



"Existing Coaches" = Coaches that have registered and are in your roster of coaches.





Go to www.trustedcoaches.org and log in to your Admin account.

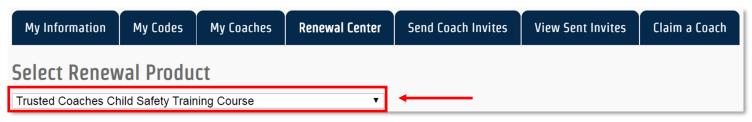


Go to your Admin Dashboard and click the 'Renewal Center' tab.





Select "Trusted Coaches Child Safety Training Course' from the drop-down menu.





Select all coaches that are required by your organization to complete the Child Safety Training. Click the checkboxes next to the coach's name to select them.

You may select multiple coaches.

	•	LAST	FIRST	MEMBERSHIP EXPIRES 🛦	LAST BACKGROUND CHECK	DAYS SINCE LAST BACKGROUND CHECK	COMMUNICATION
<b></b>		Klinkhammer	Adam	Dec 4 2018	Aug 10 2018	88 Days	Email Coach



## EXISTING COACHES HELP GUIDE







Once coaches have been selected, click orange 'Add to Cart' button.

Select Coaches to receive the Renewal Product Purchase

ADD TO CART

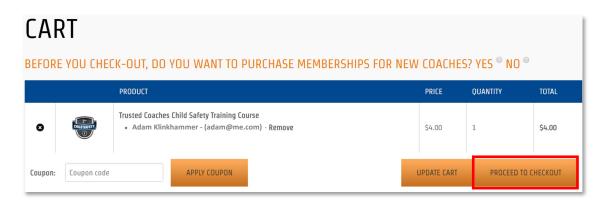


Click 'View Cart'.





Review your Cart. Once confirmed, click 'Proceed to Checkout'. Complete order.





Once your order has been processed, the Child Safety course will automatically be enabled on their Trusted Coaches account(s). Coaches will receive notification that new courses are available with a link to login to their account to complete the course.

