



BRITISHROWING

How to upload credentials & qualifications

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How to upload credentials & qualifications

Many British Rowing members will hold qualifications relating to their involvement with the sport, eg first aid, coaching qualifications etc. ClubHub allows you to upload these to your profile which can then be verified by British Rowing. These can serve as an online CV for yourself, and as information for your Club Admin as to the knowledge/skills of club members.

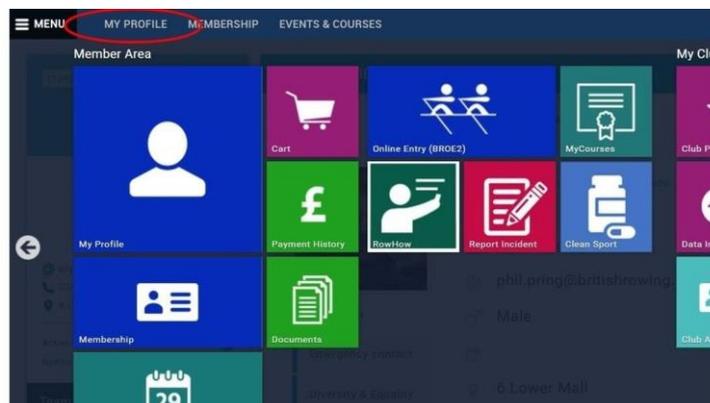
The ClubHub system splits qualifications into CREDENTIALS (items that have expiry dates) and QUALIFICATIONS (more formal training certificates that don't time out).

Uploading credentials and qualifications is simple - here's how:

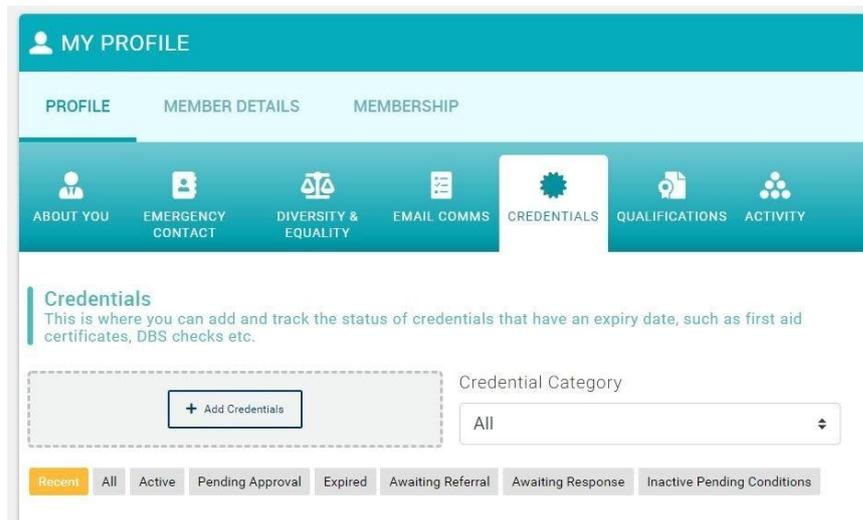
1. Sign into your British Rowing account



2. Select MY PROFILE



3. From here you can select either CREDENTIALS or QUALIFICATIONS



4. From here you can view your certificates by the various statuses shown (pending approval, expired etc), and you can also add new ones by selecting the ADD CREDENTIALS/QUALIFICATIONS button. When adding certificates you can select from a dropdown menu and then add additional details such as expiry dates, certificate copies etc and then submit for approval.