



NAYS COACH SELF-REGISTRATION INSTRUCTIONS

Membership fee paid for by FIYA

INSTRUCTIONS FOR SIGNING UP FOR THE NAYS COACH TRAINING:

- GO TO NAYS.ORG
- CLICK **SIGN UP** – LOCATED IN UPPER RIGHT-HARD CORNER
- LOCATE RED COACH BOX AND CLICK **JOIN NOW!**
- REVIEW THE HOW IT WORKS PAGE AND THEN CLICK **GET STARTED.**
 - NOTE – FEE IS PAID FOR BY FIYA (MAXIMUM 2 COACHES PER TEAM)
 - **STEP 1** – SELECT A SPORT (IT'S IDEAL TO SELECT THE SPORT YOU WILL BE COACHING IN FIYA ALTHOUGH NOT REQUIRED; SOME FIYA SPORTS CURRENTLY NOT OFFERED BY NAYS).
 - **STEP 2** – ENTER THE REQUIRED INFORMATION ON THE CONTACT INFORMATION PAGE.
 - **STEP 3** – TYPE **FIYA** IN THE CONTACT INFORMATION
 - **STEP 4** – REVIEW THE COST – FIYA WILL PAY FOR A MAXIMUM 2 COACHES PER TEAM
 - **STEP 5** – NOT REQUIRED AS FIYA PAYS
 - **STEP 6** – REVIEW ALL INFORMATION IS CORRECT. SELECT **COMPLETE REGISTRATION.**

ONCE REGISTRATION IS COMPLETE:

- CLICK **CONTINUE TO TRAINING PORTAL**.
- NEXT TO THE COACHING YOUTH SPORTS, CLICK **GO TO TRAINING**. CLICK **GET STARTED** THEN WATCH ALL VIDEO SECTIONS.
- ANSWER THE 15 REVIEW QUESTIONS. YOU WILL RECEIVE YOUR RESULTS WITH AN OPPORTUNITY TO CORRECT ANY INCORRECT ANSWERS.
- READ AND ACKNOWLEDGE COACHES CODE OF ETHICS
- ONCE BACK AT THE TRAINING HISTORY PAGE, NEXT TO THE SPORT YOU REGISTERED FOR, CLICK **GO TO TRAINING**.
- COMPLETE ALL SECTION OF THE SPORT SPECIFIC TRAINING.
- ANSWER ALL 10 REVIEW QUESTIONS. YOU WILL RECEIVE YOUR RESULTS WITH AN OPPORTUNITY TO CORRECT ANY INCORRECT ANSWERS.

ONCE CERTIFICATION IS COMPLETE:

- UPON COMPLETION OF THE ONLINE TRAINING, YOU WILL RECEIVE AN EMAIL THAT CONFIRMS YOUR CERTIFICATION. IF YOU DON'T RECEIVE AN EMAIL, THIS MEANS YOU HAVE NOT COMPLETED THE ABOVE PROCESS. YOU SHOULD PRINT OUT THE EMAIL TO BE USED AS TEMPORARY PROOF OF YOUR CERTIFICATION.
- APPROXIMATELY 3 TO 4 WEEKS AFTER YOU RECEIVE YOUR EMAIL VERIFICATION, YOU WILL RECEIVE A NAYS CERTIFICATION CARD IN THE MAIL. THIS CARD SHOULD BE BROUGHT TO ALL FIYA EVENTS FOR WHICH YOU ARE COACHING. THE NAYS CARD IS GOOD FOR FIVE (5) YEARS IN FIYA.
- YOU WILL HAVE INSTANT ACCESS TO YOUR NAYS MEMBER ACCOUNT FOR 1 YEAR. PLEASE TAKE ADVANTAGE OF ALL THE BENEFITS OFFERED TO YOU AS PART OF YOUR 1 YEAR NAYS MEMBERSHIP INCLUDING FREE TRAININGS; CONCUSSION AWARENESS, BULLYING PREVENTION, PROTECTION AGAINST ABUSE AND COACHING CHILDREN WITH MENTAL HEALTH CHALLENGES.