

THE REGISTRY[®] OF FITNESS PROFESSIONALS

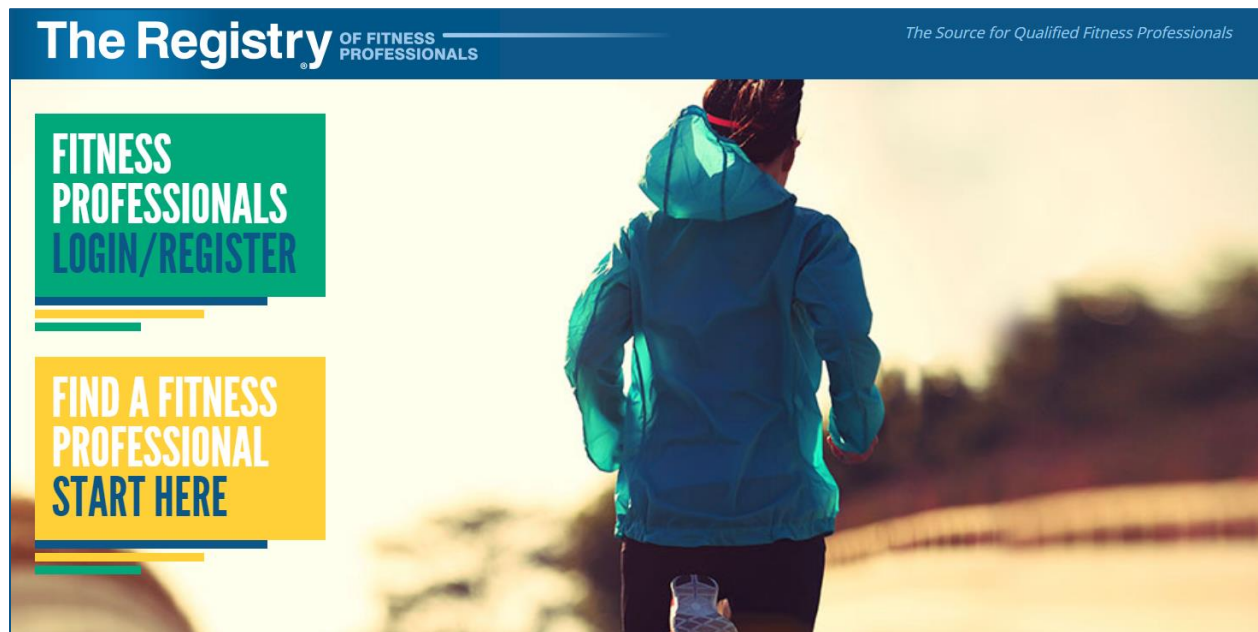
USER MANUAL

Updated July 15, 2019

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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,
- 2) a marketing platform for registered Fitness Leaders, to create individual professional profiles that highlight the services they offer, the experience they have, 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 your User Account webpage! 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. If you have questions, BCRPA staff members are available to assist you at registration@bcrrpa.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® website and your User Account. It is not a guide to being or becoming registered with the BCRPA. For information on becoming, and maintaining your status as, a BCRPA-registered Fitness Leader, visit the BCRPA Fitness Program website at <https://www.bcrpa.bc.ca/fitness-program/>.

BC Recreation and Parks Association
July 2019

Signing into The Registry®

New Users

If you are new to BCRPA and the fitness program, you'll need to create an account on The Registry® to begin your registration process. To do this simply follow the onscreen instructions.

The image shows two side-by-side screenshots of the The Registry website. The left screenshot is the 'LOGIN' page, featuring input fields for 'Email Address' and 'Password', a 'Keep me logged in' checkbox, a 'LOGIN' button, and links for 'Create or activate a MyFitnessRegistry account' and 'Forgot your password or email?'. The right screenshot is the 'SIGN UP' page, featuring input fields for 'First Name', 'Last Name', and 'Email', and a 'CONTINUE' button.

Existing Users - Activating Your Account

If you've previously had an account on The Registry's previous website (image of old site is below) and have not yet logged into the new site.



To activate your account on the new site go to 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 has not been activated yet.

LOGIN

Email:

Password:

Keep me logged in

LOGIN

Create or activate a MyFitnessRegistry account

[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

THIS IS ME **THIS IS NOT ME**

Step one: enter information

Step two: acknowledge account match

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

Your User Account page

USER ACCOUNT

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

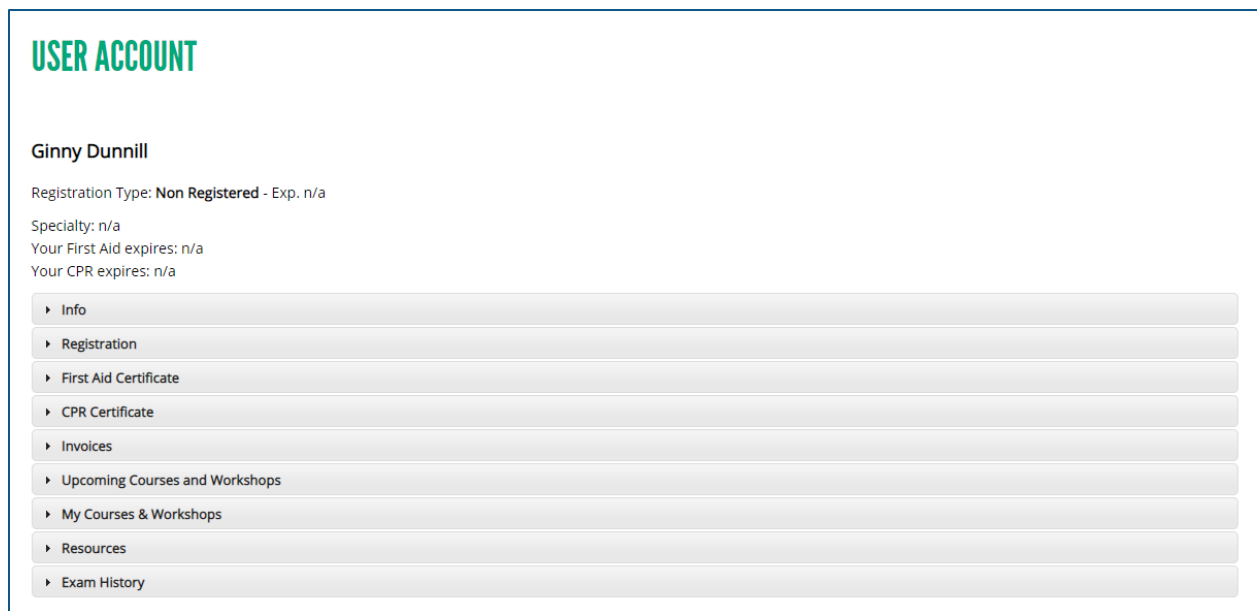
Everything you need to access and update your registration, whether you're brand new to The Registry or have been a BCRPA-registered Fitness Leader for some time, can be found on the User Account page. When you initially sign into The Registry (www.thefitnessregistry.com), you'll be brought to this page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



The screenshot shows a user account page for 'Ginny Dunnill'. At the top left, the text 'USER ACCOUNT' is displayed in green. Below this, the user's name 'Ginny Dunnill' is shown. The registration status is 'Non Registered - Exp. n/a'. Other details include 'Specialty: n/a', 'Your First Aid expires: n/a', and 'Your CPR expires: n/a'. A vertical list of menu items is shown on the right side, each with a right-pointing arrow: 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, as they pertain to The Registry® of Fitness Professionals website, are outlined in further detail below. For complete information on becoming a BCRPA Fitness Leader [visit the fitness program on the BCRPA website](#).

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
- By fax: to 604.629.2651
- By mail to the following address:
BCRPA
#301 – 470 Granville Street
Vancouver, BC
V6C 1V5
- In-person, to the same address listed above, Monday-Friday between 9am-4pm

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.

When your exam payment is processed, you will receive two emails. One is a receipt of payment. The other provides 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, at a time that works for you.

Follow the instructions listed in the email and sign into ProctorU at your scheduled exam time. Once you pass your exam, your results will immediately transfer over to The Registry®, where you will be able to proceed to the next step in your registration process. You will be able to see your exam results within your User Account 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	SHOW DETAIL

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), please submit your documents directly to the BCRPA in one of four ways:

1. By email (ie. a scan or photo of the certificate): to registration@bcrpa.bc.ca
2. By fax: to 604.629.2651
3. By mail to the following address:
 BCRPA
 #301 – 470 Granville Street
 Vancouver, BC
 V6C 1V5
4. In-person, to the same address listed above, Monday-Friday between 9am-4pm

ICE packages are processed within four to six weeks of receipt. When your ICE package has been processed, you will receive an automated email from The Registry® letting you know that your respective specialty has been added to your account.

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® advising you of your upcoming registration expiry and reminding you to of the requirement to complete a specialty course and an Instructor Competency Evaluation (ICE). This reminder 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 "Manage 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 previous, 1 year registration's 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:

- Your Leader ID #
- 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 your 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 in the top section of your User Account page.



**BC Recreation and Parks Association
Confirmation of Fitness Leader Registration**

Ginny Dunnill

*Leader ID #: 165616
is a registered BCRPA Fitness Leader*

Registration expiry date: August 08 2019

Specialty areas:

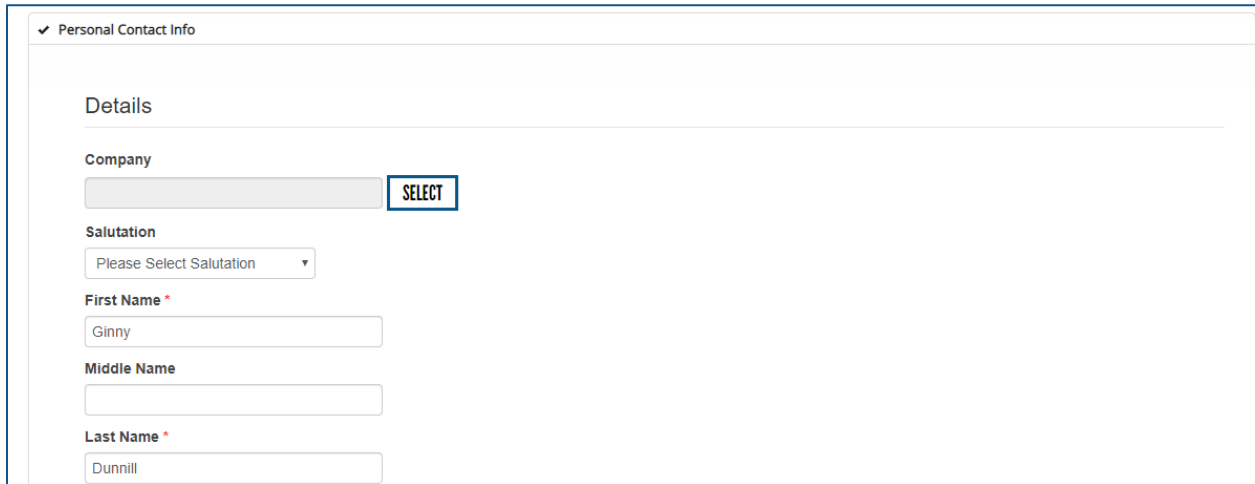
Fitness Theory
Group Fitness

***This confirmation is subject to verification
on The Registry® of Fitness Professionals***

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 them.

Personal Contact Info Accordion



The screenshot shows an accordion titled "Personal Contact Info" which is expanded. Under the "Details" heading, there are several input fields: a "Company" field with a "SELECT" button, a "Salutation" dropdown menu with the text "Please Select Salutation", a "First Name" field with the value "Ginny", a "Middle Name" field, and a "Last Name" field with the value "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.

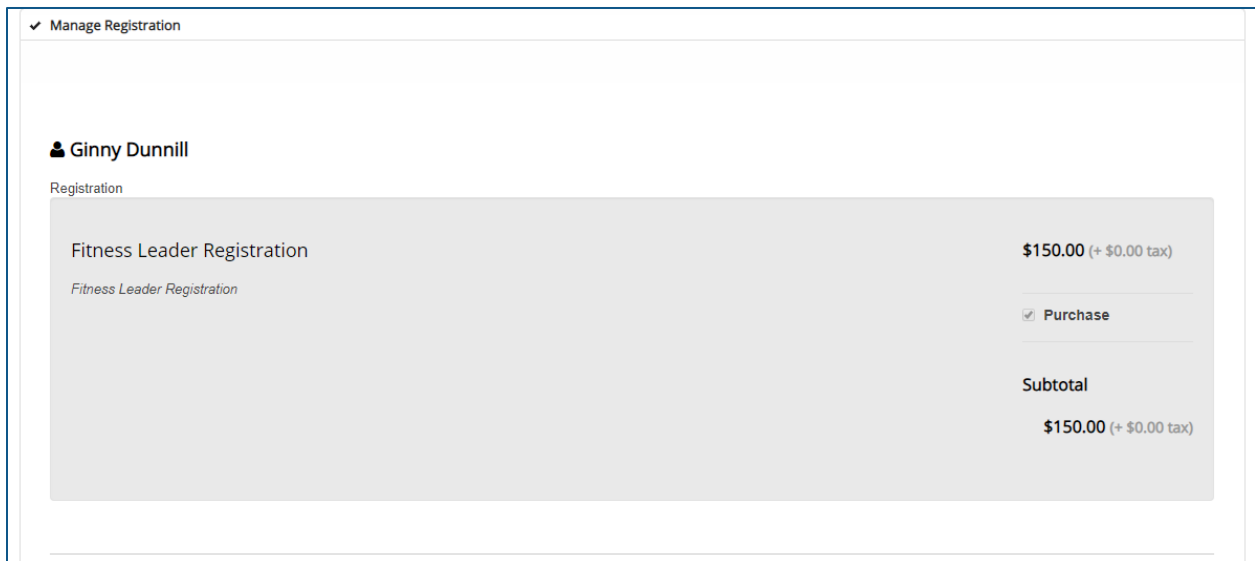
Information includes your name, the company you work for – if applicable –, your address, your phone number and your email address. **If you change your email address, your account login will also be changed – so make sure that the email address you wish to log into The Registry® with matches the email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

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
 - 16 for Fitness Leaders
 - 20 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:



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 accordion 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							+ ADD CERTIFICATE
Expiry Date	Certifying Organization	(If Other)	Instructor Name	Course Start	Course End		
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".

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):

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	+ ADD CERTIFICATE
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):

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.

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.

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

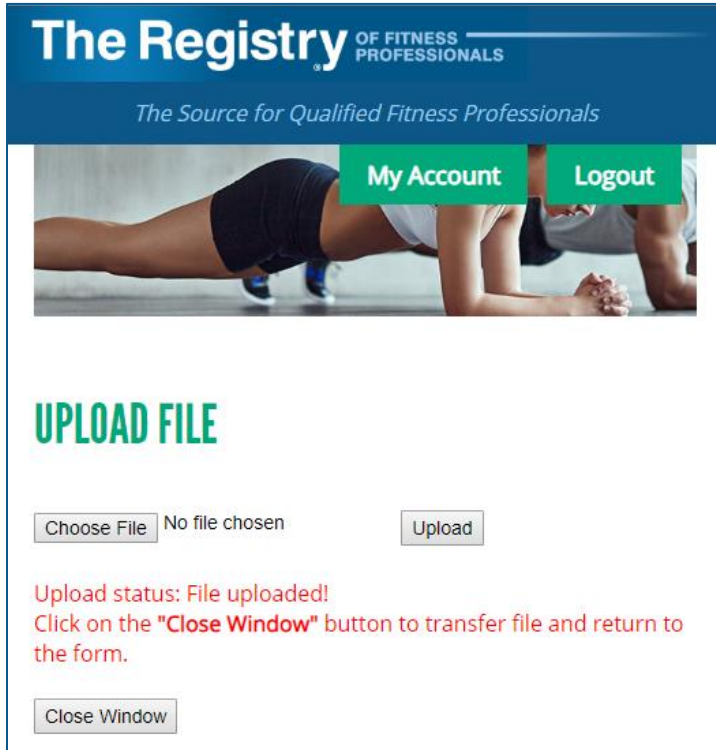
- Overview tab –this shows how many CECs have been collected during the current registration period that will be applied to the next renewal period
- Petition History tab – this shows all of the CEC petitions that have ever been submitted (including petitions that have been approved, declined, and petitions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

Clicking on “Submit CEC Petition” will immediately take you to a CEC petition form. There are two kinds of forms:

- External Training CEC Petition – this is the form you will fill out if you’ve taken a training that has not already been approved for BCRPA CECs (ie. the number of **BCRPA** CECs does not show on your completion certificate)
- Pre-Approved CEC Petition – this is the form you will fill out if you’ve taken training that has already been approved for BCRPA and assigned CECs. To access this form, click on “Check here if the workshop is pre-approved” when you open up the CEC Petition form.

Fill out the applicable petition form, making sure you include all of the required information. When the time comes for you to include files (ie. your attendance or completion certificate) you can upload the file by means of a pop-up window 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”.



When your file has been uploaded, you will receive the above notification on the same pop-up window used to submit the file. **Make sure you click on “Close Window” and not on the X in the top corner of the page**, otherwise the file will not complete its upload and transfer to the website. Once you have uploaded all necessary files, read and acknowledge the statement “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 CEC Petition was submitted. There is a 5-10 business day processing time to approve CEC petitions. You will be sent an email once the petition has been reviewed. .

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

Middle Name

Last Name

Name Badge

Company

Title

Profile Picture

Description

Display my professional profile in The Registry

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

Search by Specialty

1 2 3 4 5

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



Clicking on “More Information” or the Fitness Leader’s name will lead them to their Professional Profile page. This page includes all the information the Fitness Leader has 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 Personal Contact Info accordion).

The screenshot shows the "Professional Profile" form with the "General" tab selected. The form includes the following fields: First Name (Ginny), Middle Name (empty), Last Name (Dunnill), Name Badge (Ginny Dunnill), Company (empty), Title (empty), Profile Picture (with an "UPLOAD" button), and Description (a large text area). At the bottom, there is a checkbox labeled "Display my professional profile in The Registry" which is checked. Below the checkbox are two buttons: "COPY MY PERSONAL CONTACT INFO TO MY PROFESSIONAL PROFILE" and "SAVE".

2. Contact tab

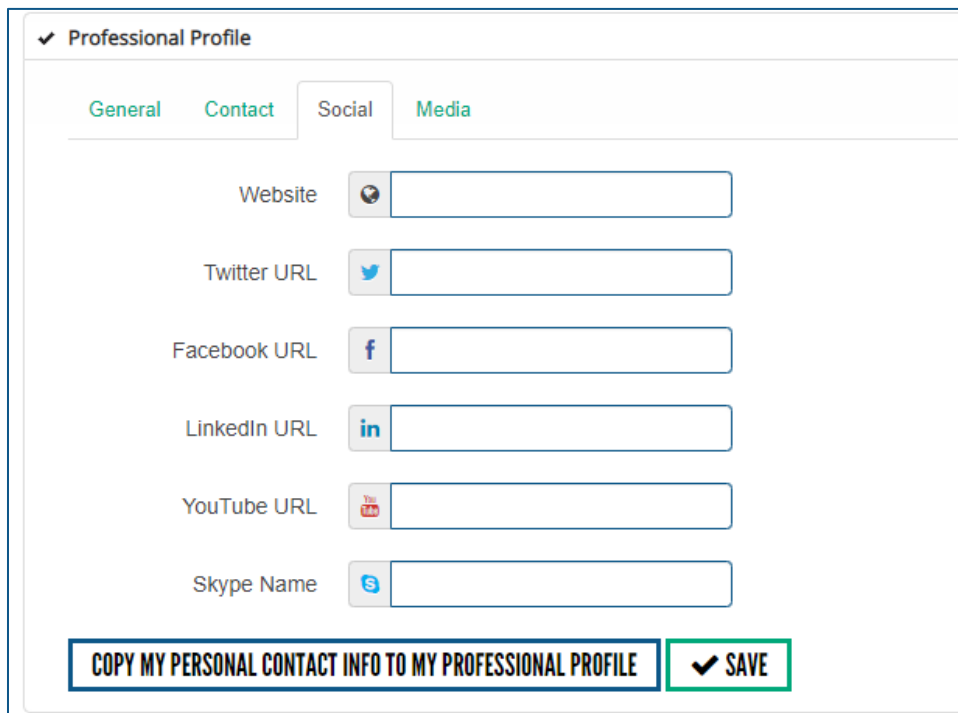
This is where you input the email address and phone number that you would like used on The Registry. These can be different than those you list in your Personal Contact Info accordion. If you would like the contact information within your professional profile to match what you have in your Personal Contact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



The screenshot shows the 'Professional Profile' section with the 'Contact' tab selected. It contains two input fields: 'Email Address' with the value 'gdunnill@bcrrpa.bc.ca' and 'Phone' with the value '(604) 629-0965'. There is an 'Ext.' field to the right of the phone number. At the bottom, there are two buttons: 'COPY MY PERSONAL CONTACT INFO TO MY PROFESSIONAL PROFILE' and '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.



The screenshot shows the 'Professional Profile' section with the 'Social' tab selected. It contains six input fields, each with a social media icon: 'Website' (globe icon), 'Twitter URL' (Twitter icon), 'Facebook URL' (Facebook icon), 'LinkedIn URL' (LinkedIn icon), 'YouTube URL' (YouTube icon), and 'Skype Name' (Skype icon). At the bottom, there are two buttons: 'COPY MY PERSONAL CONTACT INFO TO MY PROFESSIONAL PROFILE' and 'SAVE'.

4. Media tab

You are also able to add photos and links to YouTube 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 connect to videos you will need to include their links, so will need to first upload the video to YouTube and then add the link from there.

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 the 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”.

ID	Created	Due	Date Paid	Total	Paid By
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

✓ Upcoming Courses and Workshops

A complete listing of all BCRPA-approved courses and workshops can be found on the [BCRPA website](#).

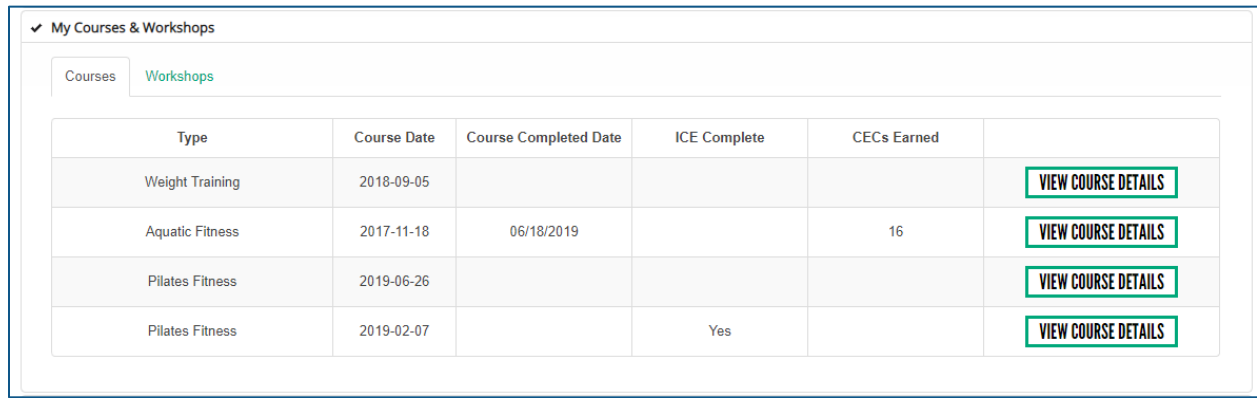
Please be advised that all courses/workshops are offered and/or facilitated by independent presenters/providers. While the BCRPA Fitness Program approves that the proposed content of the course/workshop is applicable to fitness leaders, *the BCRPA Fitness Program is not affiliated with their operation 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.

This accordion 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



My Courses & Workshops

Courses Workshops

Type	Course Date	Course Completed Date	ICE Complete	CECs Earned	
Weight Training	2018-09-05				VIEW COURSE DETAILS
Aquatic Fitness	2017-11-18	06/18/2019		16	VIEW COURSE DETAILS
Pilates Fitness	2019-06-26				VIEW COURSE DETAILS
Pilates Fitness	2019-02-07		Yes		VIEW COURSE DETAILS

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:

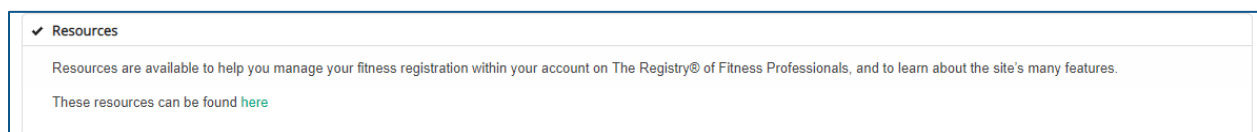
1. Courses

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



Resources

Resources are available to help you manage your fitness registration within your account on The Registry® of Fitness Professionals, and to learn about the site's many features.

These resources can be found [here](#)

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 NFLA 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.

- Once the written exam has been received by the BCRPA, they will process the exam payment. After payment has been processed, the exam will show as available. At this point, no score will be attached to the exam. 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 a 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, listed below the “Resources” accordion.

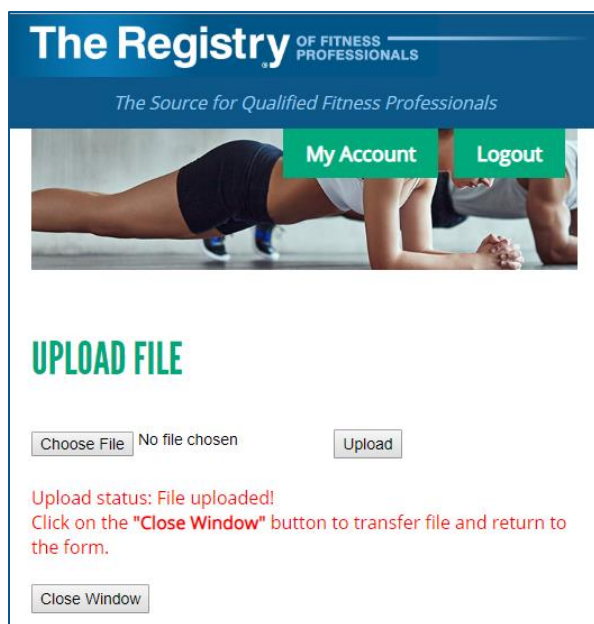
Workshop Management

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

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 window 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”.




When your file has been uploaded, you will receive the above notification within 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 upload and transfer to the website. Once you have uploaded all necessary files, acknowledge the statement “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 has been 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 on The Registry®, attendees must have up-to-date BCRPA registration (as a Fitness Student or a Fitness Leader). If your attendees do not have up-to-date BCRPA registration, you will be unable to add them to the workshop and therefore be unable to grant them CECs. Select the workshop you wish to register attendees into, and select “Add Attendee”.

FIND A PERSON SEARCH FOR PEOPLE TO ADD.

Results select a result or search again.

1.  Ginny Dunnill - gdunnill@bcrrpa.bc.ca -

Search

First Name

Last Name

Phone Number

Email

SEARCH

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.

✓ Workshop Management

+ ADD ATTENDEE **BACK**

First Name	Last Name	Leader ID	Email	Pass/Fail	
Ginny	Dunnill	165616	gdunnill@bcrrpa.bc.ca	Pass	SAVE REMOVE

Once the workshop has ended, you can grant CECs to your attendees by “passing” them. Return to the Workshop Management accordion when 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 an attendee is unsuccessful in the workshop, select “Fail” from the Pass/Fail dropdown; CECs will not be added to their account.

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, at which time it will be transferred to the Past Workshops accordion.

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 so that they can petition for CECs 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.

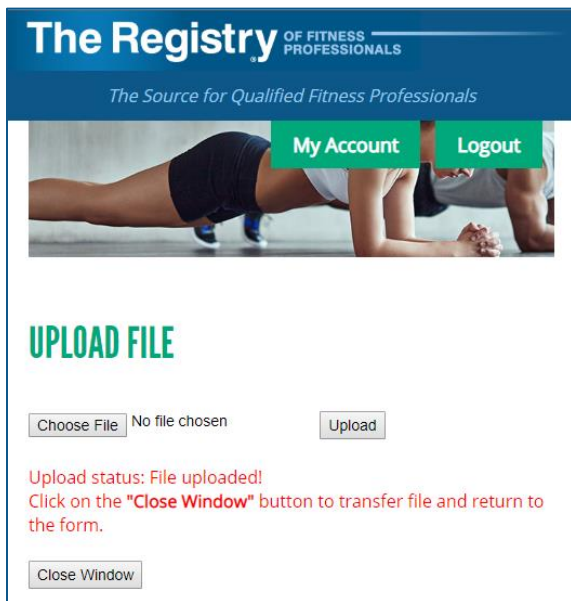
Course Management

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-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 window 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”.




When your file has been uploaded, you will receive the above notification within 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, acknowledge the statement “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, 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. Be sure to confirm that your attendees have these prerequisites by asking them to send you their proof of registration (which they can download from their User Account page). Select the course you wish to register attendees into, and select “Add Attendee”.

FIND A PERSON SEARCH FOR PEOPLE TO ADD.

Results select a result or search again.

1.  Ginny Dunnill - gdunnill@bcrcpa.bc.ca -

Search

First Name

Last Name

Phone Number

Email

SEARCH

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.

✓ Course Management

+ ADD ATTENDEE **BACK**

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

Once the course has ended, you can grant CECs and course completion to your successful attendees by “passing” them. Return to the Course Management accordion when the workshop is over and select “Pass” from the Pass/Fail dropdown. If an attendee is unsuccessful, select the “Fail” option from the Pass/Fail dropdown; they will not earn CECs or course completion. 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 *	<input type="text"/>
Course To Date	<input type="text"/>
Number of Hours (numeric only) *	<input type="text" value="16"/>
Course Location (City): *	<input type="text"/>
Exam Date (if applicable)	<input type="text"/>
Exam Time (if applicable)	<input type="text"/>
Cost *	<input type="text"/>
Phone *	<input type="text"/>
Email *	<input type="text"/>

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

Once you have filled out the form, 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 course under “Upcoming Courses” until the course date has passed, at which time it will be transferred to the Past Courses accordion.

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 or (604) 629-0965. We are open Monday-Friday from 9am to 4pm.

Thank you,

BC Recreation and Parks Association
July 2019