

## 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](mailto: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](mailto: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**.







## Event Enrolment

Locations

Courses

   My Enrolled Events

< **November 2020** >

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