

Beginner Coach Accreditation

Ready to start coaching gymnastics? Here's where you start! Follow the step-by-step guide below to enrol in each component of the Beginner Coach Accreditation on Flex.

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Create a Gymnastics Australia LMS account

1. Go to the Gymnastics Australia website by visiting <http://gymnastics.org.au/lmssignup>
2. Fill in the form on the Learning Management System (LMS) – New User Sign Up page.
3. In the **Name** section of the form, please ensure you register with your legal name (including middle name(s)), as this form will be used to verify your Working with Children Check (or equivalent) if you become a Coach or Judge.

Name	
*First Name	Middle Name
<input type="text"/>	<input type="text"/>
*Last Name	
<input type="text"/>	

4. In the **Additional Information** section of the form, you will need to provide your email, date of birth, gender, home and mobile phone numbers, country, and home address.
5. If you are currently working at an affiliated club, you will also need to enter the Club ID. You can find the Club ID on the [Club Finder](#).
6. You will now need to provide a password (Password must be at least 8 characters long and contain at least 1 number and 1 upper case letter). Then click **Register**. You will then be sent an email with your username and your password at 11PM AEST the day you register.
7. Please note, if you receive the following error message, you already have a Gymnastics Australia LMS account. Please contact support@gymnastics.org.au to gain access to your Gymnastics Australia LMS account

The system has detected you already have access to Gymnastics Online (including LMS) so a new account will not be created at this time. Please [contact us](#) for further assistance so we can reset your account.

8. After you have clicked Register you will be taken to the Thank you for registering as a new LMS User page. Please make sure to click the Please click here to access the LMS System link.

Thank you for registering as a new LMS User.

Please click [here](#) to access the LMS System.

9. You will then be taken to the Gymnastics Australia LMS and can get started on your Coach education.

Login to Gymnastics Australia and access the LMS

1. Go to the Gymnastics Australia website by visiting <http://gymnastics.org.au>
2. In the top right-hand corner of the window, click **Sign In** this will take you to the sign in page. You will now need to sign in using your Technical Member ID as your username, and your Gymnastics Australia password. If you have forgotten your password, please contact support@gymnastics.org.au
3. Once you have signed in, click the top right-hand corner on the **Hi, Your Name** link to access your Gymnastics Australia account.
4. On the left side of the My Account page, under **Handy Links** click **Go to the LMS**

Handy Links

[Go to the LMS](#)

[Updating Info](#)


You can also click **Courses** in the grey menu bar to access the LMS.

[About Us](#) [News](#) [Child Safety](#) [Gymsports](#) [Participate](#) [Coach & Judge](#) [Clubs](#) [Events](#) [High Performance](#) [Gymshop](#) [Courses](#)

5. You will then be taken to your LMS account, no sign in will be required.


Enrol in the Beginner Coaching Online Course

This is the theory component of your Beginner Coaching Accreditation and will need to be completed first.

1. Access the **Training Library** by clicking the Bookshelf icon  on the left-hand menu bar and locate the **Beginner Coaching Accreditation Courses** category. Click **View Courses**.



1. Click **Purchase** under **GA – Beginner Coaching Accreditation – Theory**. You will then be prompted to enter your payment details; then click **Process Payment** to complete your enrolment. You'll then be taken to your **Training Library** and will be able to begin your course.



GA - Beginner Coaching Accreditation - Theory

Gymnastics Australia

\$110.00

PURCHASE

ITEM	Cost
GA - Beginner Coaching Accreditation - Theory	\$100.00
GST	\$10.00
	\$110.00

PROMOTIONAL CODE

CREDIT CARD NUMBER

CARD TYPE

NAME

EXPIRY DATE


CCV NUMBER


MONTH Year

PROCESS PAYMENT

SecurePay

SECURED BY

2. You'll be emailed a copy of your receipt with your confirmation email.
3. You can access online courses you have just enrolled into through the **My Training** section of Flex. Access **My Training** by clicking the Notebook icon  on the left-hand menu bar.
4. Click **View** under **GA – Beginner Coaching Accreditation – Theory**, and you'll be able to see the four parts of the online course.




GA - Beginner Coaching Accreditation - Theory

Type: Course Bundle
 Accessible Since: May 21, 2018
 Status: IN PROGRESS
 Author: Gymnastics Australia

[VIEW](#)

GA - Beginner Coaching Accreditation - Theory


Filter By ☐ Show Expired Training



GA - Online Beginner Coaching Course Pt 1

Type: Course
 Accessible Since: May 21, 2018
 Status: NOT STARTED
 Author: Gymnastics Australia


[START](#)



Online Beginner Coaching Course Pt 2

Type: Course
 Accessible Since: May 21, 2018
 Status: NOT STARTED
 Author: Gymnastics Australia


[START](#)



Online Beginner Coaching Course Pt 3

Type: Course
 Accessible Since: May 21, 2018
 Status: NOT STARTED
 Author: Gymnastics Australia

[START](#)



Online Beginner Coaching Course Pt 4

Type: Course
 Accessible Since: May 21, 2018
 Status: NOT STARTED
 Author: Gymnastics Australia

[START](#)

- Click **Start** or **Resume** for the part of the course you wish to work through.
- When you're ready to take a break from the course, make sure to click the **Exit** button located in the top right corner of the course.

Online Beginner Coaching Course: Part 1


 Gymnastics Australia

[COURSE OVERVIEW](#) [ASSESSMENTS](#) [RESOURCES](#) [SUPPORT](#) [EXIT](#)

- When you complete an Assessment Task or Quiz, make sure to click **Print Results** on the results page and save a copy for your records.
- You'll need to complete all four parts of the **Online Beginner Coaching Course** before you can enrol in the Beginner Coaching Face to Face course.

Enrol in the Beginner Coaching Practical

The practical component of your accreditation is the second and final part of receiving your Beginner Coaching Accreditation. Rather than paying to enrol into a specific session or date of a course or workshop, you will be purchasing the practical course and then you will be able to choose the course date you wish to attend.

1. Access the Training Library by clicking the Bookshelf icon  on the left-hand menu bar and locate the Beginner Coaching Accreditation Courses category. Click View Courses.



2. Locate the **GA - Beginner Coaching Accreditation – Practical** and click **Purchase**. You will then be prompted to enter your payment details; then click **Process Payment** to complete your enrolment into the practical course bundle. **Please note: completing this purchase does not guarantee you a place at the course date you wish to attend. You must complete the rest of the enrolment steps.**

ITEM	Cost
GA - Beginner Coaching Accreditation - Theory	\$100.00
GST	\$10.00
	\$110.00

PROMOTIONAL CODE

CREDIT CARD NUMBER


CARD TYPE

NAME

EXPIRY DATE CCV NUMBER

MONTH Year



Payment gateway by **SecurePay** **SecurePay** **SecurePay**

3. You'll be emailed a copy of your receipt with your confirmation email.
4. You'll now need to choose a session of the Face to Face course or workshop. You can do this through the **Training Event** section of Flex. You can access this by clicking the Calendar icon  on the left-hand menu.
5. You'll then see a list of all scheduled sessions. If you know the date of the course you wish to attend, you can select it on the calendar. Otherwise, you can search by course location or course type using the search bars.

Event Enrolment

Locations

Courses

  ☐ My Enrolled Events




< November 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 See all events	2 9a NT - Intermediate Judo	3	4	5	6 9a WA - Intermediate Co	7
8 See all events	9	10	11	12	13 See all events	14
15 8:30a ACT - Intermediate	16	17	18	19	20 8:30a QLD - Intermediate	21
22 See all events	23	24	25	26 9p WA - Advanced Tumb	27 See all events	28
29 See all events	30	1	2	3	4 9a VIC - Beginner Coach	5
6 See all events	7	8	9	10	11	12

- You can then select **Enrol** on the Event page, then select **Enrol** again on the pop-up and you will be enrolled in that session.
- You can see all events you're enrolled in on the **Event Enrolment** page by selecting **My Enrolled Events**.

Event Enrolment

Locations

   My Enrolled Events

- Should you be unable to attend a course, you are able to un-enrol yourself from a session and re-enrol into a future course date. This can be done by selecting **Un-enrol** on the event session. **Please note** that if you choose to un-enrol yourself from an event, you may incur a late cancellation fee from your State or Territory Association. [Always contact your State/Territory Association before unenrolling from an event.](#)

Complete the Beginner Face to Face Coaching Course

- Attend the course on the day. In most cases, you'll need to bring a packed lunch. Keep an eye on your email prior to the course for notifications from your State / Territory Association.
- Upon passing the course, you will be marked as Competent for the Beginner Course and become an accredited Beginner Coach. This can take up to three weeks post course date.
- If you are unsuccessful in passing the assessments during the Face to Face Course, you will receive instructions on what to do next.

For questions about the Face to Face course, please contact your [State/Territory Association](#). For questions regarding Flex, please get in touch with education@gymnastics.org.au.