PADDLE SCOTLAND

Registration Guidance

August 2025

Registration Guidance

Introduction

To pursue a Coaching or Leadership Qualification, you must be a **Full Member** and Register centrally with your National Association: Paddle UK (England), Paddle Cymru, Paddle Scotland, or Paddle Northern Ireland.

Please note: Registration is separate from booking a course, the latter (booking a course) is done directly with the Course Provider. Many course providers require proof of Registration at the point of booking.

This guidance explains how **Paddle Scotland Members** can Register or Check In for a course. If you are a member of a different National Association, please contact them directly.

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*Where referring to Paddle UK Awarding Body this document will use the terminology of “Awarding Body”.

Registration Guidance

What is Registration?

Registration is the process by which you confirm your intention to study towards a particular qualification.

Registration includes:

- Checking of previous qualifications.
- Completing and signing the Registration Form.
- Submitting a Medical Declaration (if required).
- Setting up and granting access to course resources and eLearning (where applicable).
- Accepting the terms and conditions of study and helping you understand your rights during the qualification process and how your data will be used.

Once registered, you become a learner with your National Association. This allows us to:

- Share important updates and information related to your course.
- Help you find courses, local support, and mentoring opportunities.

When and where does Registration take place?

We recommend registering as soon as you decide to pursue a qualification to access all available support and learning resources.

As a minimum, **you should register at least two weeks before starting your course** to ensure adequate support for your learning. Registration is completed online via your membership portal.

Qualifications that require Registration

Registration requirements:

Qualification	Examples	When
Paddlesport & SUP Instructor	N/A	Before Course
Coach Award	Sheltered Water Canoe & Kayak Coach, SUP Open Water Coach, Freestyle Coach	Before Assessment
Performance Coach	Performance Sea Kayak Coach	Before Mentoring begins
Leadership Award	Paddlesport Leader, SUP WW Leader, WW (Advanced) Kayak Leader	Before Assessment
Raft Guide	Raft Guide Grade 2, Stadium Raft Guide	Before Assessment

Fees

Registration Fees are reviewed annually, updated and published here. Please see 'Delivery Centre Fees'.

What happens to my Registration fee?

Your registration fee supports the following services provided by Paddle Scotland and the Awarding Body:

Paddle Scotland:	British Canoeing Awarding Body:
• Advice, support and guidance • Registration services • Internal verification and standardisation • Workforce support	• Advice support and guidance • Administration of Qualifications • Design and development and continual review of Qualifications • Development of resources and

• Access to digital platforms and resources • Administration of qualifications	eLearning • Insight and innovation • National Association audits and verification • Ofqual and other Regulatory body requirements

How does Registration support me?

The registration service is designed to support your development as a learner and ensure you get the most out of your chosen pathway.

Direct benefits of registration:

- Ensures coaching qualifications meet both Ofqual and the Awarding Body requirements.
- Collects and manages the necessary data to administer your qualification on your behalf, with transparency on data usage.
- Verifies that you meet all training and qualification prerequisites, reducing unsuccessful assessments and readiness issues.
- Streamlines administrative checks during assessments, letting you focus on your performance.
- Helps us monitor course demand and work with providers to ensure sufficient course availability.
- Tracks your progress and offers tailored support if your development slows.
- Provides quick, free pathway adjustments if your circumstances change.

Indirect benefits of registration:

- Ensures you receive the right resources at the right time to support your development.
- Collects medical declarations and plans for reasonable adjustments if needed.
- Aligns your pathway with appropriate assessment opportunities.
- Reduces the risk of attending courses before gaining sufficient experience and preparation.

What do I need to do before I Register?

Before starting your registration it's important to:

- Check it is the right qualification for your needs
- Check the prerequisites for the qualification you wish to pursue.

The Awarding Body 'Course Guide' for the qualification you are interested in provides this information.

You can learn more about the qualification and prerequisites from the Awarding Body website.

What is "Check In"?

Candidates complete 'Check In' before a Coach Award Assessment. This is free, quick and ensures that you have all of your prerequisites for your Coach Award Assessment in place. As long as you meet the prerequisites, you will be automatically sent confirmation of your Check In.
TIP: We recommend you update your record before you Check In and you will still need to have registered before completing a Coach Assessment Check In.

I am ready to Register or Check In. How do I do it?

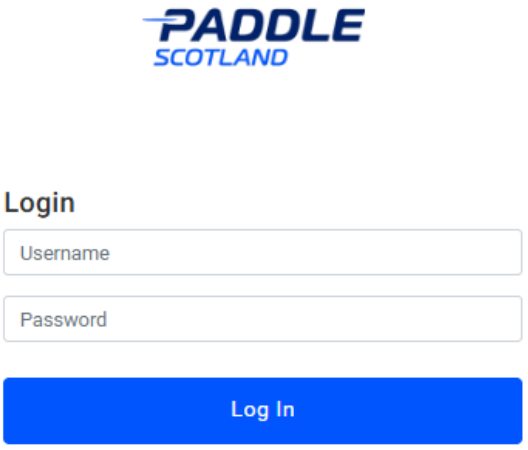
Step 1

Check that you have the necessary prerequisites (use the Paddle Scotland Summary of Prerequisites for the Awarding Body Qualifications & Awards document).

Step 2

Log into the JustGo system. This can be reached by visiting paddlescotland.org.uk and clicking 'Login' on the top right hand corner.
Your username for the system will most likely be your membership number or email address.



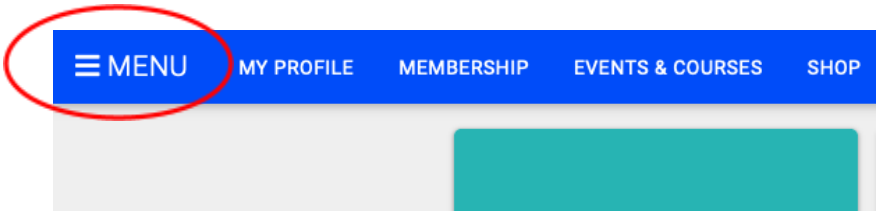


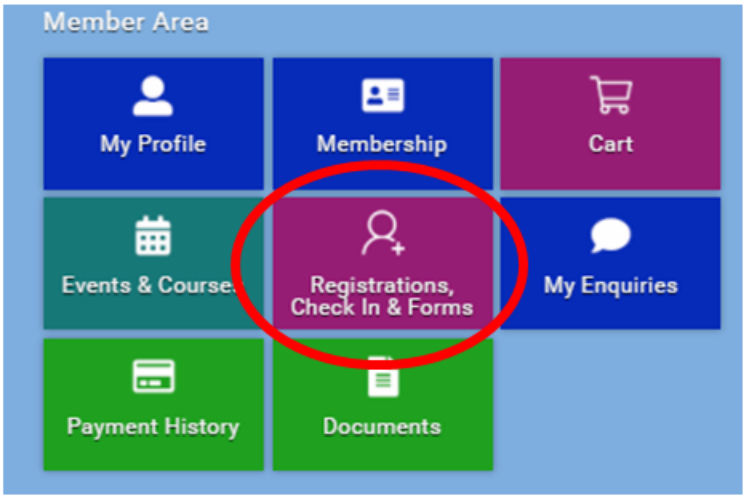
Step 3

Check you have all required prerequisites uploaded on your JustGo membership record. You can find these under the “Credentials” and “Qualifications” tabs in your Profile.

Step 4

Click on Menu, and select the “Registrations, Check in & Forms” button.

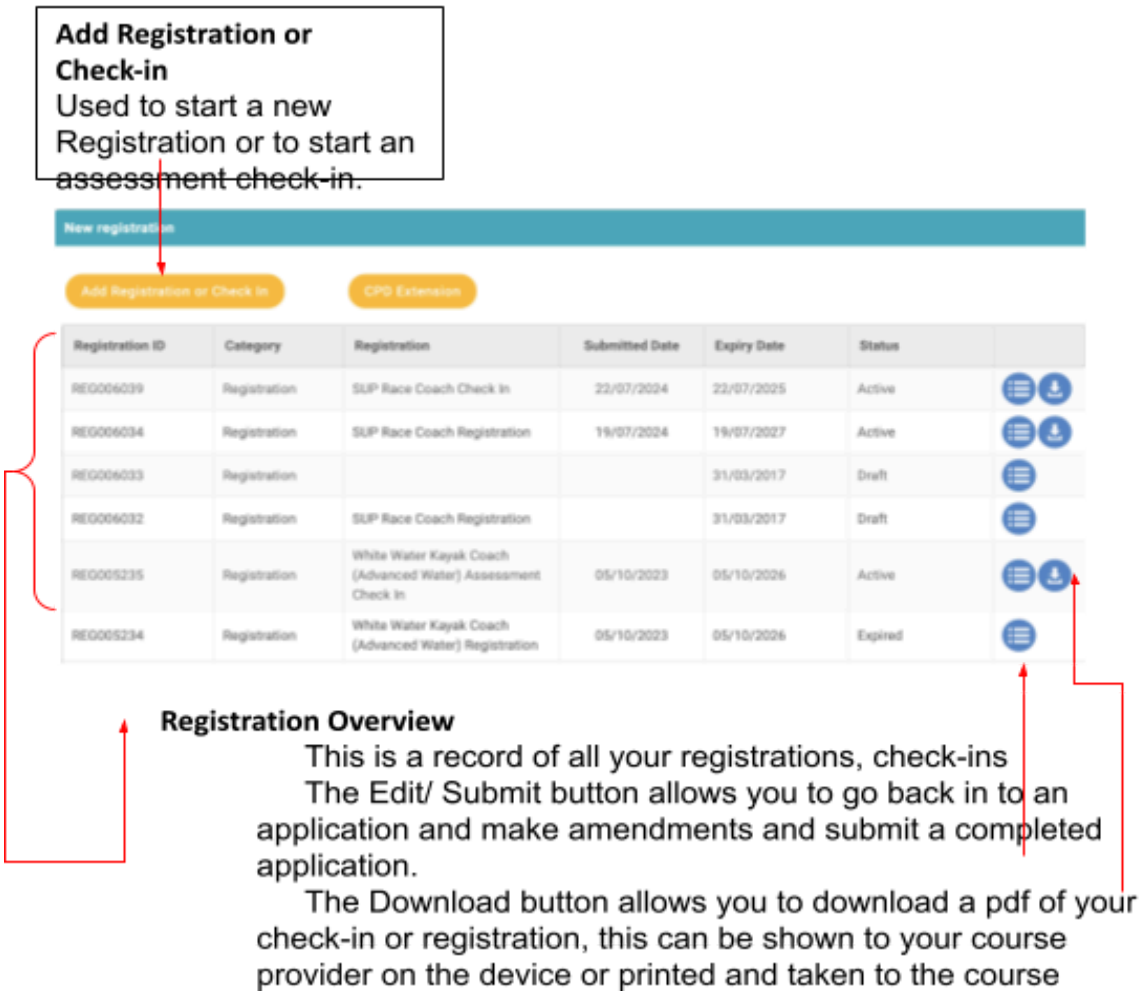




Step 5

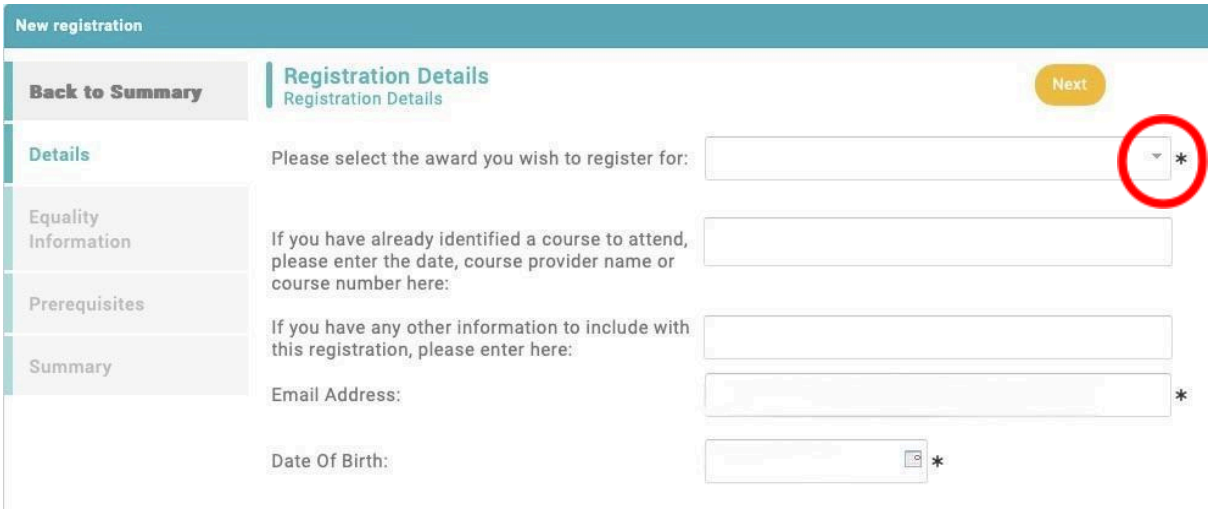
You will be taken to the registration dashboard. Here you can begin your Registration or Check In. You will also see any existing or part completed registrations or check ins.



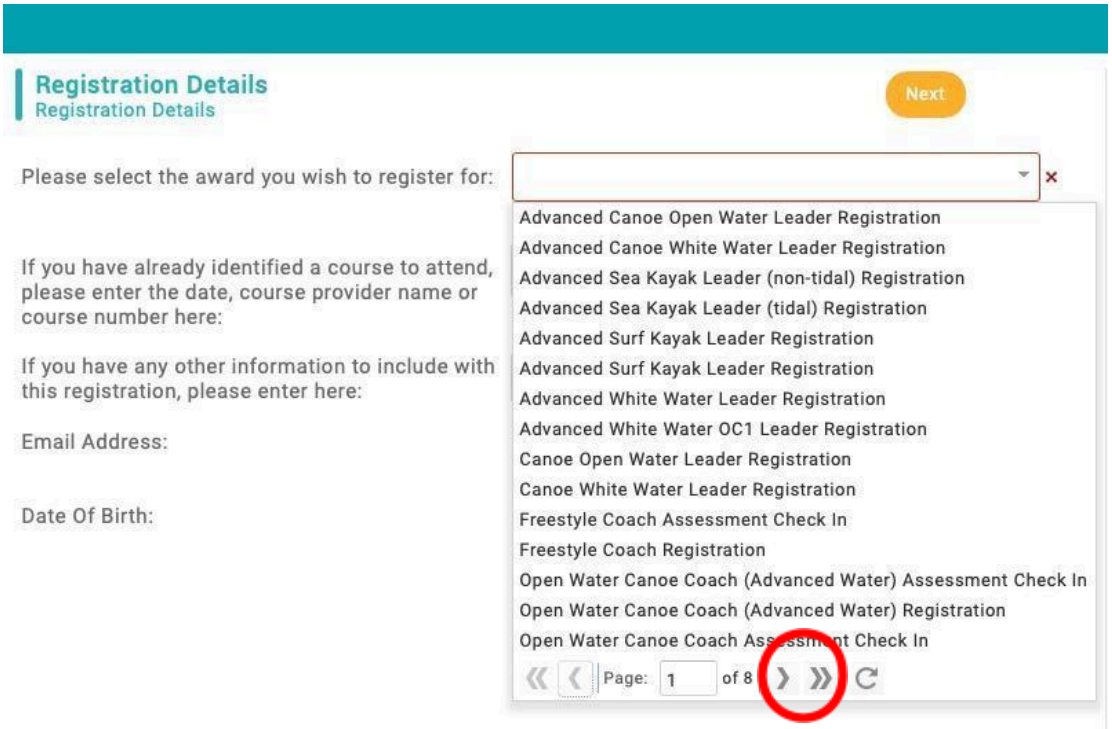


To start a new Registration or Check In:

1. Click the "**Add Registration or Check In**" Button.
2. Select the **Award** you wish to register for, by selecting the drop-down menu and selecting the course from the list.

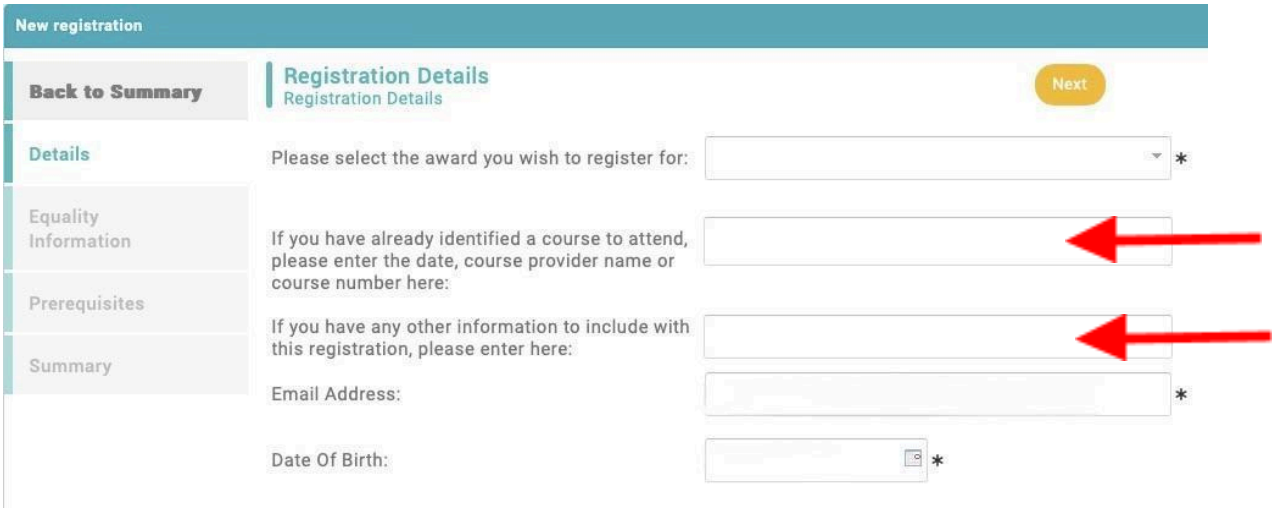


TIP: Ensure you select the right course, for example for Freestyle Coach there will be both a Freestyle Coach Registration and a Freestyle Coach Assessment Check In option.



Tip: Use the arrow buttons to navigate through the Courses to find the Registration (or Check In) you are looking for.

3. Please tell us if you have already found a course by providing the dates of the course, the provider's name or the course number, and if there is any further information you want us to or think we should be aware of, for example if this is a last-minute application due to plans changing.

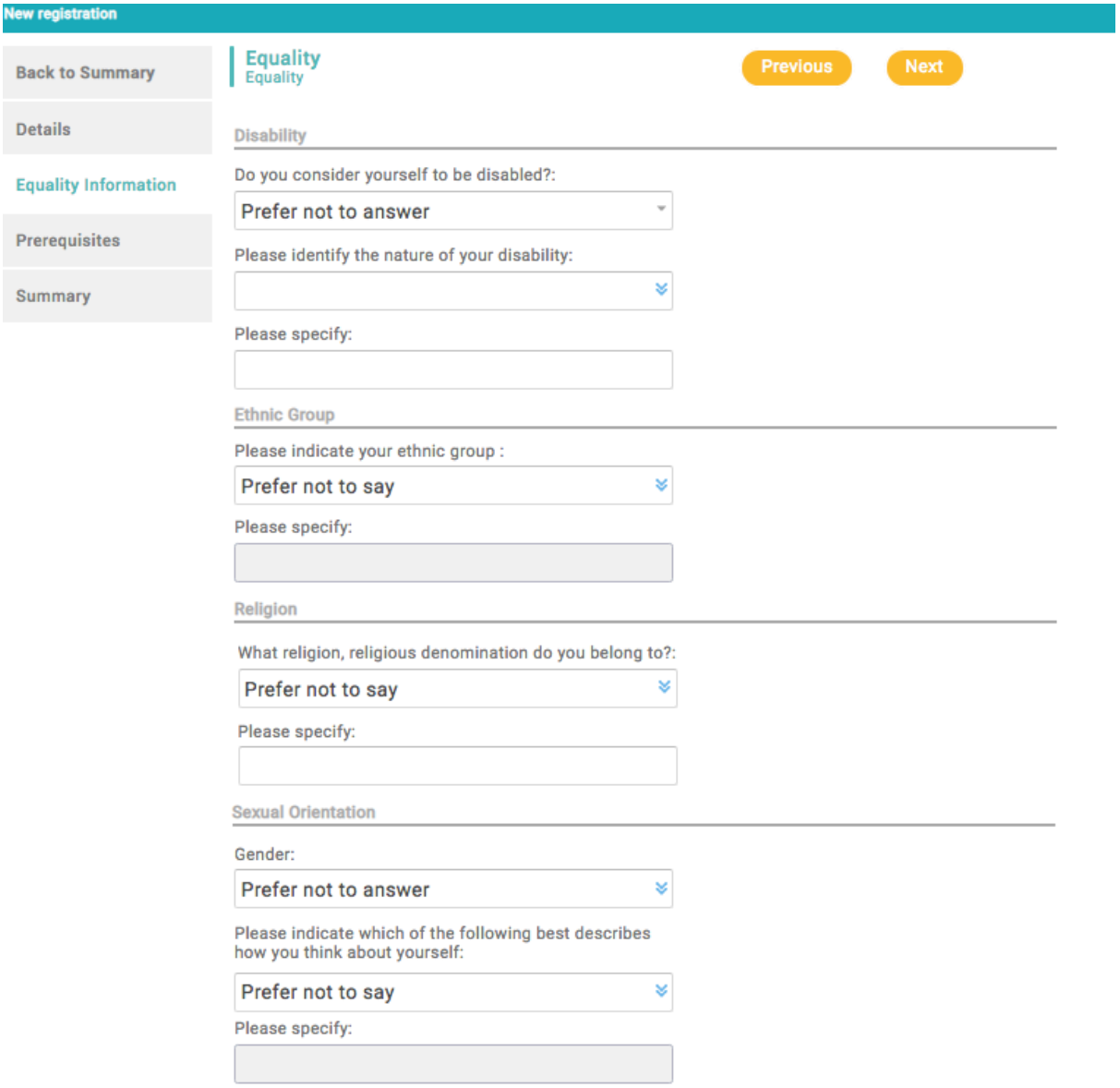


4. You can also change your email address from the one linked to your membership if required, however, please note this doesn't change your primary email address and it will be used for all correspondence related to this application.

5. Click "**Next**" to move to the Equality screen.

Equality Information

Once you are in the Equality Information page you will find that your details have been automatically added to the application from your membership record, please check the information and edit if required, once happy you can click "**Next**".



TIP: If you haven't completed this section of your membership profile yet, you can complete it here, this will then update your membership record.

Gathering equality information allows Paddle Scotland to understand the impact of their policies and practices on different groups, identify potential inequalities, and ensure fair and equitable outcomes for all.

Prerequisites

There will be a short delay moving from the equality screen to the prerequisites screen to allow the system to check if your record meets the minimum requirements for your application to be successful.

If it has been successful you can click "**Next**" and move to the summary and payment screens, if it has not been successful you will be asked to upload any missing qualification to support your application and the application will be submitted to be checked by a member of the coaching team within 7 working days.

Registration Details Summary

To complete the application, you need to read and agree to the *Statement of Physical Competence*, and *Declarations* and click **Finish and Pay**.

Payment

The payment screen gives you the option to pay by: debit/credit card or direct debit - in this circumstance the Debit is a single transaction and doesn't set up a recurring payment (only membership sets up a recurring payment)

1. Check the item summary, to ensure that the correct registration is selected and the fees are correct.



If there are any issues contact us at hello@paddlescotland.org.uk

To pay by card:

1. Click pay with card, enter your card details when prompted.
2. Whilst the payment is processed do not click back or refresh.

3. You will automatically be sent a receipt by email, however on the payment successful screen you can also download a PDF receipt.

To pay by Direct Debit

1. Click pay via direct debit, enter your bank details when prompted.
2. Whilst the payment is processed do not click back or refresh.
3. You will automatically be sent a receipt by email, however on the payment successful screen you can also download a PDF receipt.

You will now return to the Course Dashboard and you will be able to check the status of your authorisation. You will receive an email confirming payment - please note this is a receipt of payment only. If you do not have the required prerequisites on your record your registration will not be approved and you may not be able to attend the course.

Once your registration is approved, you will receive an email containing the **Registration Certificate. Please provide a copy of this to your Assessor / Trainer as soon as possible.**

Withdrawal of Application and Mistakes

Once an application has been submitted any changes need to be carried out by Paddle Scotland Admin, these should be emailed to hello@paddlescotland.org.uk detailing the Registration ID, your membership number and the issue to be resolved.
Issues must be resolved prior to submission and payment being made.

Dashboard States Explained

Registration ID

Unique reference number that is specific to this application and can be used in correspondence to resolve issues.

Category

Indicates if it is Registration, Check-in or a CPD Extension.

Registration

Name of the Qualification registered for or checked -in for.

Submitted Date

Date you applied for the Registration or Check-in.

Expiry Date

Date the registration, check-in or APL expires N:B there may be other conditions linked to a registration and its validity for example membership must be in date at the point of registration and when you attend the course. Check-ins may become invalid if your First Aid qualification expires after the check-in date.

Status

Draft	=	Your application is incomplete or has not yet been submitted.
Parental Approval	=	a complete application from a candidate who is under 18, we are waiting for a parent or guardian to confirm consent.
Awaiting Approval	=	your submitted application could not be automatically approved, this could be for a few reasons: 1. Your record is not passing the authorisation checks e.g. First Aid Expired. 2. The application has been randomly selected for internal verification. 3. You have completed a medical declaration.
Approved	=	Your application has been approved
Expired	=	Your Registration or Check-in has expired
Rejected	=	Your application has not been successful (an email will have been sent with detailed reasons)

TIP: To reduce instances of course going into the 'awaiting approval' state ensure your records are fully up to date before registering.

Parental Consent

If at the point of registering you are under the age of 18, we require a parent or guardians' consent for your registration to be processed.

1. Your parent or guardian will be automatically contacted via email.
2. To consent to the registration being processed they need to click the link in the email.
3. Please ensure your parent or guardian is aware of your intention to take the award and ask them to look out for the email.
4. If they do not receive the email within 24hrs of the registration fee being paid please contact us on hello@paddlescotland.org.uk (please ensure you have checked junk folders prior to contacting us).