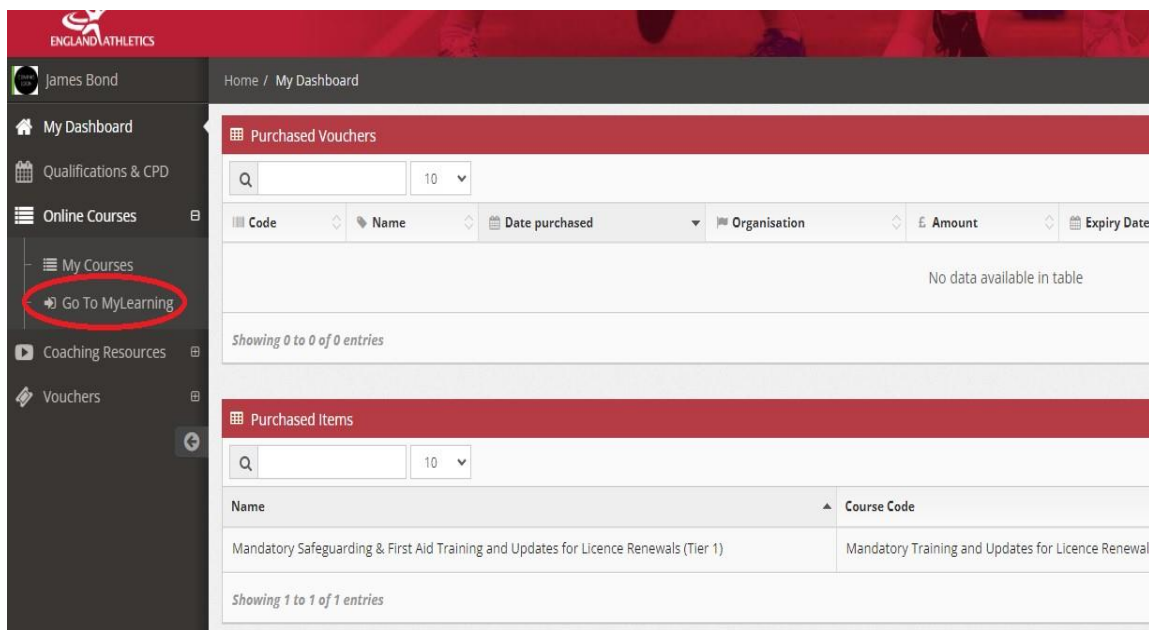
On the search page choose your selected course from the drop-down menu:

- For LIRFs/Coaching Assistants delivering to individuals **over 18 years old** need to choose **Mandatory Safeguarding and First Aid Training and Updates for Licence Renewals (Tier 1)**
- For CIRFs/Athletics Coaches, LIRFs/Coaching Assistants delivering to individuals **under 18 years old** need to choose **Mandatory Safeguarding & First Aid Training and Updates for Coach Licencing Renewals (Tier 2)**

The Tier 2 course is split into 2 parts: a 2 hour zoom sessions and then the online modules to be completed. When you book your course you will automatically have access to the online learning following the steps below.

After adding the course to your basket proceed to checkout to complete payment.

Once you have booked your course you can access the online modules by going to the **Online Courses** menu, then click on **Go To MyLearning**



This will open a new page. (you may need to accept Click on your course

**LISTEN
ENGAGE
REPRESENT**



WELSH ATHLETICS
ATHLETAU CYMRU

MyLearning Home Qualifications CPD Events My Learning Help My Account

My Learning

- Dashboard
- Calendar
- Private files
- My courses
 - Mandatory Training (Safeguarding & First Aid) and Updates for Licence Renewals (Tier 1)

BRITISH ATHLETICS **ENGLAND ATHLETICS** **ATHLETICS** **scottish athletics** **WELSH ATHLETICS ATHLETAU CYMRU**

Welcome to MyLearning

Welcome to your MyLearning section

Below you can find a list of your online courses. Please select the course you wish to view. PLEASE NOTE: if you would like to enrol onto a course you are

If you have any problems with accessing courses or course content, please email coachdevelopment@uka.org.uk

Search courses

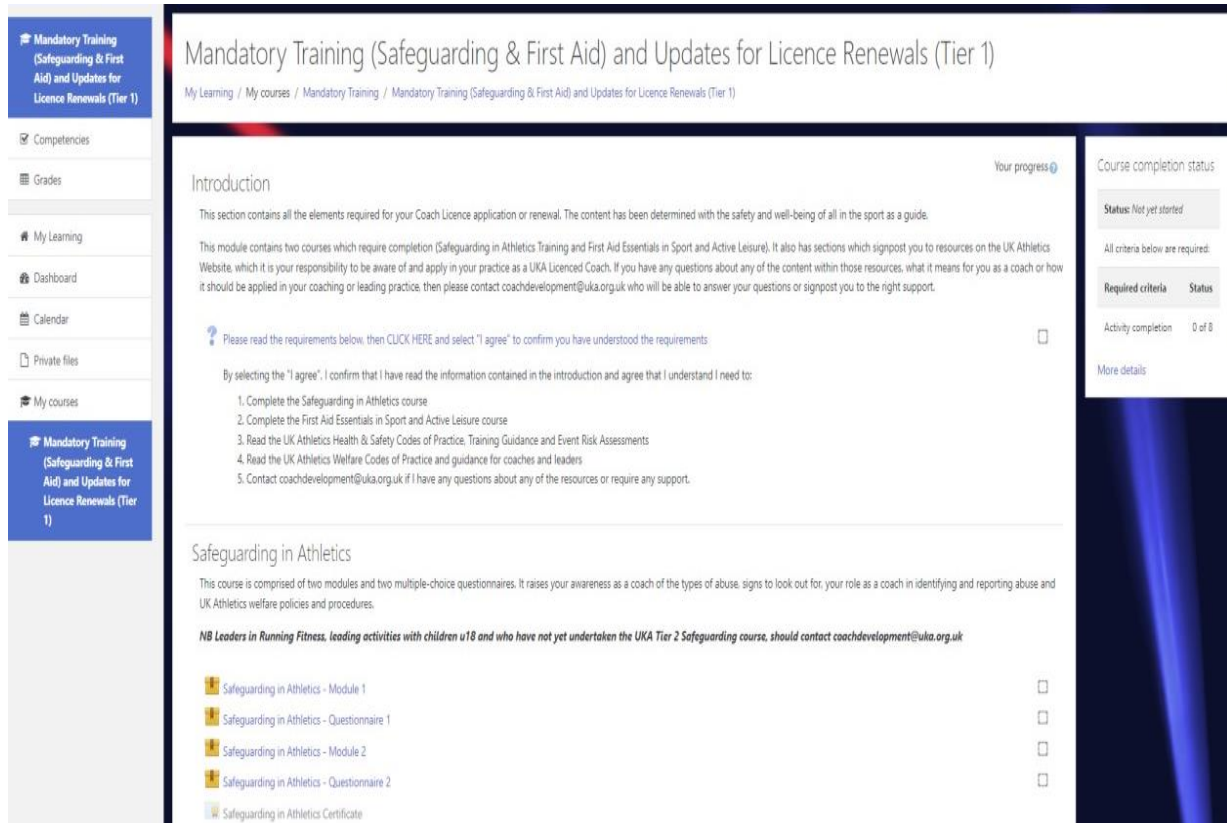
My courses

- Mandatory Training (Safeguarding & First Aid) and Updates for Licence Renewals (Tier 1)**

This module contains all the courses and guidance for the licence renewal process.

[All courses](#)

On this page you will see the course information, any resources and modules to be completed:



Please note when booking the tier 2 training you will also be required to complete a 2 hour online zoom session.

- If you have any issues with any of the steps above, please contact us by calling 07523 039114 or emailing education@welshathletics.org
- If you have a DBS certificate on the update service, please email your certificate number to db@uka.org.uk
- If you already have an external First aid certificate, please email this to firstaidtrainingcertification@uka.org.uk