

# The Registry<sup>®</sup> of Fitness Professionals

USER MANUAL

UPDATED NOVEMBER 2020

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## Introduction

Welcome to the new and improved The Registry® of Fitness Professionals, your resource for maintaining your BCRPA registration and marketing your services through its online searchable database, showcasing you as a fitness professional who has met the highest provincial and national fitness standards.

The Registry® serves four primary purposes:

- 1) an online, searchable database for employers (ie: Fitness Leaders, fitness facilities) and the general public to use to find qualified fitness professionals by name or by specialty,
- 2) a marketing platform for registered Fitness Leaders, to create personalized professional profiles that highlight the services they offer and the credentials they hold;
- 3) an organizational tool for SFLs and TFLs to create course and workshop listings and attendance rosters; and
- 4) an administrative tool to manage BCRPA registration status for both existing BCRPA-registered Fitness Leaders and those wanting to become BCRPA-registered Fitness Leaders

### How is the new version of The Registry® different?

We are thrilled to bring you this new and improved version of The Registry® to help you maximize the benefits of your registration as a BCRPA-registered Fitness Leader. The new site is simple to use and easy to navigate – everything you need to manage your registration can be accessed from one page! This manual has been created to support you in making the most of the tools that The Registry® of Fitness Professionals provides. Throughout the manual, we will walk through each component of the new site step-by-step so you feel well-equipped to manage your registration. The updated version of The Registry® has been enhanced and improved based on your feedback, and the best way to learn to navigate is to use The Registry® as you always have, with this manual as a guide. If you have questions, BCRPA staff members are available to assist you at [registration@bcrpa.bc.ca](mailto:registration@bcrpa.bc.ca) or (604) 629-0965.

Thank you for your support of the BCRPA Fitness Program and enjoy your new The Registry® of Fitness Professionals!

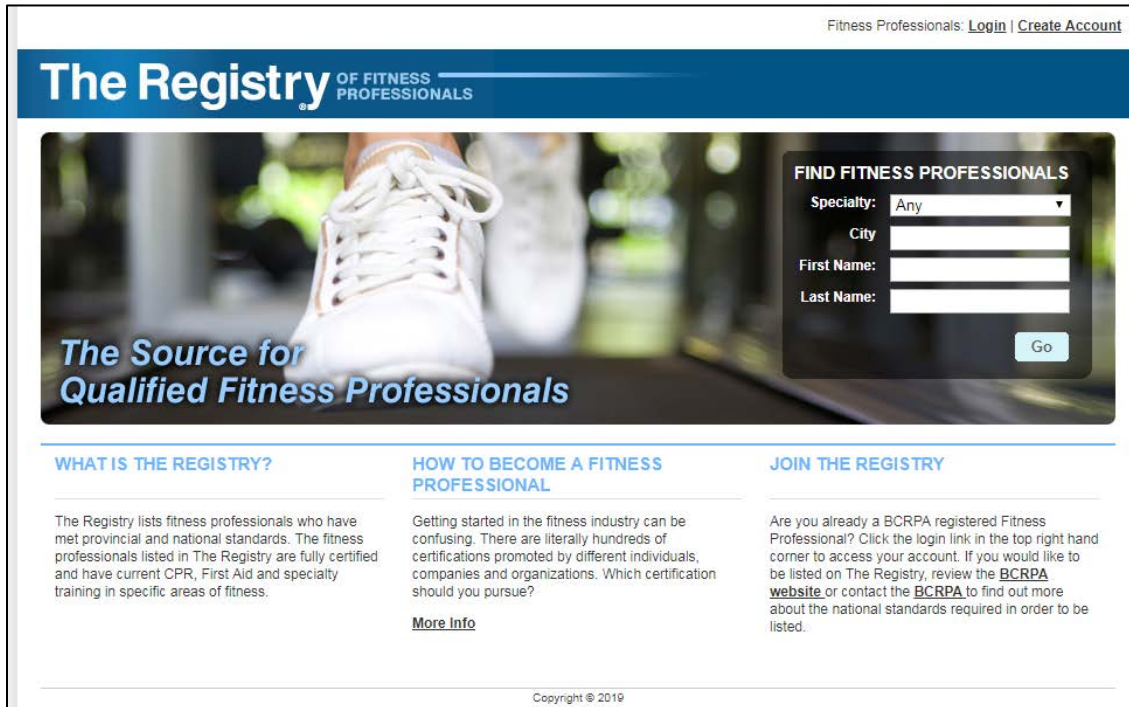
*Please note that this manual is designed to assist you in navigating The Registry® and your User Account and is not a guide to being or becoming registered with the BCRPA. For information on becoming a BCRPA-registered Fitness Leader, visit the BCRPA Fitness Program website at <https://www.bcrpa.bc.ca/fitness-program/>.*

BC Recreation and Parks Association  
November 2020

## Signing into The Registry®

### Activating Your Account

If you have never logged in to The Registry on the new website, you will need to activate your account. You'll need to activate your account if you've previously had an account on the website that looks like this:



The screenshot shows the homepage of 'The Registry OF FITNESS PROFESSIONALS'. At the top right, there are links for 'Fitness Professionals: Login | Create Account'. The main header features the site's name and a background image of white sneakers. Below the header, there's a 'FIND FITNESS PROFESSIONALS' search box with fields for 'Specialty' (set to 'Any'), 'City', 'First Name', and 'Last Name', and a 'Go' button. The page is divided into three columns: 'WHAT IS THE REGISTRY?', 'HOW TO BECOME A FITNESS PROFESSIONAL', and 'JOIN THE REGISTRY'. The 'JOIN THE REGISTRY' section includes instructions for existing BCRPA members to log in or create an account. A copyright notice 'Copyright © 2019' is at the bottom.

To activate your account on the new The Registry®, go to [www.thefitnessregistry.com](http://www.thefitnessregistry.com) and click on “Fitness Professionals Login/Register”. Then, select “Create or activate a MyFitnessRegistry account”. Do not try to log in, because your account is not activated yet.



The screenshot shows the 'LOGIN' page. A large red 'X' is placed over the email and password input fields. The 'LOGIN' button is highlighted with a green rectangle. Below it, the link 'Create or activate a MyFitnessRegistry account' is circled in green. At the bottom, there is a link for 'Forgot your password or email?'.

## SIGN UP

First Name

Last Name

Email

**CONTINUE**

## SIGN UP

We have found an existing MyFitnessRegistry account matching your information:

**Name** BCRPA BCRPA

**Company**

**Email** gdunnill@bc-----c.ca

Please enter your first name, last name and email address exactly as they were on your account on the old site (pictured above). This will allow the site to match your information.

# The Registry

OF FITNESS PROFESSIONALS

The Source for Qualified Fitness Professionals

[My Account](#)
[Logout](#)

## USER ACCOUNT

**BCRPA BCRPA (Leader ID: 165614)**

Registration Type: **Fitness Leader** - Exp. 2020-06-02

Specialty: **Fitness Theory | Group Fitness | Weight Training | Personal Trainer**

Your First Aid expires: 2019-06-12

Your CPR expires: 2019-06-27

You currently have 80.00 CECs (A Total of 16 CECs are needed to renew your current registration.)

- Info
- Registration
- First Aid Certificate
- CPR Certificate
- CEC Log
- Professional Profile
- Invoices
- Upcoming Courses and Workshops
- My Courses & Workshops
- Resources
- Exam History

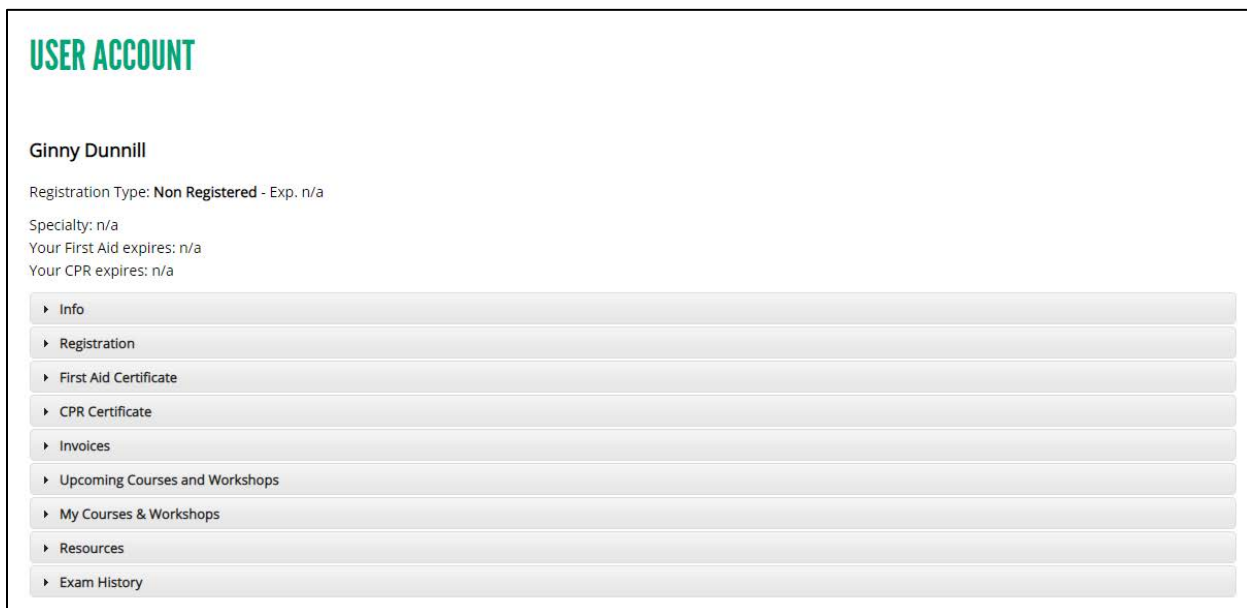
Everything you need to access and update your registration, whether you're brand new to The Registry or have been a BCRPA-registered Fitness Leader for some time, can be found on the User Account page. When you initially sign into The Registry ([www.thefitnessregistry.com](http://www.thefitnessregistry.com)), you'll be brought to this page automatically.

The User Account page is made up of several dropdown sections called “accordions”. The accordions contain everything you need to manage your registration, whether it’s uploading CEC petitions, updating your First Aid and CPR or purchasing/renewing registrations.

In the following sections, we will outline the components of every section on the User Account page. Please note that these components vary, depending on if you are a Fitness Student (still in your first year of registration), a Fitness Leader (within a regular two-year registration period) or a Supervisor or Trainer of Fitness Leaders (SFL or TFL).

## Fitness Students (from initial account creation to first registration renewal)

When you sign into The Registry for the first time after creating your account, your User Account page will look like this:

A screenshot of a web interface titled "USER ACCOUNT" in green. Below the title, the user's name "Ginny Dunnill" is displayed. Underneath, registration details are listed: "Registration Type: Non Registered - Exp. n/a", "Specialty: n/a", "Your First Aid expires: n/a", and "Your CPR expires: n/a". A vertical list of ten menu items, each with a right-pointing chevron, is shown in a light gray box. The items are: Info, Registration, First Aid Certificate, CPR Certificate, Invoices, Upcoming Courses and Workshops, My Courses & Workshops, Resources, and Exam History.

To attain the goal of becoming a registered Fitness Leader, you will need to complete four steps:

- 1. Update First Aid and CPR and purchase and pass the NFLA Fitness Theory Exam.**
- 2. Purchase Fitness Student registration.**
- 3. Complete a Specialty.**
- 4. Purchase Fitness Leader registration.**

These steps are outlined in further detail below.

### 1. Update First Aid and CPR and purchase and pass the NFLA Fitness Theory Exam.

#### **Updating First Aid and CPR:**

One requirement of registration with the BCRPA is that you maintain current certification in First Aid (Emergency or Standard) and CPR (minimum CPR-A). This step must be completed before you can

purchase your Fitness Student registration. To update your certificates, begin by selecting the First Aid Certificate accordion and clicking on “Assign Certificate”.

**Note:** If you completed a course that covered both First Aid and CPR, you can update both at the same time by checking the “Check if this certificate is for both First Aid and CPR” box in this accordion. If you only completed First Aid or CPR, you will need to update under “First Aid Certificate” or “CPR Certificate”.

Once you’ve clicked on “Assign Certificate”, you can input the information found on the certificate you received at your course. Be sure to check the Expiry Date listed on your certificate as some courses are valid for two years and some are valid for three. Once you have inputted all of the information, click “Save”.

The system will randomly select First Aid and CPR certificates to be audited, allowing us to ensure information being submitted can be verified. If your certificate is selected for audit, you will receive a message on-screen right after you input and submit your First Aid/CPR. You will also receive an email with the same information. If you are audited, you will need to send proof of your First Aid/CPR course completion to BCRPA. This can be done in one of four ways:

- By email (ie. a scan or photo of the certificate): to [registration@bcrpa.bc.ca](mailto:registration@bcrpa.bc.ca)
- By fax: to 604.629.2651
- By mail to the following address:

**BCRPA**  
**#301 – 470 Granville Street**  
**Vancouver, BC**  
**V6C 1V5**

If you are audited, you will need to send your documents to BCRPA within three business days of audit. Until these documents are received and processed (1-2 business days from receipt), you will not be able to continue with the registration process.

### **Purchase and Pass the NFLA Fitness Theory Exam**

To purchase the BCRPA Fitness Theory exam, select the “Exam History” accordion on your User Account page. Click on “Purchase Exam”. You will then be brought to the “Shop” page, where you can add the NFLA Fitness Theory Exam to your account. Click on “Add to Cart” next to the exam, and then click “Proceed to Checkout”. Once you’ve confirmed your purchase, click on “Proceed to Payment” to pay. Please note that you must have a valid credit card in order to complete your purchase. Select “Credit Card” and then enter your credit card information. If you wish to save your card to your profile for future purchases, check the “Keep Card on File” box. Then, click “Submit Payment”.

When your exam payment is processed, you will receive two emails. One is a receipt of payment. The other includes instructions on how to book your exam session through ProctorU. **ProctorU** is an online proctoring system that allows you to write your exam from the comfort of your own home, on your own time.

Follow the instructions listed on the email and sign onto ProctorU at your scheduled exam time. Once you pass your exam, your results will transfer over to The Registry® immediately, where you will be able to proceed to step 2. You can see your exam results within your User Account page on The Registry, under the “Exam History” accordion.

**Ginny Dunnill**  
Registration Type: **Non Registered** - Exp. n/a  
Specialty: n/a  
Your First Aid expires: n/a  
Your CPR expires: n/a

▶ Info

▶ Registration

▶ First Aid Certificate

▶ CPR Certificate

▶ Invoices

▶ Upcoming Courses and Workshops

▶ My Courses & Workshops

▶ Resources

✓ Exam History

**PURCHASE EXAM**

Exam	Date Written	Score	Pass / Fail	Action
NFLA Fitness Theory Exam	2019-06-18	55.00	Pass	<b>SHOW DETAIL</b>

## 2. Purchase Fitness Student registration.

Your Fitness Student registration can only be purchased once you have updated your First Aid and CPR and have passed the Fitness Theory exam. This registration lasts for one year from the date of purchase and establishes you as a *BCRPA-Registered Fitness Student*.

## 3. Complete a Specialty.

For full information on completing a specialty, visit the [BCRPA website](#) and select “How to become a registered BCRPA Fitness Leader” and then follow steps 3, 4 and 5.

Once you have completed your Instructor Competency Evaluation (ICE), your evaluator will notify the BCRPA with the results and we will update your account.

**Important note:** You have one year from the date of registration purchase to complete one specialty (this includes course, exam *(if applicable)*, and evaluation)



#### 4. Purchase Fitness Leader Registration.

When you sign into The Registry®, your registration status shows at the top of your User Account page. This includes your registration expiry date, along with your First Aid and CPR expiry dates. When you earn a new specialty, this specialty will also show at the top of your User Account page.

##### **Ginny Dunnill (Leader ID: 165616)**

Registration Type: **Fitness Leader** - Exp. 2019-08-08

Specialty: **Fitness Theory | Group Fitness**

Your First Aid expires: 2021-06-21

Your CPR expires: 2021-06-21

You currently have 16.00 CECs (A Total of 16 CECs are needed to renew your current registration.)

**DOWNLOAD REGISTRATION CONFIRMATION**

When you initially purchase your Fitness Student registration, you'll have earned the specialty "Fitness Theory". Some course providers will ask you to provide proof of having earned this specialty; you can provide this by clicking on "Download Registration Confirmation". This is your confirmation of BCRPA registration.

Once you have completed your first specialty, with the applicable ICE package, and have received an email that your ICE package has been processed, you will see your specialty listed on your User Account Page. As you get closer to your Fitness Student registration's expiry date, you will be able to renew your registration, this time as a Fitness Leader. Note that having Fitness Theory alone will not allow you to do this; you must have completed a specialty that has an ICE package.

Four months prior to your Fitness Student registration's expiry, you will receive a renewal notice from The Registry® (this will come to you by email). Three months before your registration expires, you will be able to renew your registration. After your year as a Fitness Student is up, you will renew as a Fitness Leader. To do so, sign into your account on The Registry® and select the "Registration" accordion. Please note that you will not be able to renew earlier than three months from your expiry date.

Open the "Manage Registration" accordion and click the "Submit" button. From here, follow the steps to make your registration payment. You will receive a receipt to your email once you have made your payment, and can also find record of your payment under the "Invoices" accordion on your User Account page. Once you have renewed your registration, you'll notice that your Registration Type has changed to "Fitness Leader" and that your expiry date is now two years from your first expiry date. So if your Fitness Student registration expires August 8, 2019 and you renew June 25, 2019, the new registration will still begin after your first expiry date (so you don't lose out on any registration time).

USER ACCOUNT

Ginny Dunnill (Leader ID: 165616)

Registration Type: **Fitness Leader** - Exp. 2021-08-08

[DOWNLOAD CERTIFICATE](#)

Specialty: **Fitness Theory** | **Group Fitness**  
Your First Aid expires: 2021-06-21  
Your CPR expires: 2021-06-21  
You currently have 0.00 CECs (A Total of 16 CECs are needed to renew your current registration.)

▸ Info

▸ Registration

▸ First Aid Certificate

▸ CPR Certificate

▸ CEC Log

▸ Professional Profile

▸ Invoices

▸ Upcoming Courses and Workshops

▸ My Courses & Workshops

▸ Resources

▸ Exam History

You'll notice, as well, that once you're a Fitness Leader, your User Account page looks a little different. The different components of the User Account page will be covered later in the user manual.

## Fitness Leaders: Maintaining your Registration

As a BCRPA-registered Fitness Leader, your User Account page will look something like this:

Ginny Dunnill (Leader ID: 165616)

Registration Type: **Fitness Leader** - Exp. 2019-08-08  
Specialty: **Fitness Theory** | **Group Fitness**  
Your First Aid expires: 2021-06-21  
Your CPR expires: 2021-06-21  
You currently have 16.00 CECs (A Total of 16 CECs are needed to renew your current registration.)

[DOWNLOAD REGISTRATION CONFIRMATION](#)

▸ Personal Contact Info

▸ Manage Registration

▸ First Aid Certificate

▸ CPR Certificate

▸ CEC Log

▸ Professional Profile

▸ Invoices

▸ Upcoming Courses and Workshops

▸ My Courses & Workshops

▸ Resources

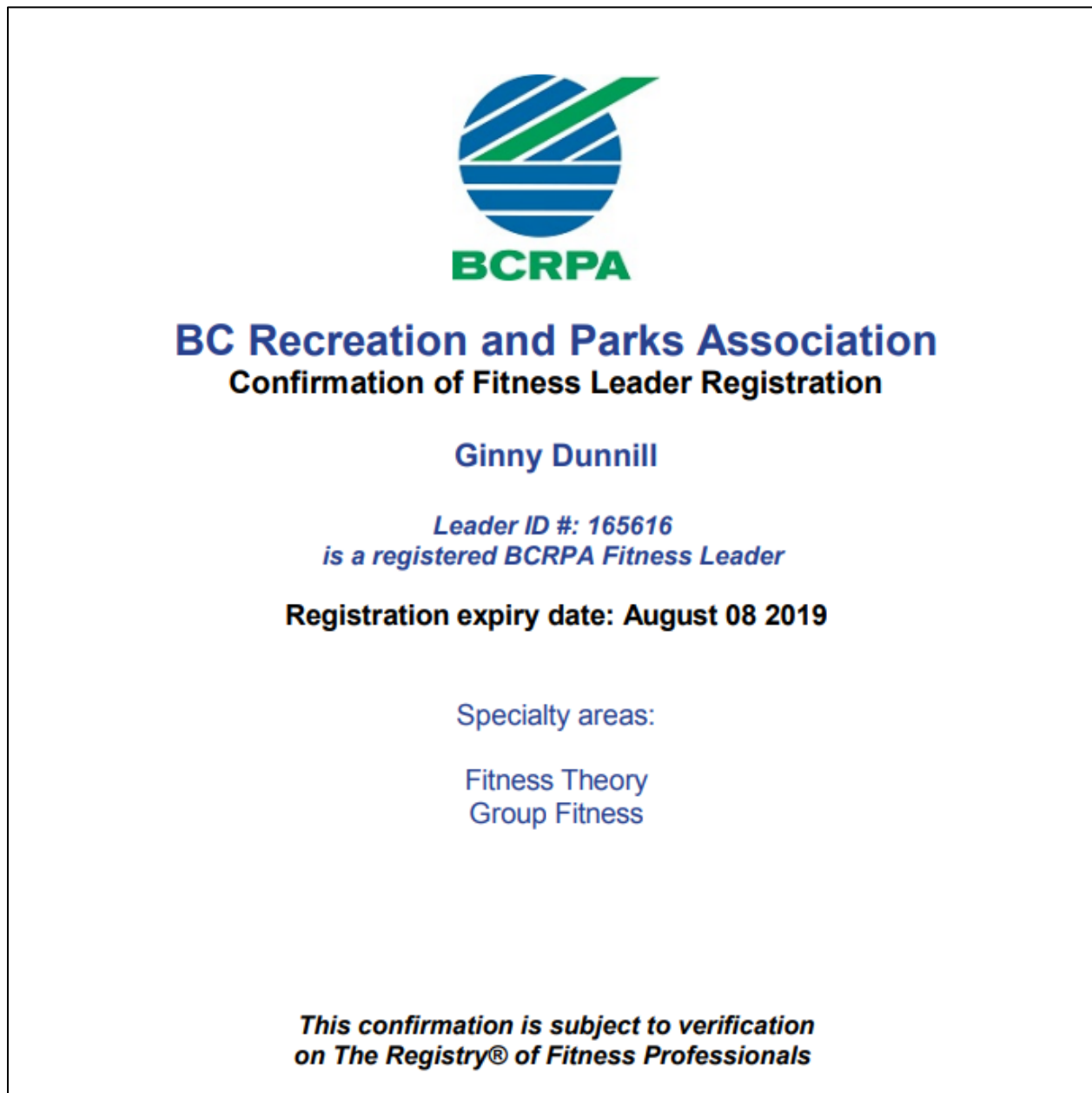
▸ Exam History

The top of your User Account page details the following information:

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- Your registration type (Fitness Leader or Supervisor/Trainer of Fitness Leaders)
- Your specialties
- Your First Aid and CPR expiry dates
- The number of CECs you have

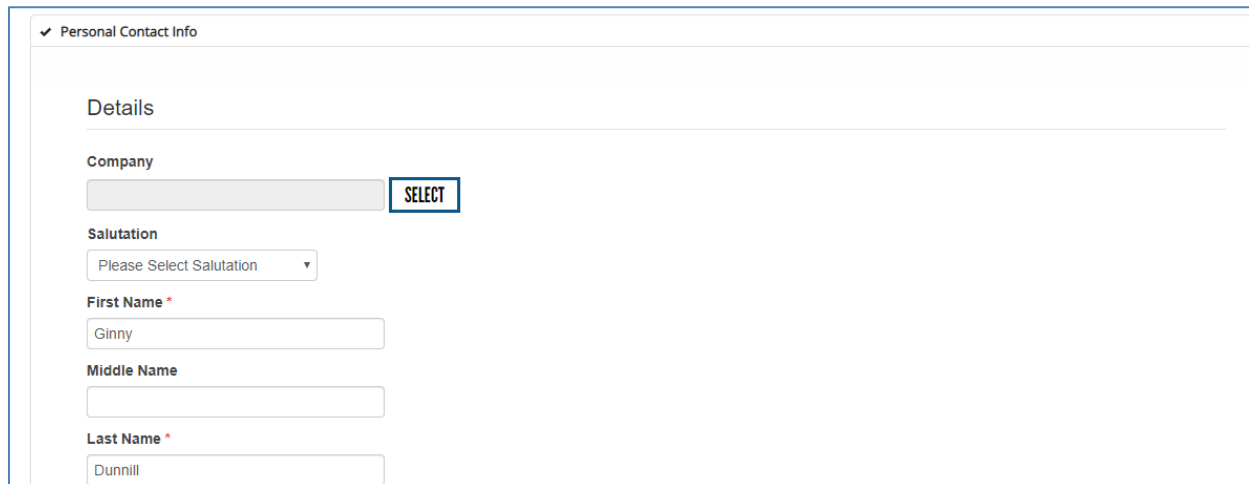
This is also where you can download confirmation of registration. If your employer needs proof that you are BCRPA-registered, or if you'd simply like to have it for your own records, click the "Download Registration Confirmation" button at the top of your User Account page.



The document can then be saved to your computer and printed out or attached to an email.

Below that section, you will see a number of dropdowns called “accordions”. In the following section, we will detail each of these accordions.

### Personal Contact Info Accordion



The screenshot shows a web form titled "Personal Contact Info" with a checkmark icon. Below the title is a section labeled "Details". The form contains the following fields:

- Company:** A text input field followed by a "SELECT" button.
- Salutation:** A dropdown menu with the text "Please Select Salutation" and a downward arrow.
- First Name \*:** A text input field containing the text "Ginny".
- Middle Name:** An empty text input field.
- Last Name \*:** A text input field containing the text "Dunnill".

Information in this section is used by BCRPA to contact you. Be sure to hit “Save” towards the bottom of the expanded accordion every time you change or add information.

Information includes your name, the company you work for – if applicable, your address, your phone number and your email address. **If you change your email address, your account login will also be changed – so make sure that the email address you wish to log into The Registry® with matches the email address that you keep on file.**

### Manage Registration Accordion

This is where registration renewals are paid and processed. **Note that the system will only allow you to renew your registration when you meet the requirements for renewal.** These include:

- Current First Aid/CPR
- Required number of Continuing Education Credits (CECs) for renewal
  - 12 for Fitness Leaders
  - 16 for Supervisors of Fitness Leaders and Trainers of Fitness Leaders (SFLs/TFLs)
- Being within your registration renewal window – three months prior to your registration expiration date

If you do not meet the above requirements, the website will not allow you to renew and will display a message within this accordion explaining why. When you meet all the requirements, the expanded Manage Registration accordion will look like this:

✓ Manage Registration

Ginny Dunnill

Registration

Fitness Leader Registration

*Fitness Leader Registration*

\$150.00 (+ \$0.00 tax)

☒ Purchase

Subtotal

\$150.00 (+ \$0.00 tax)

The Registration Type field will auto populate with the registration renewal type you can process. Follow the steps to make your registration payment. A receipt of payment will be emailed to you. You are also able to view your receipt in the Invoices tab within your account.. Once you have renewed your registration, you'll notice that your registration expiry date is now two years from your initial expiry date. So if you have renewed early – ie: your registration expires August 8, 2019 and you renew June 25, 2019 - the new registration period will still begin after your initial expiry date, ensuring you don't lose out on any registration time.

**Note:** If your registration is **expired**, you can still follow the steps above to renew as long as it has not been expired for longer than **one year**. If your registration has been expired for longer than one year, you will need to follow additional steps in order to renew. You will also need to contact BCRPA for renewal assistance. Visit the [BCRPA website](#) and click on 'Renewal for Expired Fitness Leaders' for details on what these steps may entail, and [email the BCRPA](#) when you are ready to renew.

## First Aid Certificate Accordion

✓ First Aid Certificate

Expiry Date	Certifying Organization	(If Other)	Instructor Name	Course Start	Course End	+ ADD CERTIFICATE
06/21/2021	Heart and Stroke Foundation of Canada			06/21/2019	06/21/2019	

This accordion contains your First Aid certification information. To add a new First Aid certificate, click on "Add Certificate". The accordion will expand to a form where you can type in your certificate information. Note that if you've taken a course for both First Aid and CPR, you can update both at the same time by clicking "Check this if the certificate is for both First Aid and CPR".

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### Add New First Aid Certificate

First Aid and CPR: ☒ Check this if the certificate is for both First Aid and CPR.

CPR Type:


Expiry Date (MM/DD/YYYY):

Certifying Organization:

Instructor Name:

Course Start Date (MM/DD/YYYY):

Course End Date (MM/DD/YYYY):


 **SAVE** **CANCEL**

Once you have filled in the form, click on “Save”.

### CPR Certificate Accordion

If you have updated your CPR only (not your First Aid), you can update the certification on-file by clicking on the CPR Certificate accordion and then clicking “Add Certificate. Similar to First Aid updates, you will fill in the form, then click “Save” to update the information on file.

✓ CPR Certificate

Expiry Date	CPR Type	Certifying Organization	(If Other)	Instructor Name	Course Start	Course End	 <b>ADD CERTIFICATE</b>
06/21/2021	CPR-C	Heart and Stroke Foundation of Canada			06/21/2019	06/21/2019	

#### Add New CPR Certificate

Expiry Date (MM/DD/YYYY):


CPR Type:

Certifying Organization:

Instructor Name:

Course Start Date (MM/DD/YYYY):

Course End Date (MM/DD/YYYY):

 **SAVE** **CANCEL**

If you have already updated your CPR through the First Aid Certificate accordion by selecting “Check if this certificate is for both First Aid and CPR”, you do not need to update the information in the “CPR Certificate” accordion.

### First Aid and CPR Audits

First Aid and CPR updates are accepted on an honour system, meaning that The Registry® does not require you to upload a copy of your certificate every time you have an update. However, The Registry audits updates, meaning it randomly selects and requires users to submit proof that the update they’ve provided is in fact accurate. If you are audited, you will be notified immediately upon updating your First Aid and/or CPR information. You may be audited for only First Aid, or only CPR, or for both First Aid and CPR.

If you are audited, you will need to send your documents to BCRPA within three business days of audit. Once received, the BCRPA will take 1-2 business days to process your audit, at which time you will receive an email on the results of the audit.

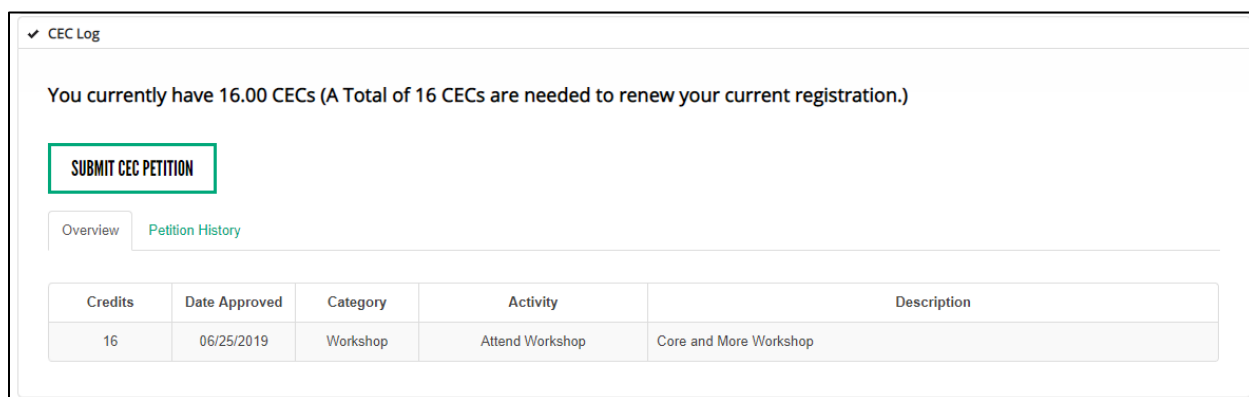
### CEC Log accordion

**This accordion will only display when CECs need to be collected.** These situations are:

1. When a Fitness Leader is within their two year renewal period
2. When a Fitness Leader’s registration is expired less than one year.

\*\*\*Important Note: You do not need submit any continuing education credits in your first year of registration while you are getting your specialty.

**Note if registration is renewed prior to the expiration date of the last renewal period, the CEC accordion will not accept additional CECs until the original expiration date is reached. Renewing early does not reset the past registration’s timeline.**



✓ CEC Log

You currently have 16.00 CECs (A Total of 16 CECs are needed to renew your current registration.)

**SUBMIT CEC PETITION**

Overview **Petition History**

Credits	Date Approved	Category	Activity	Description
16	06/25/2019	Workshop	Attend Workshop	Core and More Workshop

You can upload your CECs, as well as view your CEC history, through the CEC log. This accordion has three important components:

- Overview tab –this shows how many CECs have been collected during the current registration period that will be applied to the next renewal period
- Petition History tab – this shows all of the CEC petitions that have ever been submitted (including petitions that have been approved, declined, and petitions that are pending)
- CEC Petition Button

To submit CECs for approval, you will need to fill out a CEC Petition. You can do this by clicking on the “Submit CEC Petition” button.

✓ CEC Log

You currently have 0.00 CECs (A Total of 12 CECs are needed to renew your current registration.)

**SUBMIT CEC PETITION**

Overview [Petition History](#)

You currently have 0.00 CECs.

Professional Profile

Invoices

Clicking on “Submit CEC Petition” will immediately take you to a CEC petition form.

Fill out the applicable petition form, making sure you include all of the required information regarding your workshop. Press “SUBMIT” once completed.

✓ CEC Log

**CEC Petition**

(Fields with \* are required)

What is the Course or Workshop title? \*

*Reminder: First Aid and CPR courses are not eligible for CECs as they are a mandatory requirement of BCRPA registration.*

Who is the Course or Workshop provider? \*

Is this a BCRPA Pre-Approved Course or Workshop? \* ☒ Yes ☐ No  
Not sure? Check your certificate or our [BCRPA approved Courses and Workshops page](#)

How many BCRPA CEC credits? \*

Check your certificate for the number of approved BCRPA CECs

What was the Course or Workshop end date? \*

Please keep your Course or Workshop certificates as proof of completion. These may be required by employers, Revenue Canada or by BCRPA program audits. \*

☐ I understand

**SUBMIT** **CANCEL**

You are not required to upload any files, however if you are randomly audited you will receive an email requesting proof of completion. Your petition will remain pending until you have provided a completion certificate to us to verify. If you do not receive an audit email, then the credits will be added automatically to your account.

You will receive an email if for some reason your petition is declined, or if we require additional documentation. Information on declined petitions will be available in the Petition History tab of the CEC Log accordion



## Professional Profile Accordion

✓ Professional Profile

General

Contact

Social

Media

First Name

Ginny

Middle Name

Last Name

Dunnill

Name Badge

Ginny Dunnill

Company

Title

Profile Picture

📁 UPLOAD

Description

☒ Display my professional profile in The Registry

COPY MY PRIVATE PROFILE TO MY PUBLIC PROFILE

✓ SAVE

A benefit of your registration with the BCRPA is the ability to showcase your BCRPA registration, your specific training and skills and any additional information you wish to highlight through The Registry to potential employers and the greater BCRPA fitness community. This is done through your Professional Profile. Employers and the general public can access your professional profile from the main page of The Registry® by clicking on “Find a Fitness Professional”.

The Registry

OF FITNESS PROFESSIONALS

The Source for Qualified Fitness Professionals

Login

FITNESS LEADER DIRECTORY

The Registry® lists fitness professionals who have met provincial and national standards. The fitness professionals listed in The Registry are fully certified and have current CPR. First Aid and specialty training in specific areas of fitness. This directory can be used to find a professional to help you meet your employment or fitness and health goals, and to confirm BCRPA registration status and specialty designations.

Search

Advanced Search Options ▾

Search by Specialty

Select A Specialty ▾

1 2 3 4 5

➔

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When employers conduct a search abbreviated profiles will display as follows:

---



## GINNY DUNNILL

### My Specialties

- Fitness Theory
- Aquatic Fitness
- Older Adult
- Pilates Fitness - TFL
- Weight Training
- Osteofit
- Yoga Fitness

[More Information >](#)

### Company

BCRPA

### My Contact Details

Phone: 604-629-0965  
Email: Ginny.Dunnill

### Connect With Me On

[t](#) [f](#) [in](#)

Clicking on “More Information” or the Fitness Leader’s name will lead them to their Professional Profile page. This page includes all the information they have added to it. ,

Within the Professional Profile accordion, you can update your information via four tabs – listed below. As always you are in full control over what information is shared in your Professional Profile. You are free to add as much, or as little, information to your profile as you prefer. No fields are mandatory. If no information is added the system will only provide your name and specialties, and registration expiry date within search results, and within your professional profile page. No contacts details will be provided if information is not added to those fields.

### 1. General tab

This tab contains the fields noted in the screen shot below. There is the option to pre-populate your profile with the information contained in your private profile (the information contained in your Info accordion).

✓ Professional Profile

General

Contact

Social

Media

First Name

Ginny

Middle Name

Last Name

Dunnill

Name Badge

Ginny Dunnill

Company

Title

Profile Picture

UPLOAD

Description

RichTextEditor Strip

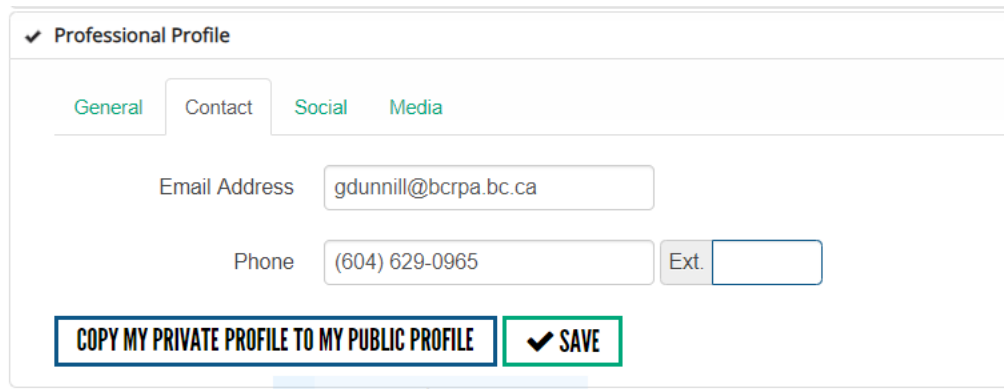
☒ Display my professional profile in The Registry

COPY MY PRIVATE PROFILE TO MY PUBLIC PROFILE

✓ SAVE

## 2. Contact tab

This is where you input the email address and phone number that you would like listed on The Registry®. These can be different than those you list in your Personal Contact Info accordion. If you would like the contact information within your professional profile to match what you have in your Personal Contact Info accordion, simply click on “Copy my Private Profile to my Public Profile” and then click “Save”.



✓ Professional Profile

General Contact Social Media

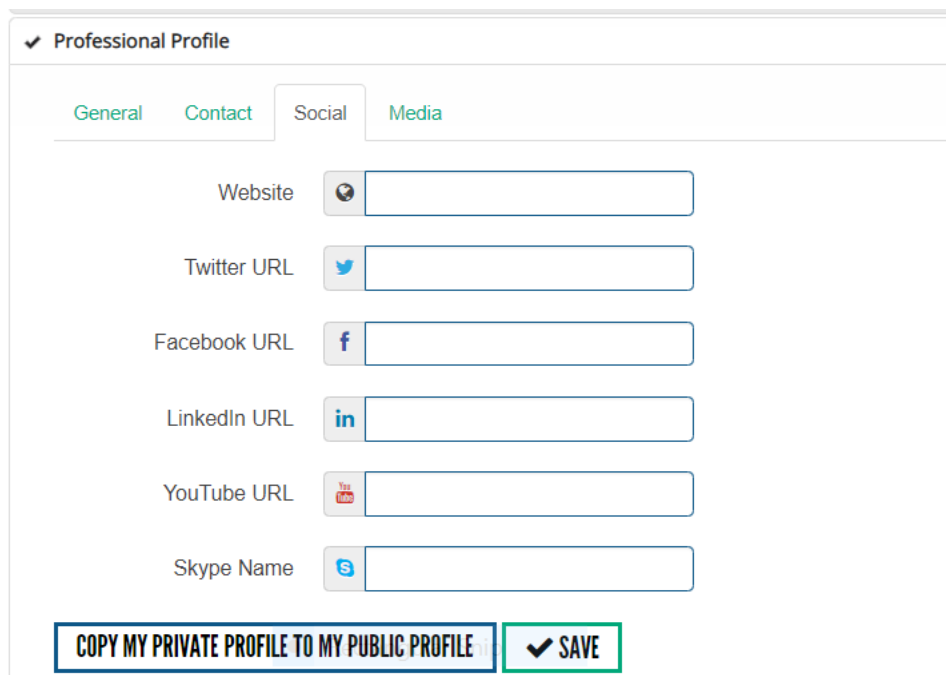
Email Address

Phone  Ext.

**COPY MY PRIVATE PROFILE TO MY PUBLIC PROFILE** **✓ SAVE**

## 3. Social tab

This tab allows you to add links to your social media channels and/ or websites that you would like to share with prospective employers and clients.



✓ Professional Profile

General Contact Social Media

Website

Twitter URL

Facebook URL

LinkedIn URL

YouTube URL

Skype Name

**COPY MY PRIVATE PROFILE TO MY PUBLIC PROFILE** **✓ SAVE**

#### 4. Media tab

You are also able to add photos or promotional videos to your professional profile. Click on “Add New Media” and follow the steps provided. Note that to upload an image, you can select a file directly from your computer. To upload a video you will need to include a link, so will need to first upload the video to a video-streaming platform (ie. YouTube) and then add the link from there.

The screenshot shows the 'Professional Profile' section with tabs for General, Contact, Social, and Media. The Media tab is active. Below the tabs is a 'Media Type' dropdown menu with the text '--Select Media Type--'. At the bottom of the form, there are two buttons: a green 'SAVE' button with a checkmark icon, and a blue 'COPY MY PRIVATE PROFILE TO MY PUBLIC PROFILE' button with a green 'SAVE' button and checkmark icon next to it.

#### Invoices Accordion

Here, you can access a record of all the purchases you make within the new site. Invoices from the old site will not be accessible within this new system. This may include registration payments and exam purchases. To see the details of each listed transaction, click on the number listed below “ID”.

The screenshot shows the 'Invoices' section with a header '2 Invoices'. Below it is an 'Invoice List' table with a search bar and a refresh button. The table contains two rows of invoice data.

ID	Created	Due	Date Paid	Total	
P-524605	06/20/2019	06/20/2019	06/20/2019	\$115.50	Paid By: Visa
P-524615	06/25/2019	06/25/2019	06/25/2019	\$150.00	Paid By: Visa

#### Upcoming Courses and Workshops accordion

- This tab contains the link to BCRPA approved courses and workshops.  
**Note:** all courses/workshops are offered and/or facilitated by **independent** presenters/providers. While the BCRPA Fitness Program approves that the proposed content of the course/workshop is applicable to fitness leaders, **the BCRPA Fitness Program is not affiliated with their operation and delivery and assumes no further responsibility or liability to registrants/participants taking these courses/workshops.** All inquiries, registrations and any other issues are to be referred directly to the course/workshop providers.

## My Courses and Workshops accordion

Here, you can see a record of the BCRPA approved courses and workshops you have taken in the past as well as BCRPA-approved courses and workshops that you are currently registered in. Within this accordion you will see two tabs:

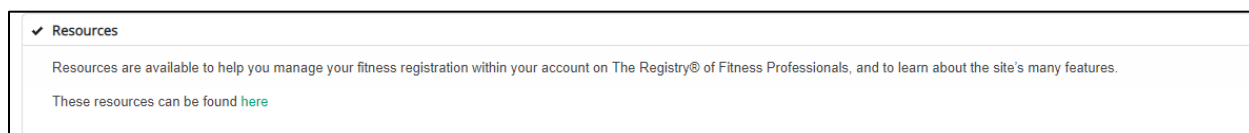
### 1. Courses

This is where you will see all of the courses you have completed or that you are in the process of completing. If you have already completed the course, you will also see the date that the course was completed. You will also see whether your ICE package has been processed (under “ICE Complete”) and how many CECs you earned by completing the course.

### 2. Workshops

Here, you will see all of the workshops you have completed or that you are in the process of completing. If you have already completed the workshop, you will also see the date that the workshop was completed and how many CECs you earned in doing so.

## Resources Accordion



The BCRPA keeps an ongoing list of resources to ensure you feel confident in your ability to maintain and maximize your registration. Under this accordion, you will be directed to a listing of resources to answer questions you may have about your registration.

## Exam History Accordion

This is where you can purchase exams and see a record of exams you have taken in the past. Depending on your specialties, these exams may include:

- NFLA Fitness Theory Exam
- Older Adult Exam (can only be purchased after you have completed the Older Adult course)
- Personal Training Exam

Upon purchase, the Fitness Theory Exam and Older Adult Exam will show on your account immediately. However, because the Personal Training Exam is written in person and is processed manually by BCRPA, a Personal Training Exam record will show differently.

- The exam will show as available once payment has been processed. This occurs after the exam has been written and received by the BCRPA for marking.
- The exam score will show after it has been marked and uploaded by the BCRPA. Generally, this is 4-6 weeks after you write your exam.

## Supervisors of Fitness Leaders (SFLs): Workshop Management

As an SFL, your User Account page will have the same accordions as Fitness Leaders. However, because your designation allows you to lead workshops and have them approved for CECs, your User Account page has a special Workshop Management accordion, found under the “Resources” accordion.

## Workshop Management

✓ Workshop Management

Upcoming Workshops

Past Workshops

Name	City	Date	Cost	Status	
Super Squats	langley	07/16/2019	12	Accepted	<div>+ CREATE A WORKSHOP</div> <div>VIEW</div> <div>MANAGE ATTENDEES</div>
Power Your Plank	Revelstoke	07/12/2019	12	Declined	<div>VIEW</div>

Under this accordion, you will be able to see the status of both current and past workshops. You can also submit workshops to the BCRPA for approval and posting on the [BCRPA workshops listing](#).

To submit a workshop for approval, expand this accordion and click on “Create a Workshop”. This will take you to the workshop application form. **Note that you can select “in-house workshop” as an option; please click here if you are presenting an internal workshop that is not open to other Fitness Leaders to register.** We will not post this workshop on the BCRPA website if this box is clicked.

Fill out the form, ensuring that you include all of the required information. When the time comes for you to include files (ie. workshop outline, hour-by-hour breakdown, handouts) you can upload the file by means of pop-up that will show on the screen when you click “Select File”. Click on “Choose File” to select the file from your computer, and then click “Upload”.

The Registry

OF FITNESS PROFESSIONALS

The Source for Qualified Fitness Professionals

My Account

Logout

UPLOAD FILE

Choose File

No file chosen

Upload

Upload status: File uploaded!

Click on the "Close Window" button to transfer file and return to the form.

Close Window

When your file has been uploaded, you will receive the above notification on the same pop-up you used to submit the file. Make sure you click on “Close Window” and not on the X in the corner of the page, otherwise the file will not transfer properly. Once you have uploaded all necessary files, select “I have read BCRPA’s terms and conditions and verify the above information is correct” and then click “Submit”. You will receive an email from The Registry confirming that your workshop was submitted. Workshops are processed every two weeks, and upon processing you will receive an email from The Registry®. If your workshop is approved, you will be able to manage your workshop attendees and grant them CECs (see below). If your workshop is declined, you will receive an email letting you know the reason why. You can also see the reason for the decline by expanding the Workshop Management accordion and locating the declined workshop.

## Managing Attendees

Once your workshop has been approved, you can add your attendees. Please note that in order to be entered into a workshop, attendees must have up-to-date BCRPA registration (as a Fitness Student or a Fitness Leader). Select the workshop you wish to register attendees into, and select “Add Attendee”.

From here, you can search for attendee accounts by first name, last name, phone number or email address. To ensure you are selecting the right person, try to enter as much information as possible when searching. Select the person you wish to add to the roster.

First Name	Last Name	Leader ID	Email	Pass/Fail	
Ginny	Dunnill	165616	gdunnill@bcrpa.bc.ca	Pass	<div>SAVE</div> <div>REMOVE</div>

Once the workshop has ended, you can grant CECs to your attendees by “passing” them. Return to the Workshop Management accordion when the day after the workshop is over and select “Pass” from the Pass/Fail dropdown, then click “Save”. This will automatically grant the CECs to your attendees.

If the workshop has already ended but you’ve forgotten to enter your attendees, you can still do so. Under the Workshop Management accordion, click on Past Workshops and select “Manage Attendees” for the workshop you wish to work on. Then, follow the same steps as above (you’ll be able to pass your attendees immediately).

### **Offering Workshops Again**

If you will be running a workshop that has been approved by the BCRPA in the past, go to Past Workshops and select “Offer Workshop Again”. The system will ask for your new workshop dates; enter these, select that you agree to the BCRPA’s terms and conditions, and click “Submit”. This will go to the BCRPA for approval and will be processed within two weeks. Upon approval, you will receive an email from The Registry® and you will be able to access this workshop under “Upcoming Workshops” until the workshop date has passed.

**Please note:** attendees depend on their workshop providers to verify that they’ve completed workshops and therefore have earned CECs. Please be sure to enter your attendees in a timely manner. If you do not wish to update your attendee list within The Registry®, please provide your attendees with completion certificates that they can petition on their own.

## **Trainers of Fitness Leaders (TFLs): Course Management**

As a TFL, your User Account page will have the same accordions as Fitness Leaders. In addition, like SFLs your designation allows you to lead workshops and have them approved for CECs. Your User Account page, like that of SFLs, will have the Workshop Management accordion mentioned above. Because your designation also allows you to lead courses that help Fitness Students and Fitness Leaders earn specialties, you will also have a Course Management accordion, listed below the Resources accordion and above the Workshop Management accordion.

### **Course Management**

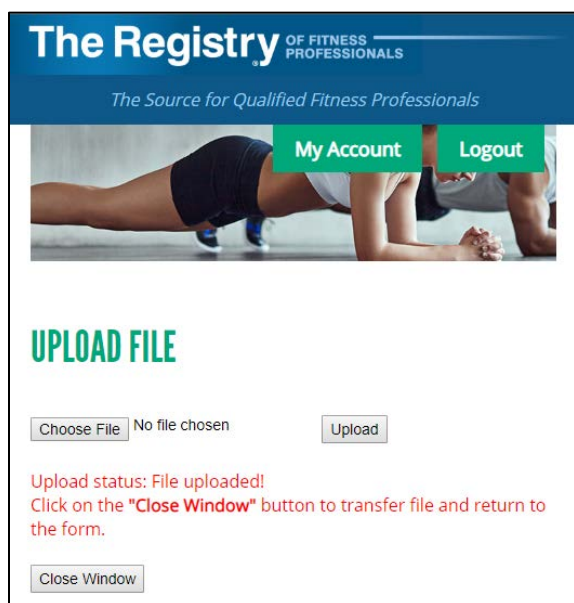
Under this accordion, you will be able to see the status of both current and past courses. You can also submit courses to the BCRPA for approval and posting on the [BCRPA courses listing](#).

To submit a course for approval, expand this accordion and click on “Create a Course”. This will take you to the course application form. Note that you can select “in-house course” as an option; please click here if you are presenting an internal course that is not open to other Fitness Leaders to register. We will not post this course on the BCRPA website if this box is clicked.

Fill out the form, ensuring that you include all of the required information (indicated by an asterisk\*). If there are some sections that do not apply (ie. exam date), do not worry about filling those out. Please be sure to only submit courses for specialties for which you are a TFL (for example, if you are a TFL for Pilates Fitness and Weight Training, you can submit Pilates Fitness and Weight Training courses, but not Aquatic Fitness courses). When including files (ie. course description, hour-by-hour breakdown, handouts) you can upload the file by means of pop-up that will show on the screen when you click



“Select File”. Click on “Choose File” to select the file from your computer, and then click “Upload”.

The screenshot shows the 'The Registry OF FITNESS PROFESSIONALS' website. The header includes the logo and tagline 'The Source for Qualified Fitness Professionals'. Below the header is a navigation bar with 'My Account' and 'Logout' buttons. The main content area features a large 'UPLOAD FILE' heading. Underneath, there is a file selection interface with a 'Choose File' button, a text indicator 'No file chosen', and an 'Upload' button. A red notification message states: 'Upload status: File uploaded! Click on the "Close Window" button to transfer file and return to the form.' At the bottom of the notification area is a 'Close Window' button.

When your file has been uploaded, you will receive the above notification on the same pop-up you used to submit the file. Make sure you click on “Close Window” and not on the X in the corner of the page, otherwise the file will not transfer properly. Once you have uploaded all necessary files, select “I have read BCRPA’s terms and conditions and verify the above information is correct” and then click “Submit”. You will receive an email from The Registry® confirming that your course was submitted. Courses are processed every two weeks on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of each month, and upon processing you will receive an email from The Registry®. If your course is approved, you will be able to manage your course attendees and grant them CECs (see below). If your course is declined, you will receive an email letting you know the reason why. You can also see the reason for the decline by expanding the Course Management accordion.

### Managing Attendees

Once your course has been approved, you can add your attendees. Please note that in order to be entered into a course, attendees must have up-to-date BCRPA registration (as a Fitness Student or a Fitness Leader). Furthermore, if a course has specific prerequisites (ie. Personal Training, Older Adult, Osteofit), attendees must have completed those prerequisites before they can be added to the course. Select the course you wish to register attendees into, and select “Add Attendee”.

From here, you can search for attendee accounts by first name, last name, phone number or email address. To ensure you are selecting the right person, try to enter as much information as possible when searching. Select the person you wish to register.

First Name	Last Name	Leader ID	Email	Pass/Fail	Date Completed
Ginny	Dunnill	165616	gdunnill@bcrpa.bc.ca	Pass	06/25/2019

One day after the course has ended, you can grant CECs and course completion to your attendees by “passing” them. Return to the Course Management accordion when the workshop is over and select “Pass” from the Pass/Fail dropdown. Please also add the date that the course was completed for each attendee. If the course was done in-person, this will likely be the same for all attendees; however, if the course was done online, the completion dates may be different for each attendee. Then, click “Save”; this will automatically grant the CECs to your attendees.

If the course has already ended but you’ve forgotten to enter your attendees, you can still do so. Under the Course Management accordion, click on Past Workshops and select “Manage Attendees” for the course you wish to work on. Then, follow the same steps as above (you’ll be able to pass your attendees immediately). Please try to pass attendees as soon as possible after the course ends as course completion affects ICE package processing as well as Fitness Students’ and Fitness Leaders’ ability to purchase exams.

## Offering Courses Again

If you will be running a course that has been approved by the BCRPA in the past, go to Past Courses and select “Offer Course Again”. The system will then take you to a form to submit some information regarding the new course session:

✓ Course Management

Create Course

(Fields with \* are required)

Course Type

Aquatic Fitness

Course From Date \*

Course To Date

Number of Hours (numeric only) \*

16

Course Location (City) \*

Exam Date (if applicable)

Exam Time (if applicable)

Cost \*

Phone \*

Email \*

☐ I have read BCRPA's [terms and conditions](#) and verify the above information is correct

SUBMIT

CANCEL

Once you have filled out the form, click “Submit”. This will go to the BCRPA for approval and will be processed on the 2<sup>nd</sup> or 4<sup>th</sup> Friday of the month. Upon approval, you will receive an email from The Registry® and you will be able to access this course under “Upcoming Courses” until the course date has passed

## Thank you!

This concludes your User Manual for the new The Registry® of Fitness Professionals. This manual has been created to assist you in efficiently using the tools that The Registry® of Fitness Professionals provides for BCRPA-registered Fitness Leaders. This manual will be updated frequently, so to ensure that you have the most updated version, please continue to access the manual from within your account on The Registry® under the Resources accordion on your “User Account” page.

If you have further questions, please feel free to consult the other resources listed under the Resources accordion, or to reach out to the BCRPA at [registration@bcrpa.bc.ca](mailto:registration@bcrpa.bc.ca) or (604) 629-0965. We are open Monday-Friday from 9am to 4pm.

BC Recreation and Parks Association  
November 2020