Program Administrator Online Tools

Viewing Coach Training and Certification

Version 1.0

Last updated 11/7/2012

US Lacrosse Online Program/Team Management Portal for Program Administrators

How to use the Coach Certification and Training Information Screen*

*http://usl.ebiz.uapps.net/personifyebusiness/ProgramTeamManagement/CoachCertificationandTrainingInfo.aspx

Overview:

The objective of this exclusive portal for US Lacrosse's program administrators is to assist these important leaders in viewing and tracking the training and certification activities offered by US Lacrosse through its Coaching Education Program

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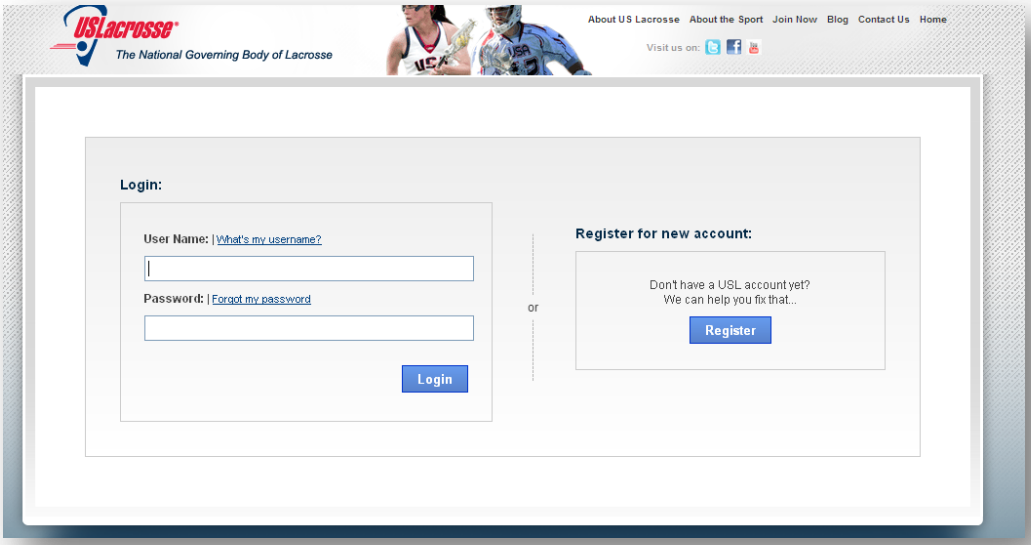
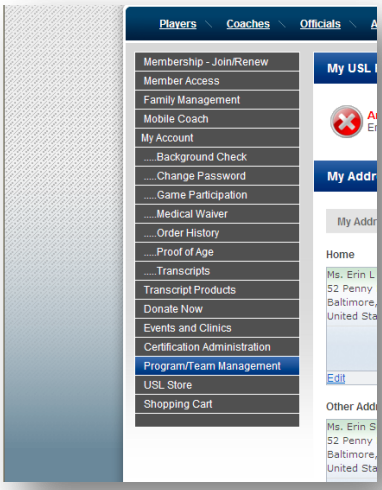
Getting Started:

Get administrative access to your program by requesting it online at the Program/Team Management portal at http://usl.ebiz.uapps.net/personifyebusiness/ProgramTeamManagement.aspx . Contact the US Lacrosse Group Manager at 410-235-6882 x131 if you need assistance.

Login at www.uslacrosse.org by clicking My Account



Once logged, select on Program/Team Management from the menu at the left.



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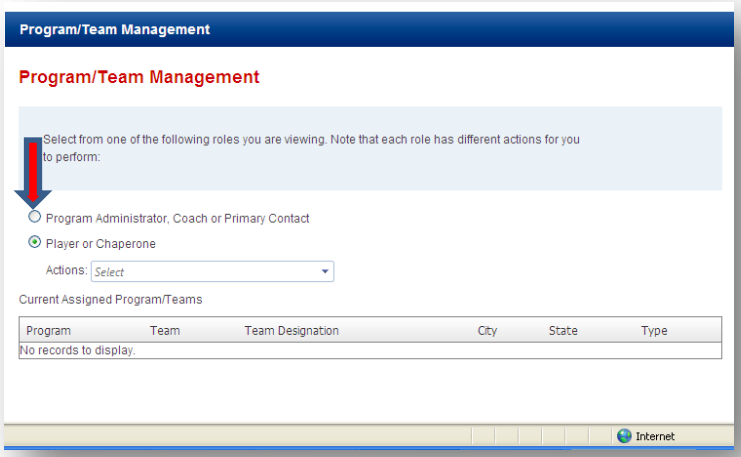
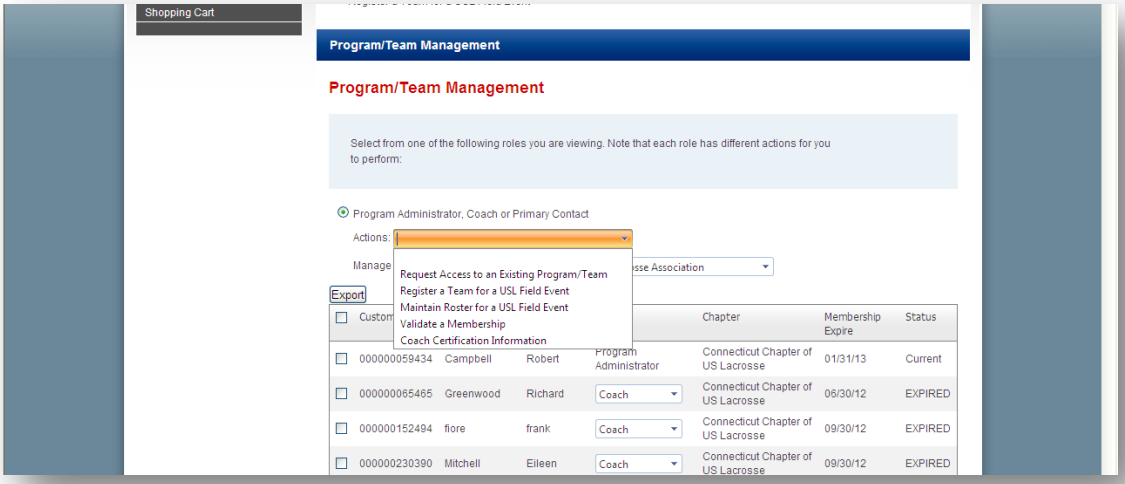
Once on the Program/Team Management page, click the button for Program Administrator, Coach, or Primary Contact as your role.



From the action dropdown menu, select Coach Certification Information



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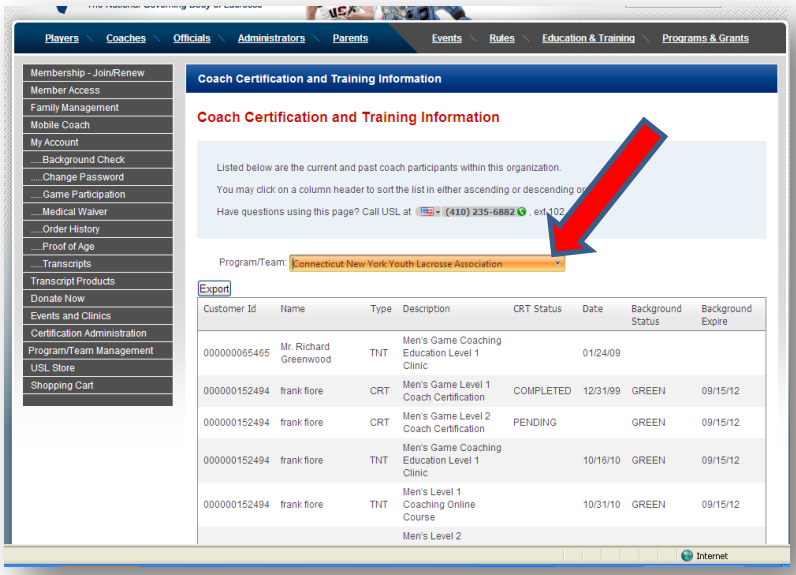
If you manage more than one program or team, select the program you want to view from the menu. If you only manage one program or team this will be the only option available to you.



Now you're ready to work with your data.

Last updated 11/7/2012

PREREQUISITES: Important things that must be in place for you to view your program's coaches' training and certification status:

1) For a coach to appear in your roster of program participants in the Program/Team Management portal, they MUST be affiliated with your program. Each coach may go to their USL Account and update their program affiliation under Program/Team Management. Once this is done, they will appear in your list. (see related document for instructions)

   For example, if a coach initially selected they are part of the Northern California Junior Youth Lacrosse Association, but the Petaluma Lacrosse Club is the program within the association that is tracking his/her training, that coach will not appear on the Petaluma administrator's roster. The coach must add him/herself to Petaluma Lacrosse Club.

2) Only individuals with the designation "coach" on your roster will appear in your coach training and certification listings. As the program administrator, if the person is in your listing, you may manage the role and assign them as a coach, which will be demonstrated further below.

3) A basic understanding of sorting in Microsoft Excel is helpful if you wish to sort your data more specifically.

Using the Coach Certification and Training Information

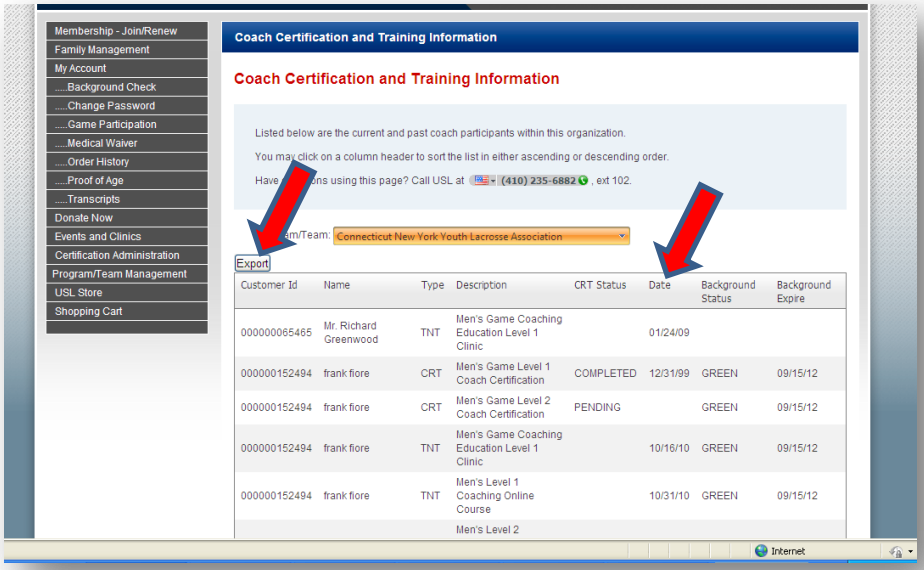
Who is on this screen?

On this screen you will find current and past coach participants within your program and their certifications and individual training activities.

> A member of your program needs to have identified themselves as part of this program to appear on this listing.
>
> A member of your program needs to have a Position of Coach on the Program/Team management screen in order to appear here.

Viewing the Data:

- Export the training data for ease of filtering and sorting your coaches using the Microsoft Excel
- You may click on any column header to sort the list in either ascending or descending order.



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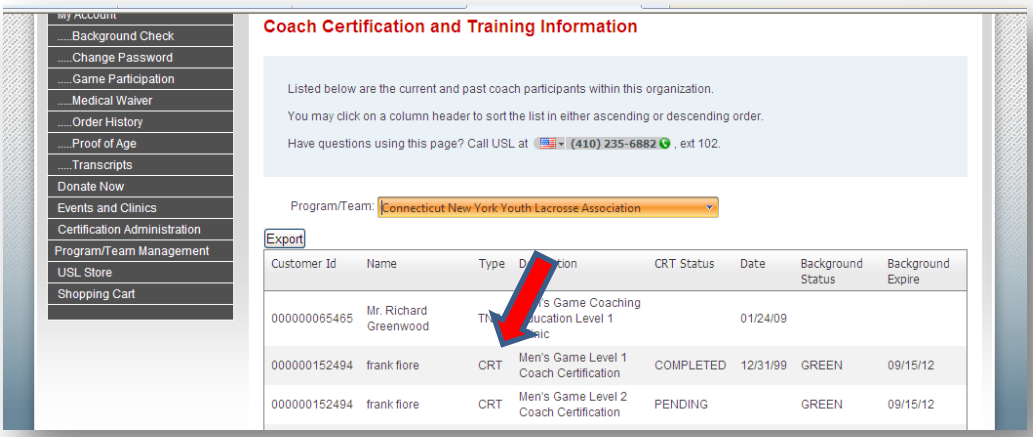
Explanation of the Data:

CRT

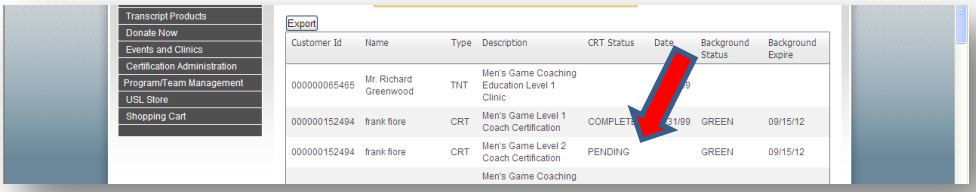
In the Type Column, CRT means a certification, and the description column tells you which certification. A certification is an accumulation of all of USL's individual training requirements for that certification. All of your coaches will either have a pending, completed, or expired status for their certifications you see in this menu.



Please note that only CRT indicates a certification. To view the training and other requirements a coach much complete to meet USL certification requirements, visit www.uslacrosse.org/certification

CRT-DATE

For Certifications (CRT) the date is blank if the certification is **PENDING** (not complete)



The date is 12/31/2099 if the coach has a **COMPLETED** certification (meaning they have a current membership and background screening in addition to having completed their education requirements (see www.uslacrosse.org/certification for certification requirements)

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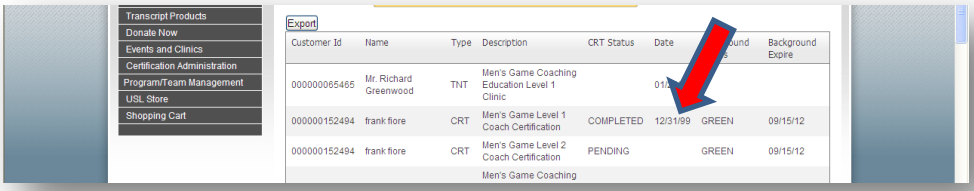
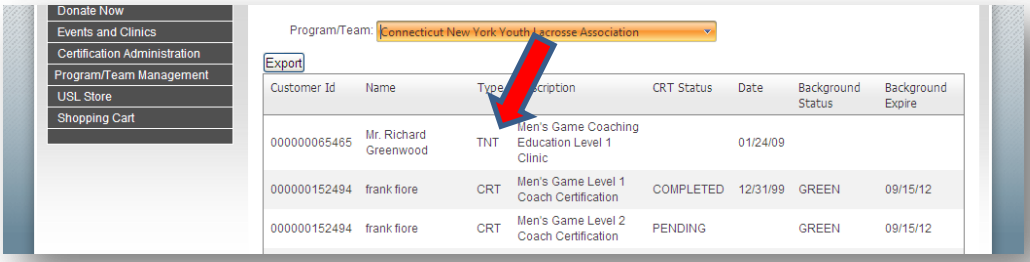


The date will be in the past if the coach has an **EXPIRED** certification (meaning they have let their background screening or membership lapse after getting certified)

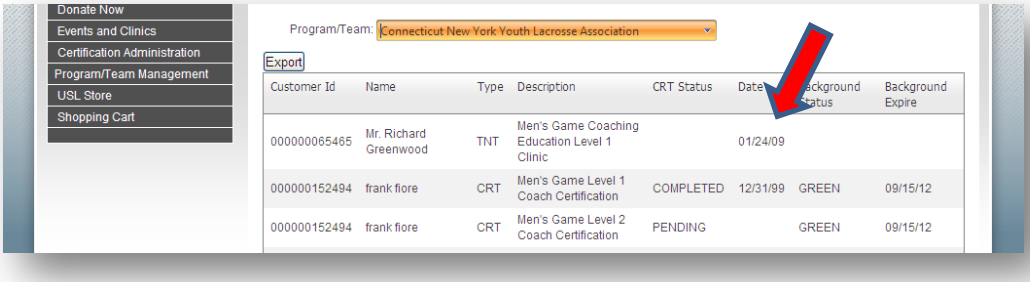
TNT

In the type Column TNT means a specific training has been completed such as an online course or clinic. The description tells you what training it was. Please note that trainings are NOT certifications, just specific pieces of training a coach has completed.



TNT-DATE:

For Trainings (TNT) the date in that column refers to the date that US Lacrosse has on record that the training was completed.



Why is a coach showing up more than once?

Your coaches may appear several times in this list, once for each certification and training they have a record for in the US Lacrosse database. Export your data to Microsoft Excel to sort by specific training (such as online courses) or by certifications (such as USL CEP men's Level 1 certification)

			Clinic				
000000152494	frank fiore	CRT	Men's Game Level 1 Coach Certification	COMPLETED	12/31/99	GREEN	09/15/12
000000152494	frank fiore	CRT	Men's Game Level 2 Coach Certification	PENDING		GREEN	09/15/12
000000152494	frank fiore	TNT	Men's Game Coaching Education Level 1 Clinic		10/16/10	GREEN	09/15/12
000000152494	frank fiore	TNT	Men's Level 1 Coaching Online Course		10/31/10	GREEN	09/15/12
000000152494	frank fiore	TNT	Men's Level 2 Coaching Online Course		06/02/12	GREEN	09/15/12
000000152494	frank fiore	TNT	Positive Coaching Alliance Double Goal		08/02/12	GREEN	09/15/12

Background Status

Background Status means the status of a coaches NCSI background screening through US Lacrosse.

If the column is blank, this means that the coach does not have a green light (passed screening) on record with US Lacrosse.

Customer Id	Name	Type	Description	CRT Status	Date	Background Status	Background Expire
000000065465	Mr. Richard Greenwood	TNT	Men's Game Coaching Education Level 1 Clinic		01/24/09		
000000152494	frank fiore	CRT	Men's Game Level 1 Coach Certification	COMPLETED	12/31/99	GREEN	09/15/12
000000152494	frank fiore	CRT	Men's Game Level 2 Coach Certification	PENDING		GREEN	09/15/12

This view will not show you NCSI green light determinations made in other program's NCSI accounts unless the results have been shared with US Lacrosse by the customer via NCSI's account sharing service.

Last updated 11/7/2012

Common Questions

What if a coach is telling me they are certified, but they are not showing up on my list with a completed certification?

Many coaches have completed trainings (TNT) but have not completed all of the requirements for certification. If you see that the coach has a Level 1 clinic, Level 1 online course, PCA workshop, current membership, and background check, then odds are he/she will also have a completed CRT for Level 1. If you do not see the presence of these 5 elements, the coach has not completed all of their Level 1 requirements according to USL records. For Level 2, a coach needs to have the Level 2 online course and the Level 2 clinic plus a current background screening.

If there is still a discrepancy, please have the coach contact cep@uslacrosse,org to request information regarding trainings on record or to have his/her information updated.

Where to Get More Help

For more specific instruction, please view the US Lacrosse PA Coach Certification and Training Webex recording at http://www.uslacrosse.org/TopNav2Left/Administrators/WhatsNew.aspx for details on working with this data. Download this guide at this page as well.

Have questions using your online portal? Call USL at (410) 235-6882, ext. 131

Last updated 11/7/2012