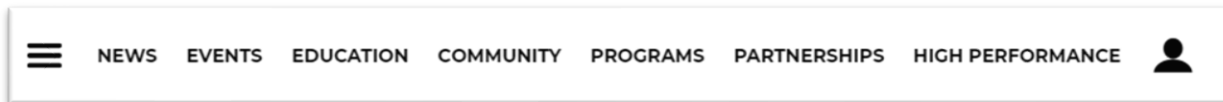


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## How To Purchase An Accreditation Renewal

1. Head to your State surfing website, navigate to the EDUCATION menu heading and select RENEWALS

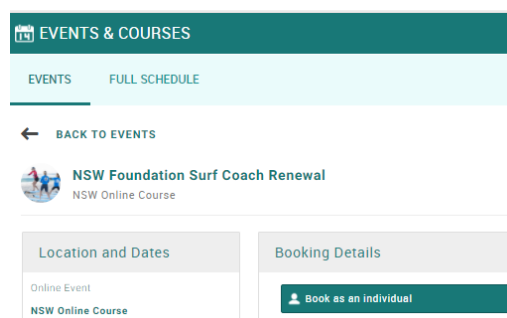


2. Find your relevant accreditation (e.g. Foundation Surf Coach) and select RENEW HERE



3. From here you will enter the Surfing Portal to complete your purchase. If you do not already have a [Surfing Portal](#) account, you will need to register before you can finalise your renewal purchase.

4. Select 'Book as an individual' and follow the prompts to complete your purchase



5. Once your payment is approved and your purchase is complete, you will receive an email with further instructions

**NOTE - below is an example only and does not have the correct links included.**

Hi #FirstName

Thanks for renewing your Foundation Coach Accreditation. Please review the below step by step instructions to finalise your renewal.

### **Online Learning**

[Click here](#) to start your online learning on Surfing Australia's learning management system. You will need to create an account which you can use for any future courses or accreditation renewal.

### **Accreditation Requirements**

To finalise your accreditation, you will need to upload documentation for each of the below in the 'Credentials' section of your profile in the [Surfing Portal](#). These will be reviewed by your state branch.

Certificate of completion for the Foundation Coaching Renewal Course

Current Ocean Safety qualification (Surf Rescue Certificate, Bronze Medallion or Ocean Safety Surf Coach Award)

Current First Aid qualification (HLTAID003)

Current CPR qualification (HLTAID001) - this is included in HLTAID003 but has a 1 year expiry

Current Working With Children Check

Certificate of completion for the [Play by the Rules – Child Protection](#) course

Current state association membership

Kind regards,

Surfing Australia

## How To Finalise Your Accreditation Renewal

To finalise your accreditation renewal, you will need to upload all of your relevant documentation in the 'Credentials' section of your profile in the Surfing Portal – the following pages will outline this for you.

Your State body will review and approve your credentials. Once credential has been approved, it will move to the Active state. When all credentials are active, qualification is Active.

Once uploaded, these credentials are then reviewed and approved by your State body.

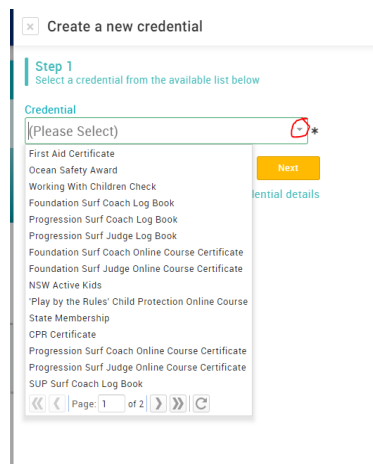
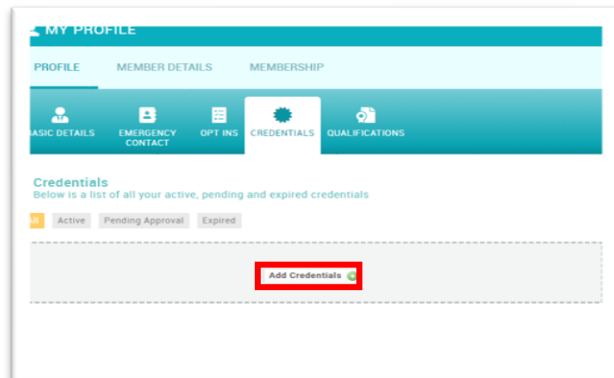
For a full list of the credentials required for each coaching or judging accreditation [click here](#)

**IMPORTANT NOTE:** all credentials must be current for your accreditation to remain active. If any of your credentials expire over the 12-month renewal period, your accreditation will no longer be active.

## How to Upload Credentials

1. Login to your [Surfing Portal](https://surfingaustralia.azolve.com/) - <https://surfingaustralia.azolve.com/>

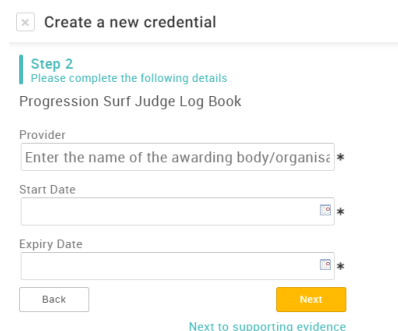
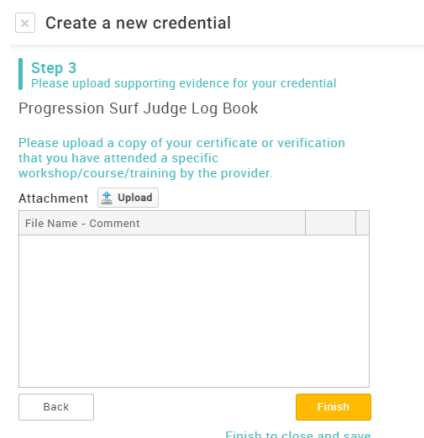
2. In the MY PROFILE section, select the credentials tab. If you have any existing credentials, you will see them displayed here



3. Select 'Add Credentials' and select the relevant credential for the document that you are going to upload e.g. First Aid Certificate.

*NOTE – You will need to upload a screenshot of your active State membership as a credential, as the system doesn't recognise this for your accreditation at this stage.*

4. Enter the provider name (e.g. St John's), start date and expiry date - please ensure dates are accurate as they will be reviewed by you State body.



5. Use the 'Upload' button and then 'Choose file' to locate your document and then select 'Upload'

6. Your credential will be automatically sent to your State body for review and approval. Once approved, you will see that the credential is now displayed as active.

## How To Check Required Documentation (Credentials)

1. Log in to your Surfing Portal
2. Go to my profile and select Qualifications

Qualification Name:  
Foundation Surf Coach

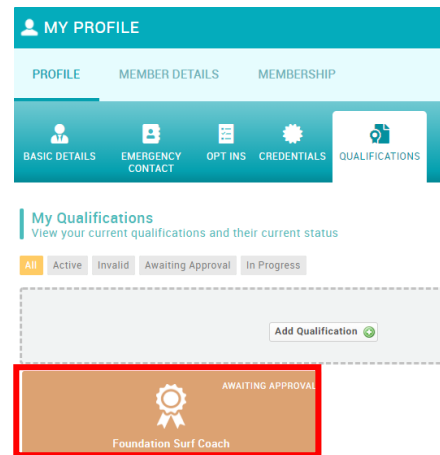
Qualification Category:  
Coach

Start Date:

Valid for (Years):  
99  
1

Credential Name	Valid Until	Status
First Aid Certifi...		Pending
Ocean Safety A...		Pending
Working With C...		Pending
Foundation Surf...		Pending
Foundation Surf...		Pending
'Play by the Rul...		Pending
State Members...		Pending

Attachment Upload



3. Double click on the qualification you have purchased
4. See required credentials and status

## Logbook Uploads

If you have submitted your Logbook for your accreditation to your State body, and no longer have a copy of this, please upload a Word document saying the below:

## Further Support

Need further support on this area or any other area in your Surfing Portal? Contact your local support person.

<b>Location</b>	<b>Contact Name</b>	<b>Phone Number</b>	<b>Email</b>
Surfing Western Australia	Katja Verreydt	08 9448 0004	<a href="mailto:katja.verreydt@surfingwa.com.au">katja.verreydt@surfingwa.com.au</a>
Surfing New South Wales	Rachel Schriever	(02) 9093 6035	<a href="mailto:rachel@surfingnsw.com.au">rachel@surfingnsw.com.au</a>
Surfing Victoria	James Wilson-Browne	(03) 5261 2907	<a href="mailto:james@surfingvic.com">james@surfingvic.com</a>
Surfing Queensland	Head Office	(07) 5520 1165	<a href="mailto:info@surfingqueensland.com.au">info@surfingqueensland.com.au</a>
Surfing South Australia	Kirra-Belle Olsson	0415 073 254	<a href="mailto:kirra-belle@surfingaustralia.com">kirra-belle@surfingaustralia.com</a>
Surfing Tasmania	Kirra-Belle Olsson	0415 073 254	<a href="mailto:kirra-belle@surfingaustralia.com">kirra-belle@surfingaustralia.com</a>