

# Judging Course Enrolment

## Using the LMS to Enrol into Judging Courses

1. Go to the Gymnastics Victoria website at [www.gymnasticsvictoria.org.au](http://www.gymnasticsvictoria.org.au)
2. Select 'Sign In' in the top right hand corner



3. Enter your Username\* and Password, and then click 'Sign In' to continue

Once you have signed in, please click in the top right hand corner on the "Hi, Your Name" link to access your account.

Ready to Start Learning? [Sign up to the Learning Management System \(LMS\)](#)

\*Your Login ID and Password to access your personal records are initially set by GA.

In the 'Username' field, enter your Technical Member ID number. In the 'Password' field, enter your password; this will be one you have set, or a default one provided by GA when you completed the sign up form.

4. Once you have signed in, you will return to the home page of the Gymnastics Australia website. You will now be signed into the site, instead of visiting as a public user.



5. You will now see the new Technical Member portal. To access your LMS account, select 'Go to the LMS' on the bottom right hand of the page

<b>Personal Information</b>	Renew	Transactions	Accreditation	Updating	Relationships	Benefits
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## Technical Member Portal

**Features available:**

- Review your personal information
- Keep up to date with your Updating Status
- Renew your Technical Membership
- Benefits tab, where you can access ALP Manuals and information
- **NEW!** View your current Updating Points

**Renewing your Technical Membership:**

Your technical membership expires on the 12 month anniversary of your join date.

To renew, you must be able to see the Renew Tab above.

- Renewals open one month prior to your expiry date.
- You must have obtained the minimum number of updating points for your highest level of accreditation, as per the [updating policy](#). Our [Updating Ideas](#) page has some helpful links and for further information please go [here](#).

Please visit our [Support Centre](#) for further information or assistance.

### Updating Points

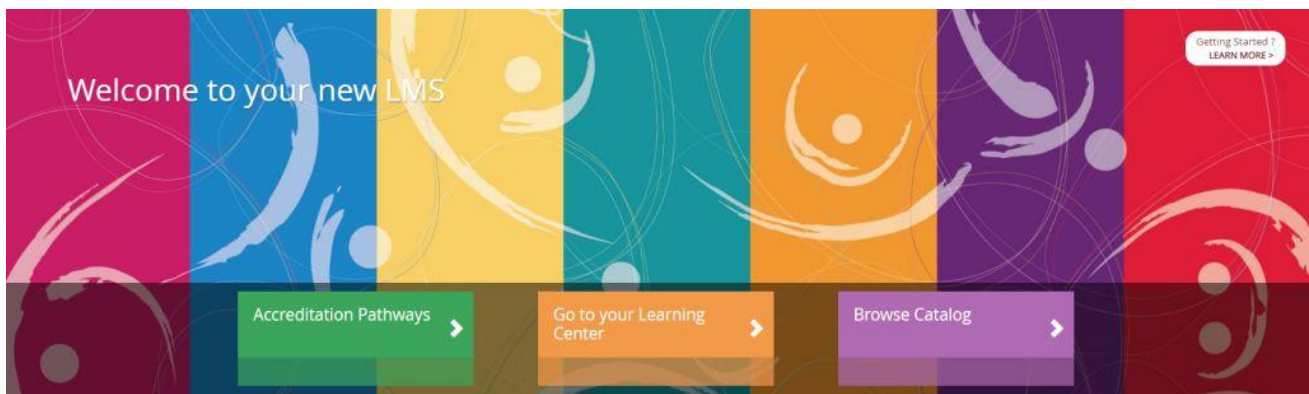
## 23

This is your current total of updating points accrued in your 12 month membership, please go to the 'Updating' tab to view what you have received points for. If there are missing activities please contact your State Association/Territory.

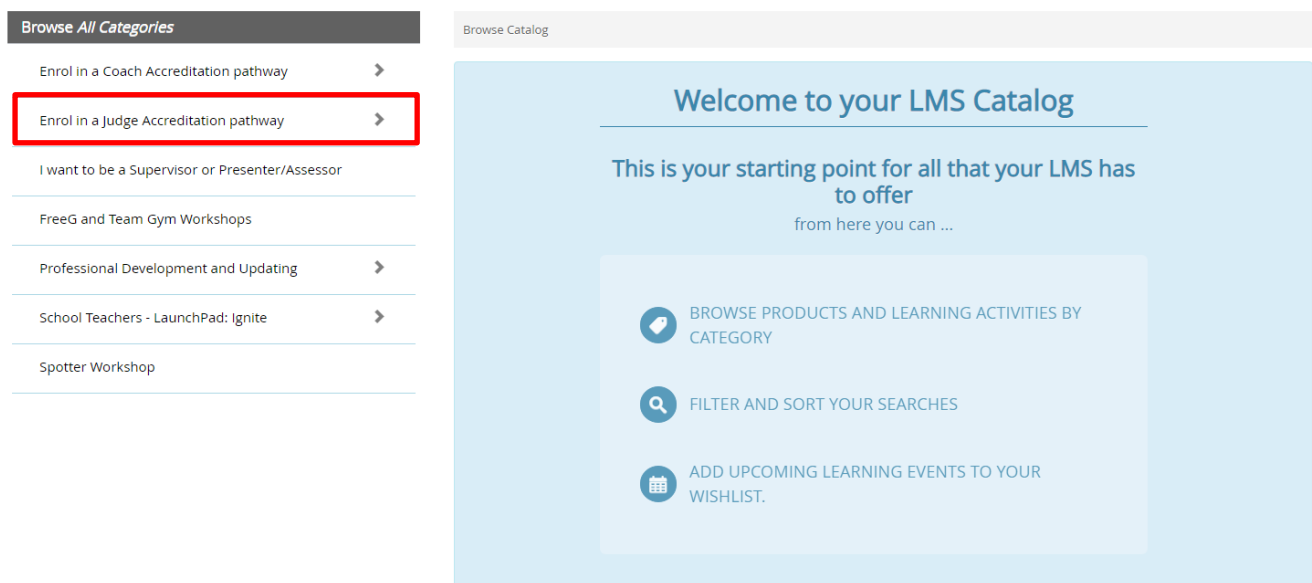
### Handy Links

- [Go to the LMS](#)
- [More about PD](#)
- [Updating Info](#)
- [Tech Member Handbook](#)

6. Once the LMS page has loaded, select the purple 'Browse Catalog' button on the right



7. Select 'Enrol in a Judge Accreditation pathway,' followed by the level accreditation and gym sport you wish to enrol in to



8. Select 'Choose Pathway,' and then add the Victorian pathway to your cart
9. The pathway will then appear in your shopping cart. Select the trolley icon in the top right corner, and purchase\* the pathway



\*Please note that the cost to purchase the pathway will be **\$0**. The following steps will outline how to purchase the course itself

10. Once you've purchase the pathway, select the Gymnastics Australia icon in the top left corner to return to your LMS Homepage



11. Then, select the green 'Accreditation Pathways' button on the left

12. A list of your Accreditation Pathways will load; select the relevant judging one you have enrolled in to

13. Select 'Choose Session' to see a list of upcoming judging courses

The screenshot shows the LMS interface. On the left, there is a sidebar for the 'Beginner WAG Judging Accreditation Pathway (JDG\_BEG\_WAG\_ACCRED\_PWAY)'. The main content area is titled 'Victoria' and shows a 'Face to Face Assessment' section. Below this is a table with columns for Title, Type, Status, and Action. The table lists one course: 'Judge Beginner WAG Face to Face Course VIC' with Type 'ILT' and Status 'None'. A 'CHOOSE SESSION' button is visible. Below the table, it states '1 SESSIONS AVAILABLE FROM 25/11/2018 09:00 UNTIL 25/11/2018 09:00'. A session card for 'NOV 25' is shown with a clock icon, the time '25/11/2018 09:00 - 25/11/2018 14:00', the language 'LANGUAGE: ENGLISH (US)', the course title 'Judge Beginner WAG Face to Face Course VIC', and '20 Seats Available'.

14. From there, select the course that you wish to enrol in to and add to your shopping cart

15. Select the shopping trolley, proceed through to payment and enrol into the course

16. Congratulations! Prior to attending, you will receive information regarding location and time

If you have any questions or need any assistance, please contact [education@gymnasticsvictoria.org.au](mailto:education@gymnasticsvictoria.org.au) or call 9005 4701