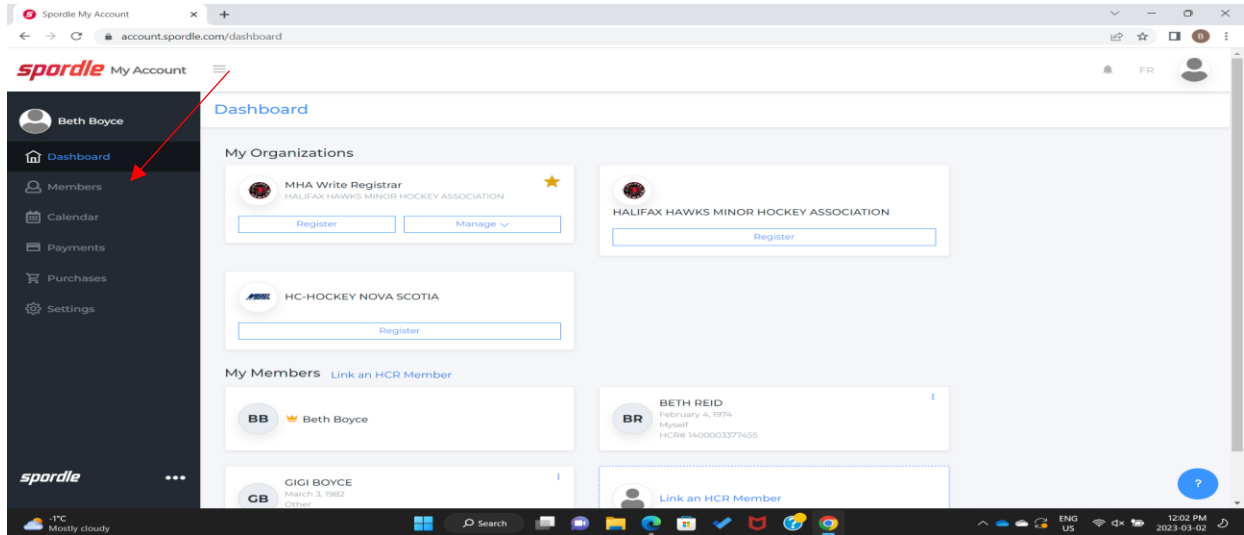
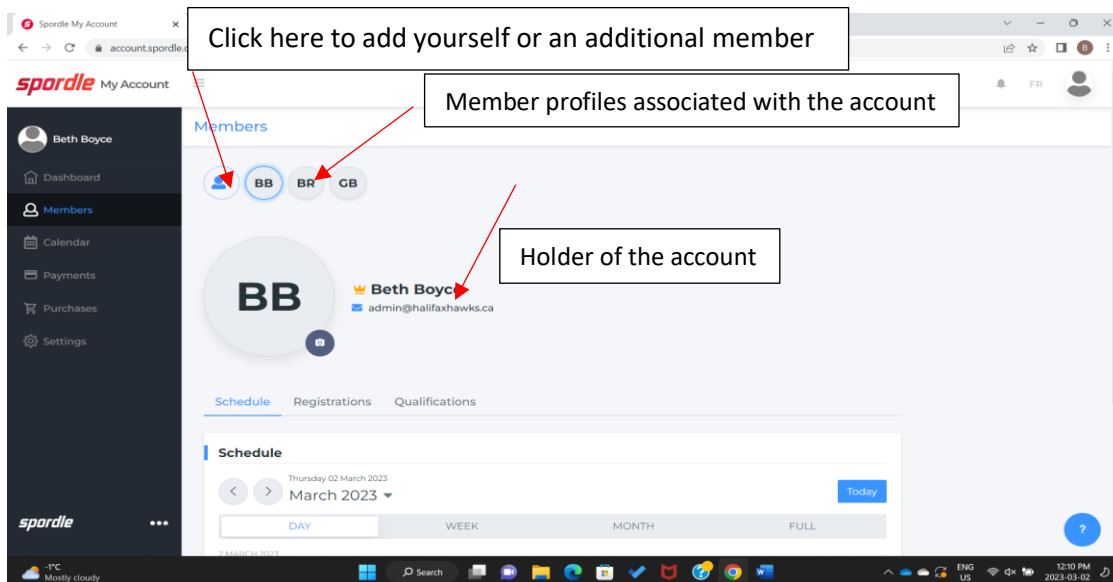


How Do I Check My Qualifications?

1. Log onto your Spordle account <https://account.spordle.com/>
2. Click on MEMBERS on the left.



3. This page is the account page. The holder of the account is the name with the crown icon beside the name. All holder means is that they are the person who created the account.
 - a. Even if you are one person, you still must add your profile to the account. A profile and an account are 2 separate things.
 - b. You can add yourself or another person to this account by clicking on the person with the plus sign the following the prompts
 - c. To view your own profile, click on your initials.



4. Once you click on your own initials, you will be taken to your profile page. It is here that you can check on your qualifications. As you can see below, qualifications and background checks are in 2 separate places. When you click on either of these categories, you will see all of your qualifications (and background checks) and the expiry date for each of them if they do expire
 - a. Coaching courses never expire.
 - b. Respect in Sport (or Speak Out) never expire.
 - c. HU Safety, Criminal Record Check and Vulnerable Sector Search expire every 3 seasons:
 - i. **It is very important to note the 3-year validation of the CRC/VSS begins September 1 of the current season and expires August 31, 3 seasons later. This means even if you choose to submit your CRC after the Dec 1 deadline, it will still expire 3 seasons after you submitted it, not 3 years following the date you submitted it.**

