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ScottishTargetShooting



@ScotTargetShoot



Scottish Target Shooting
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Updated: July 2016

Scottish Target Shooting Online Membership System – Credentials User Guide

What are Credentials?

Credentials is the term used by the system but we would more commonly know them as qualifications. The system has been designed so members can upload their own qualifications but members of the STS Team can also upload information on behalf of our members.

What Credentials can I upload?

We have worked with the developers to put together a list of shooting and non-shooting qualifications. This list includes NSRA, NRA and ISSF qualifications as well as being able to record training members may have attending delivered by Safeguarding in Sport and Sports Coach UK. Members can also provide information relating to their Firearms or Shotgun Certificate as well as their PVG if they have been through any checks in their role as coach or range officer.

What information is stored on the system?

For coaching qualifications, the system is designed to require members to upload a scanned copy of their qualification. This enables the STS team to verify the qualification is accurate and still active. We have deliberately disabled the system from allowing members to upload copies of their PVG form as well as their Firearms or Shotgun Certificate to ensure STS is not holding any confidential information that it should not be in possession of. However, members can still record the numbers for these so the relevant information can be captured.

What are the benefits of uploading my qualifications to the system?

There are several benefits to using the system provided by the online membership system:

- It allows members to keep an electronic record of all their relevant qualifications and information in single location, backed up online in case anything should happen to the member's paper or electronic copies stored at home.
- The system will send members an email reminder 6 months prior to one of their qualifications expiring, preventing members' qualifications from expiring without them realising.
- Knowing where our qualified coaches are located, it makes it easier for the STS team to direct members of the public looking for somewhere to go in their area to try one or some of the disciplines out.
- By understanding what qualifications are due to expire and where the coaches are located, the STS team can work with clubs in the area to provide a course to enable coaches to renew their qualification or progress to the next level.
- Finally, by understanding the number and location of coaches in Scotland, it helps the STS team to determine where we need to focus our attentions to ensure all areas of Scotland are provided with opportunities for coaches to gain their qualifications and members of the public to access qualified coaches without travelling too far.

Why can't I enter the expiry date for my qualification?

Depending on the provider, qualifications can detail dates from when the qualification is active but may not state when they are due to expire. As such, we have worked with the developers to set the expiry terms for each qualification to ensure all members need to remember when entering their qualification is the date from when it was active and the system can calculate the rest. For some qualifications, there is no official expiry date but it is good practice for them to be refreshed. In these instances, we have added the refresher terms to remind users to refresh their qualifications.

What if the qualification I want to upload isn't listed or I have other problems?

We have tried to list as many qualifications as possible but the names of courses and providers can change and new qualifications appear from time to time. If you are unable to find a qualification on the system, then please contact the STS Office at admin@scottishtargetshooting.co.uk or 0131 467 2489 and we can arrange for this to be added or altered.

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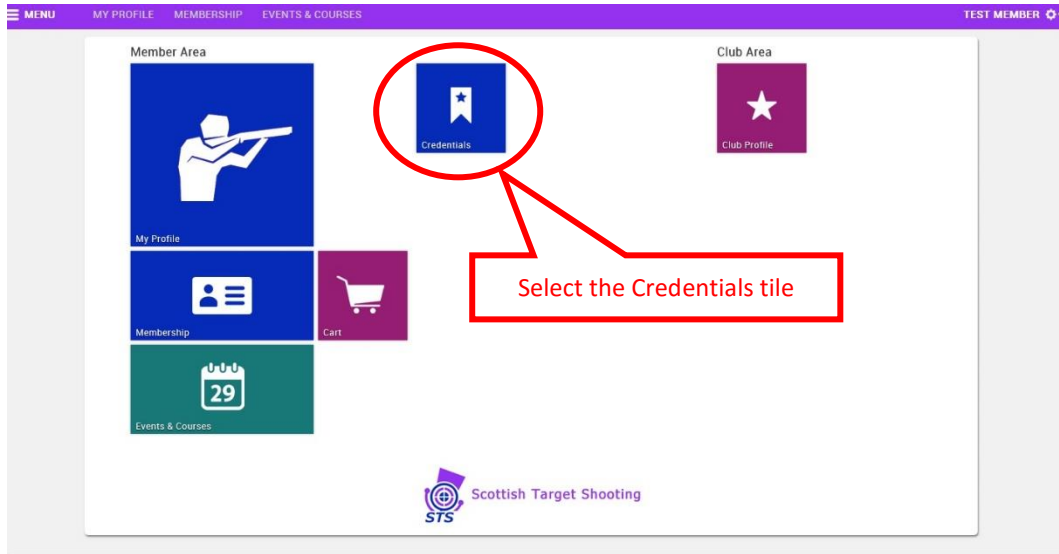
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How do I upload my coaching qualification?

Below is a simple guide to how STS members can upload and store their coaching information.

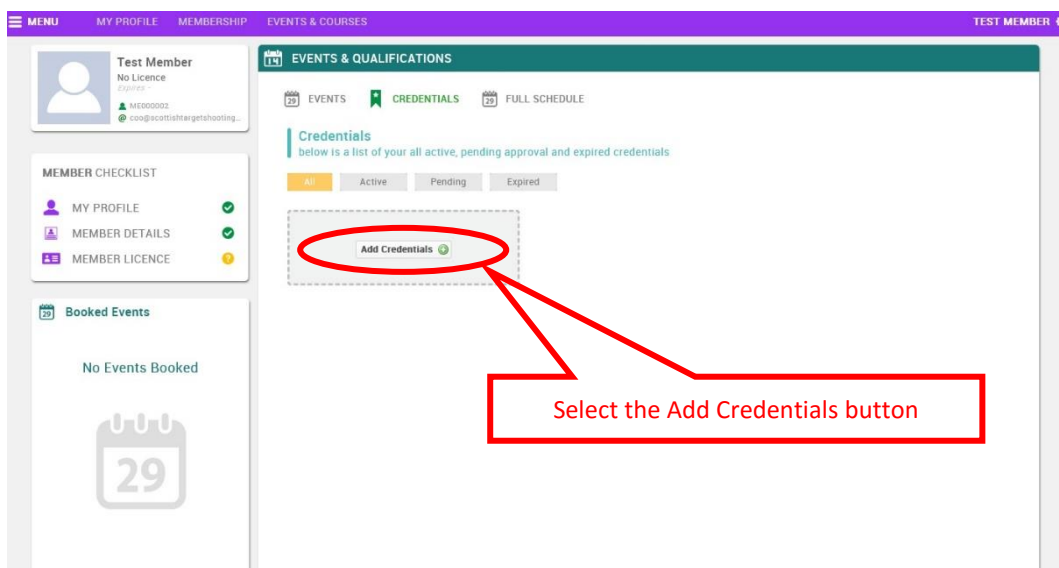
Step 1:

Below is the screen a member of STS signed up to our online membership system will see when they first log in (please note, the Club Area will only display if you are a club administrator). Once logged in, select the 'Credentials' tile as indicated below:



Step 2:

You should be taken to a page that looks like the one below. Select the 'add Credentials' button as indicated below:



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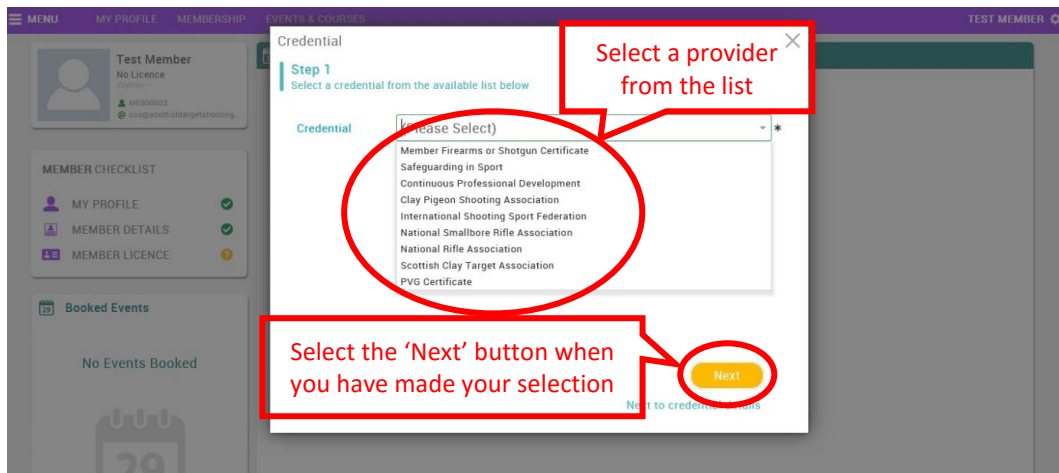




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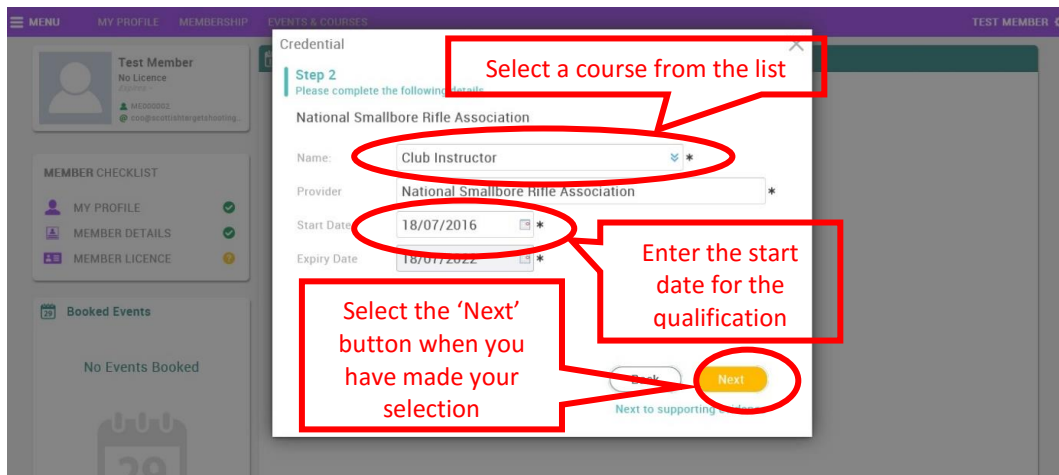
Step 3:

A pop-up window will appear. By choosing the arrow at the right side of the text box, a list of organisations that provide qualifications for coaching and officials will appear. Select the provider for the course you wish to record on the system. Do not worry if you make a mistake because it is always possible to go back. Once a selection has been made, select the 'Next' button on the bottom right of the window.



Step 4:

The next screen will provide a drop down list of courses that are on the system as being provided by that organisation. Select the course and then enter the date from when that qualification was valid from (this should be indicated on your certificate). The expiry date will be automatically generated from the start date. Once a selection has been made, select the 'Next' button.



Steps 5 to 7 do not apply to members uploading Firearms/Shotgun Certificate or PVG information. Instead, members will simply be asked to add the relevant certificate number rather than upload a copy of their certificate.

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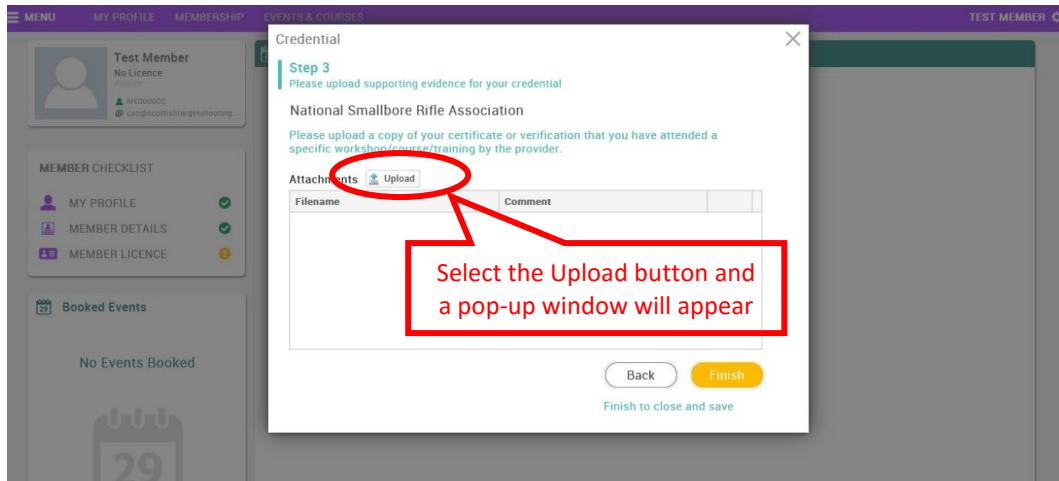




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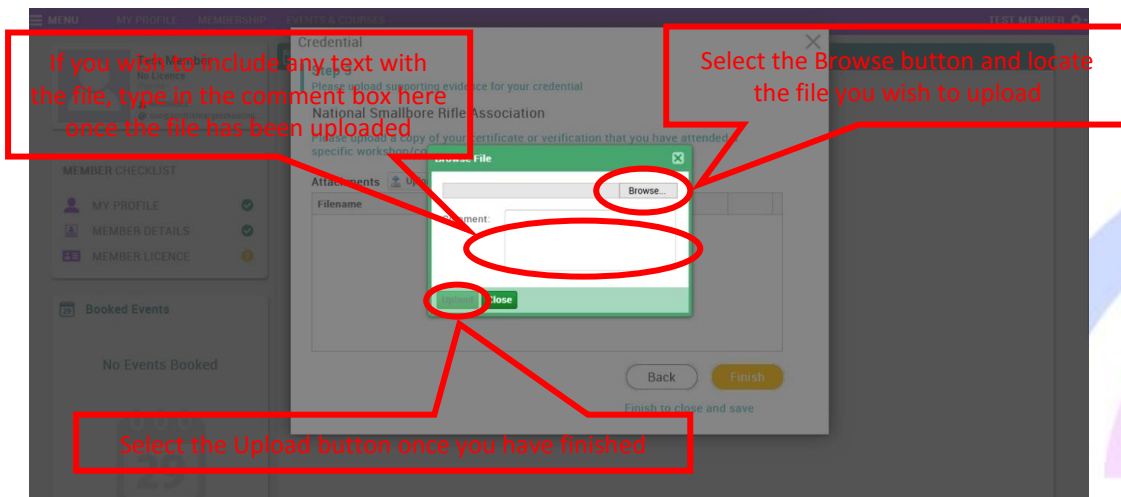
Step 5:

The final stage will provide members with the opportunity to upload a scan of the qualification. The system will allow both JPEG (picture) and PDF (document) formats to be uploaded. To upload a file, simply select the 'Upload' button indicated below:



Step 6:

A pop-up window will appear. To upload a file select 'Browse' and then find the location of the file you wish to upload. Once the file has been selected for upload, there is also a chance for members to add comments to accompany the file (e.g. this may be used to indicate different pages) by writing in the 'Comments' box. Select the Upload button once you have finished locating the file and providing any comments to go with it. (Note: members are able to upload more than one scan for the same qualification by pressing the upload button again once the first scan has been uploaded.)



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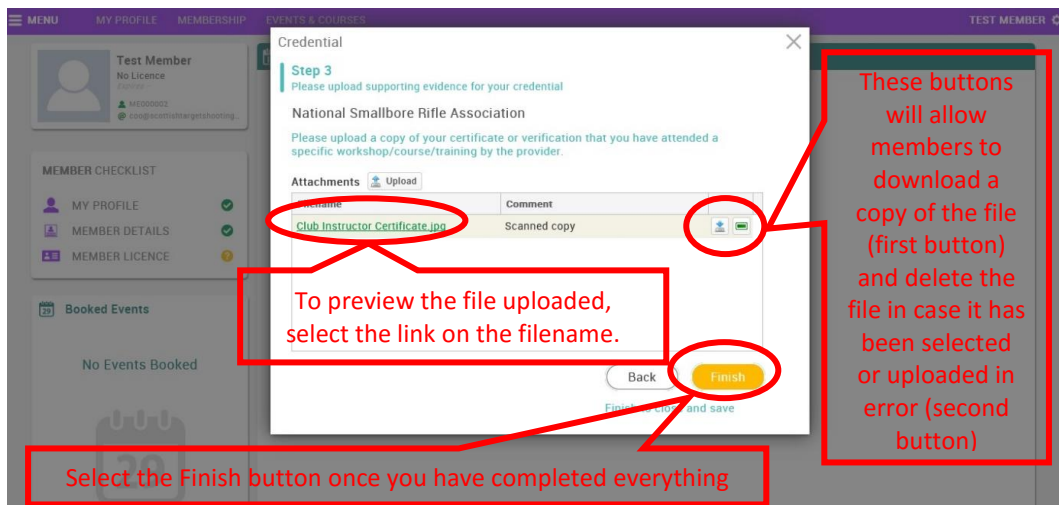




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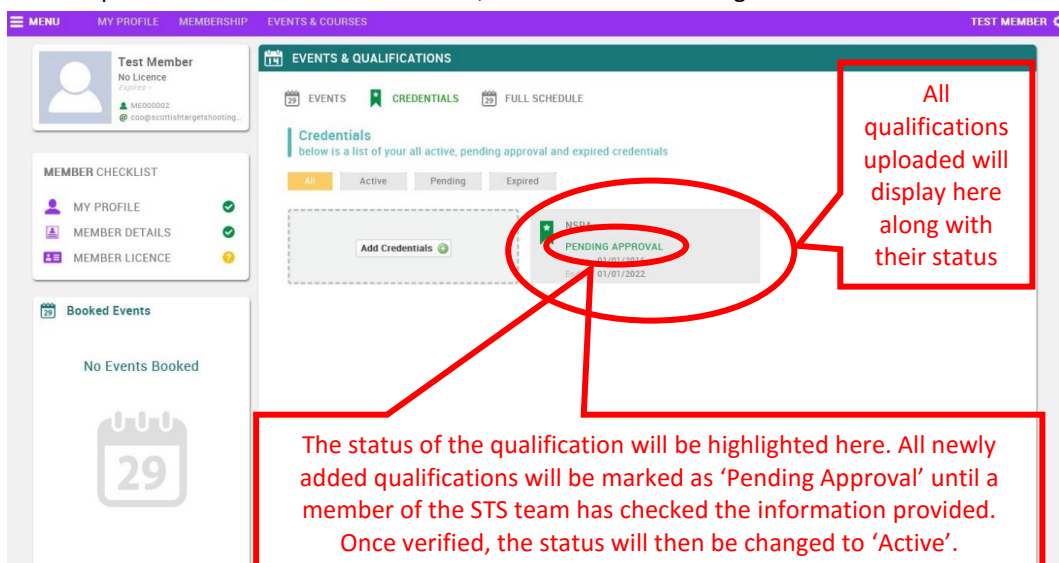
Step 7:

Once uploaded, the file name and comments will be displayed as the example below illustrates. Members can select the file if they wish to open a window to review what has been uploaded. On the right next to each file are two symbols. The first is a button that will allow members to download a copy of the file, the second will allow members to delete the file in case they have made an error. Once satisfied with the information provided, select the 'Finish' button.



Step 8:

Once uploaded, your qualification screen will now display a note of each qualification added along with its status – all newly uploaded qualifications will be marked as 'Pending Approval'. A member of the STS team will then review the qualification to verify the information provided. Once this has been done, the status will be changed to 'Active'.





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Confirmation:

Once this has been completed, you will receive an email for each qualification uploaded providing a summary of the qualification and the dates it is valid for (an example is provided below). This provides you with a summary but also lets you know when someone from the STS team has added a qualification to your profile on your behalf. This can occur when members attend STS run courses as all qualifications go through the STS Office before being posted on to the individual.



Dear Test,

This email confirms the following coaching, officiating or other related document, such as a child protection or first aid course certificate, (referred to as a credential) has been uploaded to your membership profile. This will either be because you have manually uploaded this yourself or because you have recently attended a course and one of the STS admin team have uploaded a certificate on your behalf:

- Name of credential: Club Instructor
- Provided by: National Smallbore Rifle Association
- Live from: 01/01/2016
- Expiring on: 01/01/2022

The advantage of storing this document on our system is that you never need to worry about trying to find the paper copy of the document ever again because you can always find it on [your profile in the STS membership system](#).

Based on the start date provided, we will also remind you 6 months before the qualification is due to expire – to ensure you have plenty of time to find and book onto another course in case you would like to renew it – as well as when the qualification has fully expired.

If you have any questions about this service, then please contact a member of the STS admin team at admin@scottishtargetshooting.co.uk.

Kind regards,
The Scottish Target Shooting Admin Team

Tel: 0131 317 7200
Email: admin@scottishtargetshooting.co.uk

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Registered Office Address: Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ
Contact Number: 0131 317 7200

If you have problems with any of the steps in this guide, please contact the STS Team at admin@scottishtargetshooting.co.uk or 0131 467 2489.

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