


How to Upload the Intermediate Workbook

Uploading your Intermediate Workbook is now completed through the **My Training** page. You can access **My Training** by clicking the Notebook icon  on the left-hand menu bar.

If you are not already enrolled in GA – Intermediate Coach Theory 1 (all gymsports) this can be found and purchased in the **Training Library** tab.

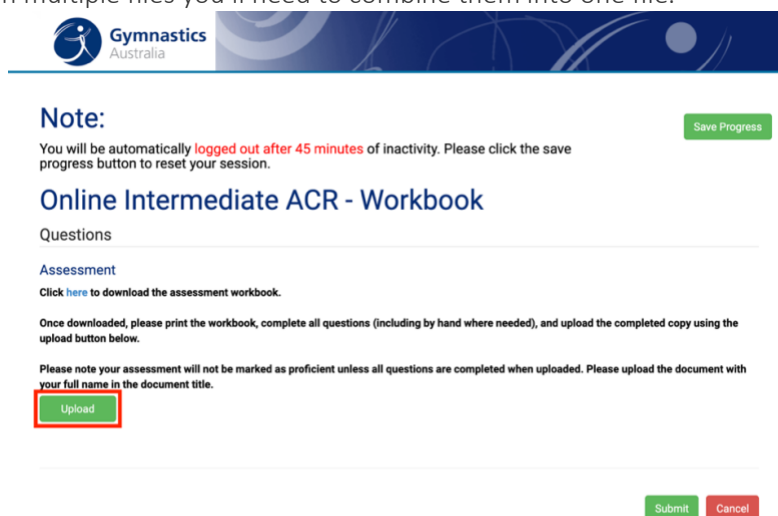
1. In **My Training**, locate **GA – Intermediate Coach Theory 1 (all gymsports)**, and select **View**.
2. You will now see a list of all the online course components and the final tile will be the Intermediate Workbook, click **start** on this tile.



3. On the following page, click **Show Slides** and then **Take Assessment**.



4. A pop-up will open in a new window; select **Upload**. You can then select the file from your computer and upload the document. **Please note you can only upload one document**, if your workbook is in multiple files you'll need to combine them into one file.



Note: You will be automatically **logged out after 45 minutes** of inactivity. Please click the save progress button to reset your session. [Save Progress](#)

Online Intermediate ACR - Workbook

Questions

Assessment

Click [here](#) to download the assessment workbook.

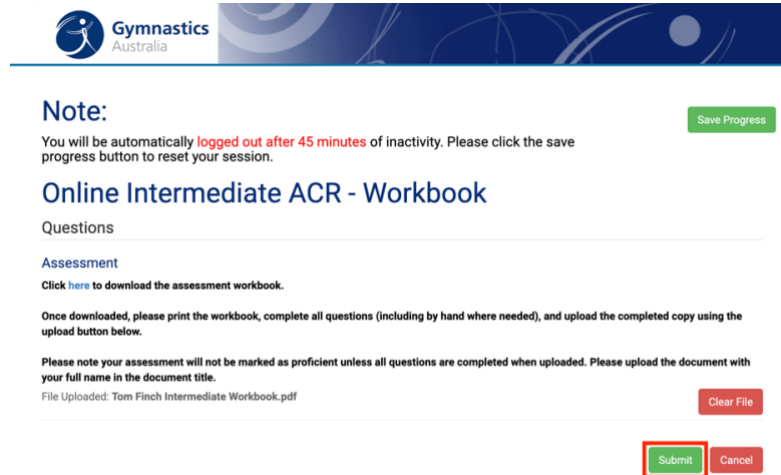
Once downloaded, please print the workbook, complete all questions (including by hand where needed), and upload the completed copy using the upload button below.

Please note your assessment will not be marked as proficient unless all questions are completed when uploaded. Please upload the document with your full name in the document title.

[Upload](#)

[Submit](#) [Cancel](#)

- When the file has finished uploading, make sure to click **Submit**.



The screenshot shows the 'Online Intermediate ACR - Workbook' page. At the top left is the Gymnastics Australia logo. A 'Note' section states: 'You will be automatically logged out after 45 minutes of inactivity. Please click the save progress button to reset your session.' A green 'Save Progress' button is located to the right of the note. Below the note is the title 'Online Intermediate ACR - Workbook' and a section for 'Questions'. Under 'Assessment', it says 'Click here to download the assessment workbook.' and 'Once downloaded, please print the workbook, complete all questions (including by hand where needed), and upload the completed copy using the upload button below.' A warning note states: 'Please note your assessment will not be marked as proficient unless all questions are completed when uploaded. Please upload the document with your full name in the document title.' Below this, it shows 'File Uploaded: Tom Finch Intermediate Workbook.pdf' and a red 'Clear File' button. At the bottom right, there are two buttons: a green 'Submit' button and a red 'Cancel' button.

- Your submission will be sent for approval, and you will receive an email when it has been accepted and approved. Please note that marking of any uploaded documents can take up to 10 business days.