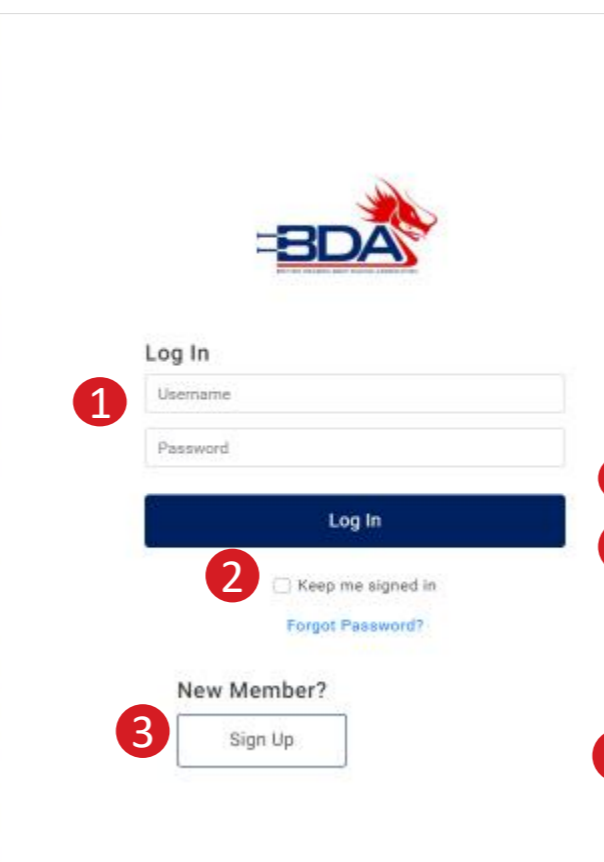


BDA Membership and Events Platform



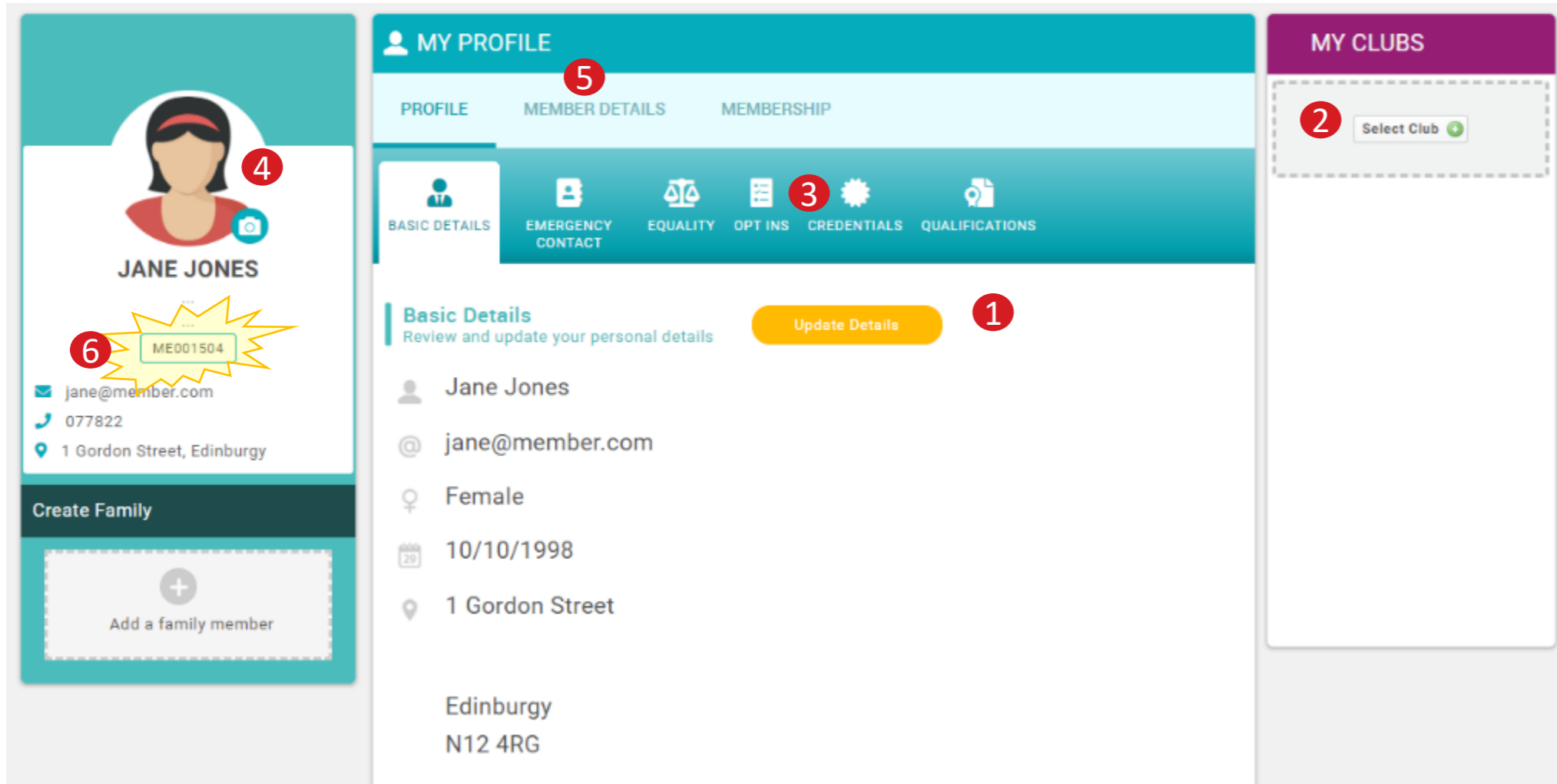
Go to the site at <https://bda.azolve.com/>

Already a BDA member?

- 1 Enter the email you gave when you joined the BDA in Username
- 2 Click "Forgot Password?"

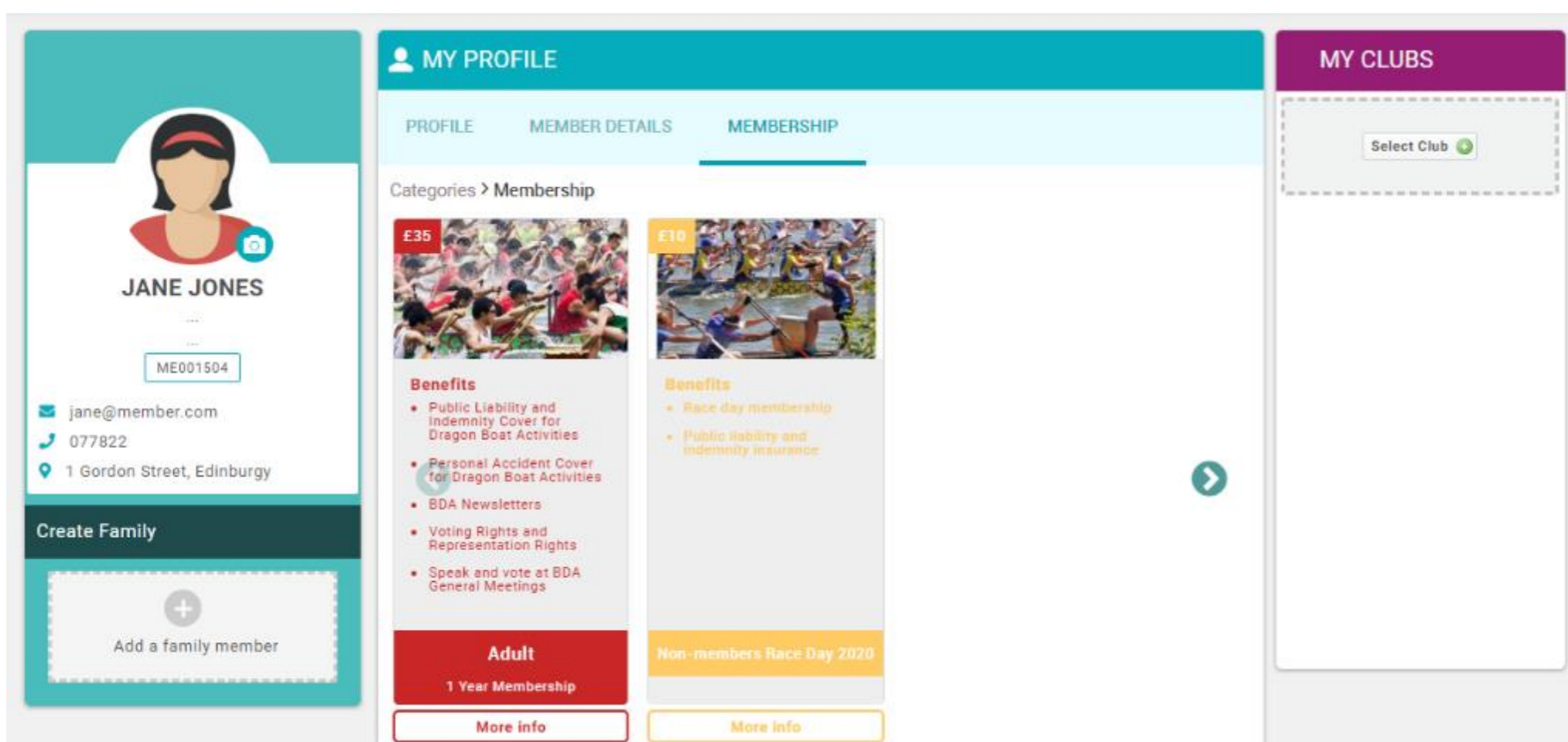
Not yet joined?

- 3 Click "Sign-Up here" and register (you do not have to pay for your BDA membership to register with the site and join your club)



ABOUT YOU

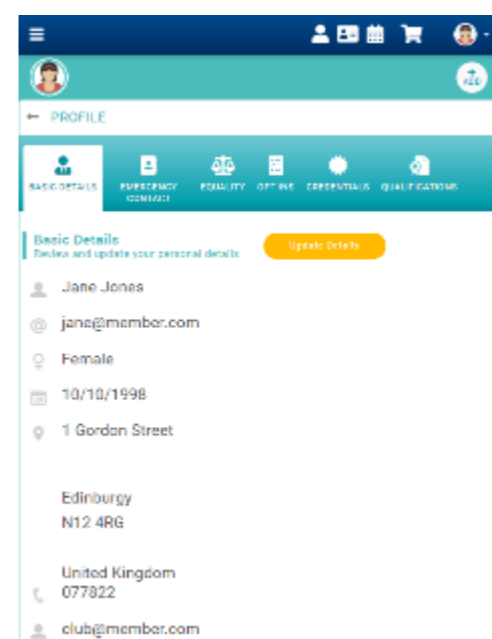
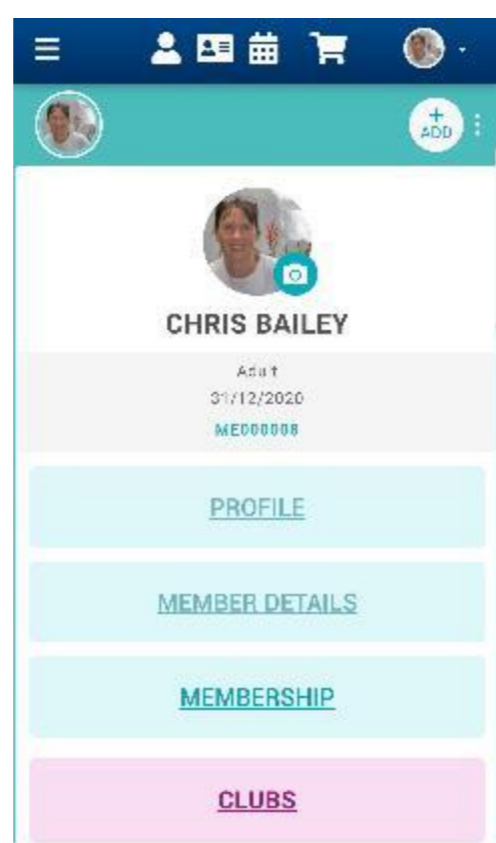
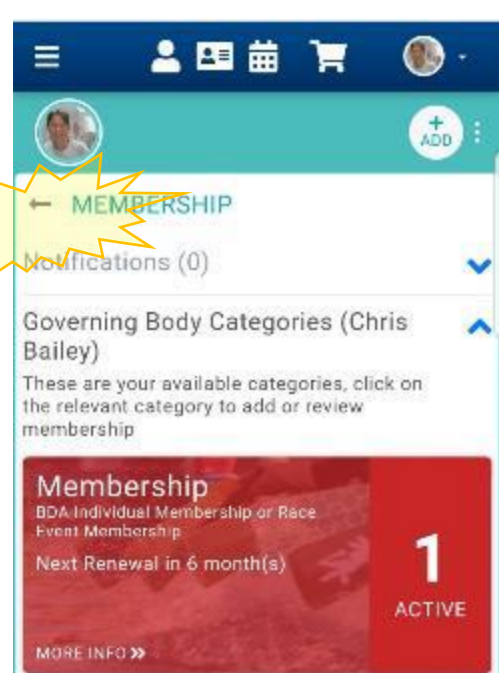
- 1 Update your personal details
- 2 Add yourself to your club
- 3 Add additional details about you
- 4 Add a photo
- 5 Add details about your paddling experience
- 6 You will get a new membership number to replace your old BDA number. The old number will no longer be required.



JOIN THE BDA

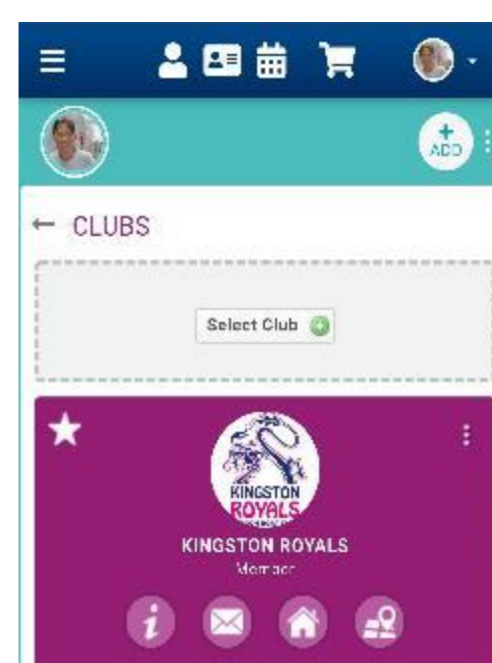
You don't have to join at this stage, but if you do want to race or take advantage of the BDA insurance you can join here.

You can pay online and your Club Admin will be able to see you are a member and add you to crew lists.



ON MOBILE?

It will look a little different



1

After you have first registered you will be offered the chance to take out BDA Membership. If you do not want to do this immediately, tap the arrow next to MEMBERSHIP


2

Tap PROFILE or MEMBER DETAILS to update your profile information
Tap CLUBS to add yourself to your club



BDA Membership and Events Platform - Renewals

Check your Profile

- 1 Click on Update Details
- 2 Check all fields with a * are completed
- 3 If necessary click on the  in the Country box and search for United Kingdom, select it by clicking to highlight and then Close. Save your profile.

Go to Membership

- 1 Click on Membership

Select membership

- 1 You will see options for membership.
- Select your preferred membership type. You may be asked for your emergency contact details if you haven't previously filled them in. These must be filled in to continue.
- To get a coach/official membership you must have the appropriate credential
- If you are 18 or under and only get offered adult membership check your date of birth in your profile..

ON MOBILE?

It will look a little different

1

You should get taken direct to the MEMBERSHIP page

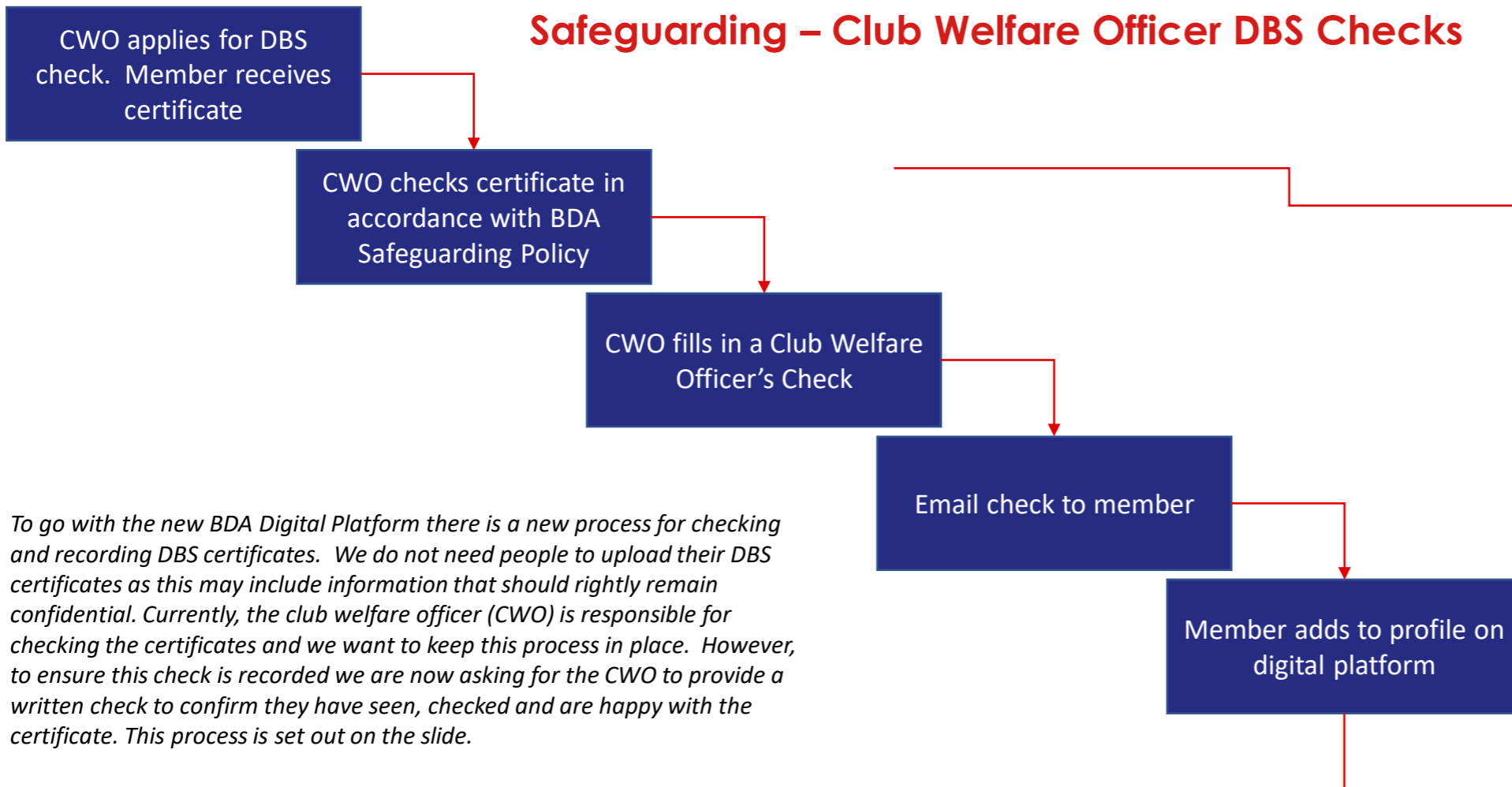
2

If not click MEMBERSHIP and continue as above



BDA Membership and Events Platform

Safeguarding – Club Welfare Officer DBS Checks



To go with the new BDA Digital Platform there is a new process for checking and recording DBS certificates. We do not need people to upload their DBS certificates as this may include information that should rightly remain confidential. Currently, the club welfare officer (CWO) is responsible for checking the certificates and we want to keep this process in place. However, to ensure this check is recorded we are now asking for the CWO to provide a written check to confirm they have seen, checked and are happy with the certificate. This process is set out on the slide.

CLUB WELFARE OFFICER'S CHECK

Disclosure and Barring Service Certificate
Confirmation of Club Welfare Officer's Check

The British Dragon Boat Racing Association (BDA) requires certain dragon boat coaches to have a Disclosure and Barring Service (DBS) certificate as set out in the BDA Safeguarding Policy. These certificates are applied for and administered by the Club Welfare Officer. To ensure that Club Administrators and the BDA Welfare Officer have oversight of these certificates they need to be checked by the Club Welfare Officer and entered onto the BDA Digital Platform.

To ensure privacy of the information contained on these certificates the actual certificate does not need to be uploaded. It should be checked by the Club Welfare Officer, any issues resolved in accordance with the BDA Safeguarding policy, this form be filled in, emailed to the member and copied to dba_checks@bda.org.uk. The member should upload the form to the credentials section of their profile.

Name _____

Issue Date _____

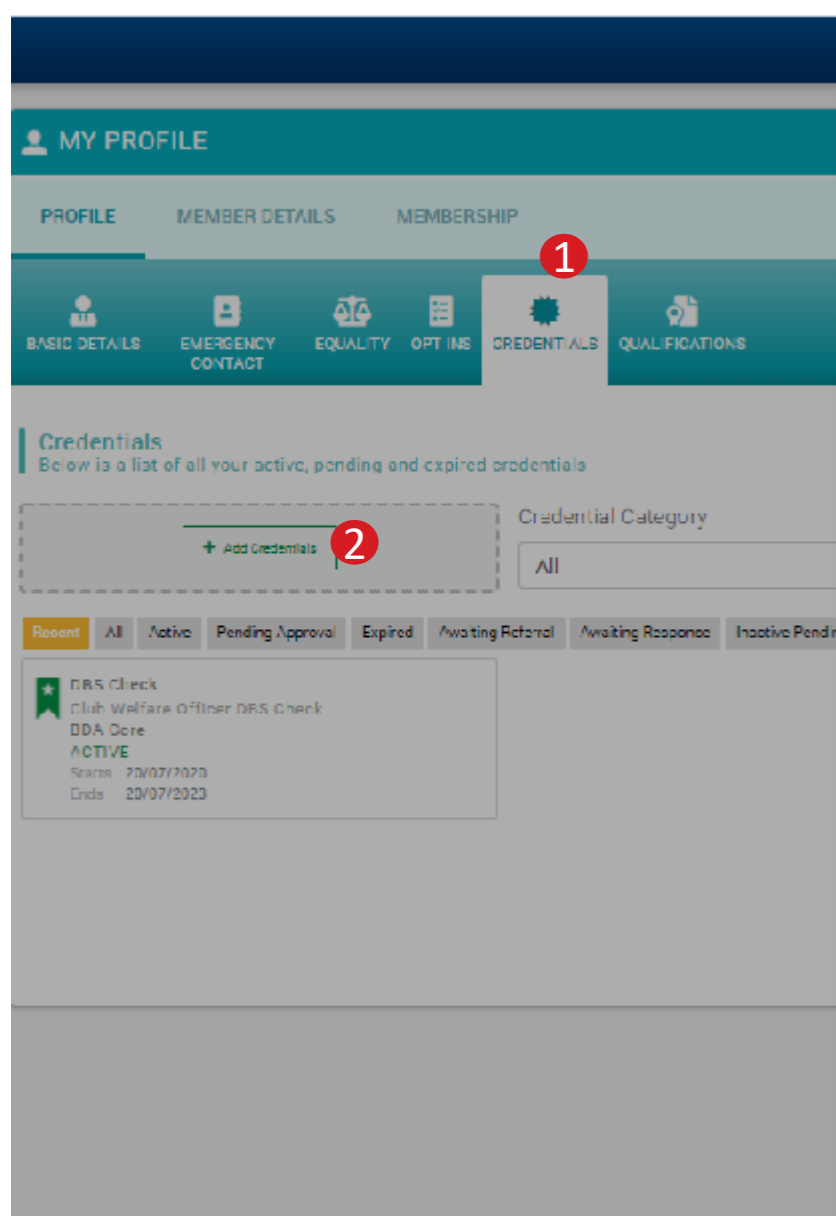
The certificate expiry date should be entered into the BDA digital platform as three years from the issue date

As the Club Welfare Officer I have reviewed the DBS certificate belonging to the above member and certify that I have followed the procedures set out in the BDA Safeguarding Policy.

Club Welfare Officer Name _____

Click the link below:
<https://bda.azolve.com/store/download?fw=Welfare%20Officer%20check%20V2.pdf&t=repoAttach&p=105877&p1=154&p2=26>

Or [Click on this link](#) then select Documents > Club Welfare Officer DBS Check



Select a credential type

- Club Welfare Officer DBS Check 3
- First Aid ✓

A club welfare officer must provide a check on the DBS certificate of a member. The club welfare officer will have the correct form.

Start date:

expiry date: 4

Upload the club welfare officer check form

No records found.

5 Drag file(s) here or click to upload

Are you adding this credential

For yourself

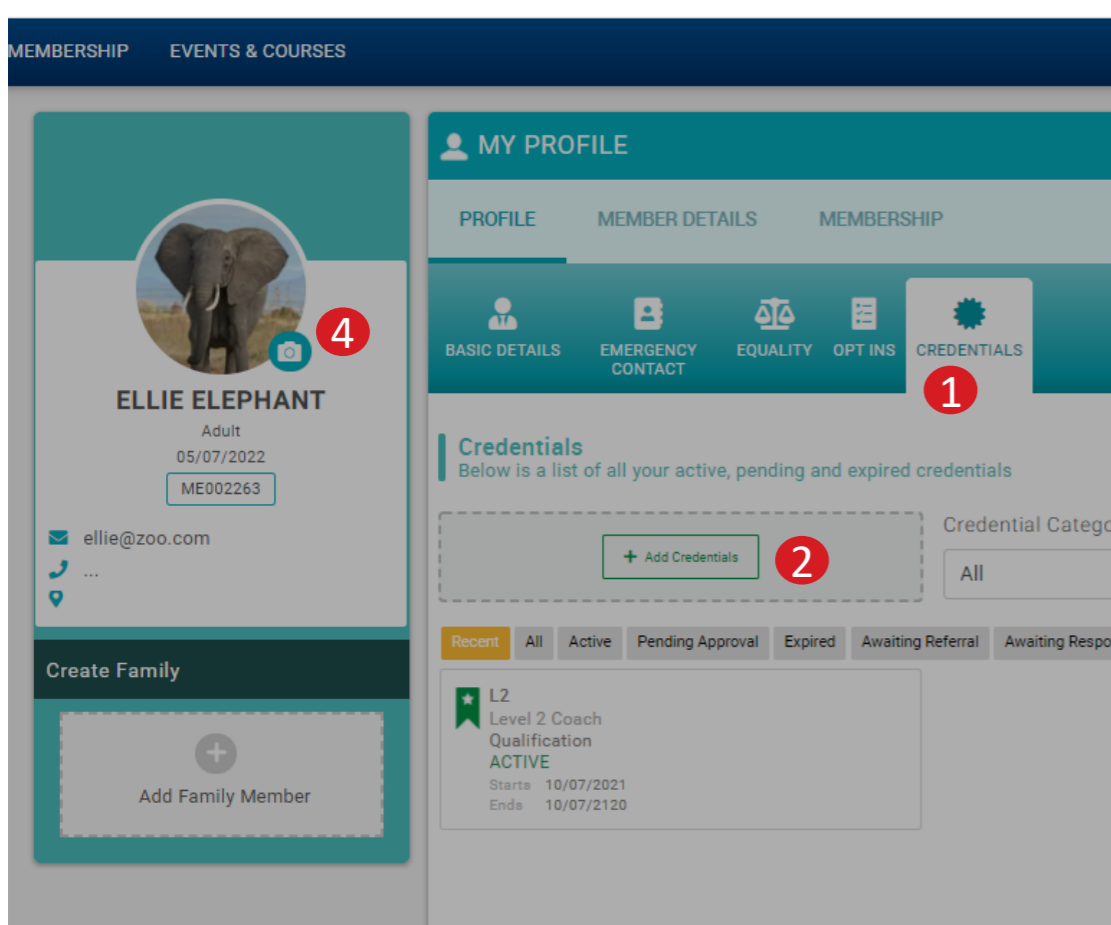
For another member of my club

To add a Club Welfare Officer DBS Check

- 1 Click Credentials in your profile
- 2 Click Add Credentials
- 3 Select the Club Welfare Officer DBS Check
- 4 Fill in the dates, the expiry date will automatically default to three years from the start date
- 5 Upload a copy of CWO Check – DO NOT UPLOAD THE ORIGINAL CERTIFICATE

Complete the remainder of the form and declaration

This will be reviewed and approved by the BDA. This will be done on a regular basis so will not show straight away.



Select a credential type

- Club Admin Training ✓
- First Aid ✓
- Level 1 Coach 3
- Level 2 Coach ✓
- Level 3 Coach ✓
- Proof of Student Status ✓

Coaching Credentials

Qualifications are used to store helming and coaching qualifications

- 1 Click Credentials in your profile
- 2 Click Add Credential
- 3 Select the Credential
- 4 Add the start date, name of the coaches that have signed off the qualification and upload a copy of your signed off log book (or a certificate if you already have one)
- 5 If you get a message like this, you are either
 - 1) Not a member of the BDA (adult, student or coach/official)
 - 2) Don't have a club welfare officer's check on your DBS status.
 You will have to correct this first.

Setup credential Save

Coach Level 1

OVERVIEW

Coach Level 1 qualification. This is the basic level coaching qualification. You must have a Coach Level 2 or above with you at all times.

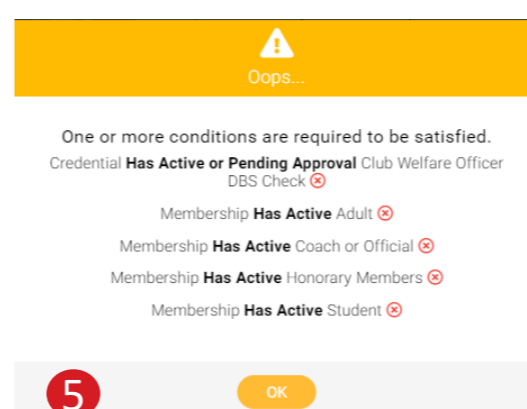
Start date: 4

Please add the name of all coaches signing off the modules for this qualification

Please upload a copy of the signed log book or certificate

No record found.

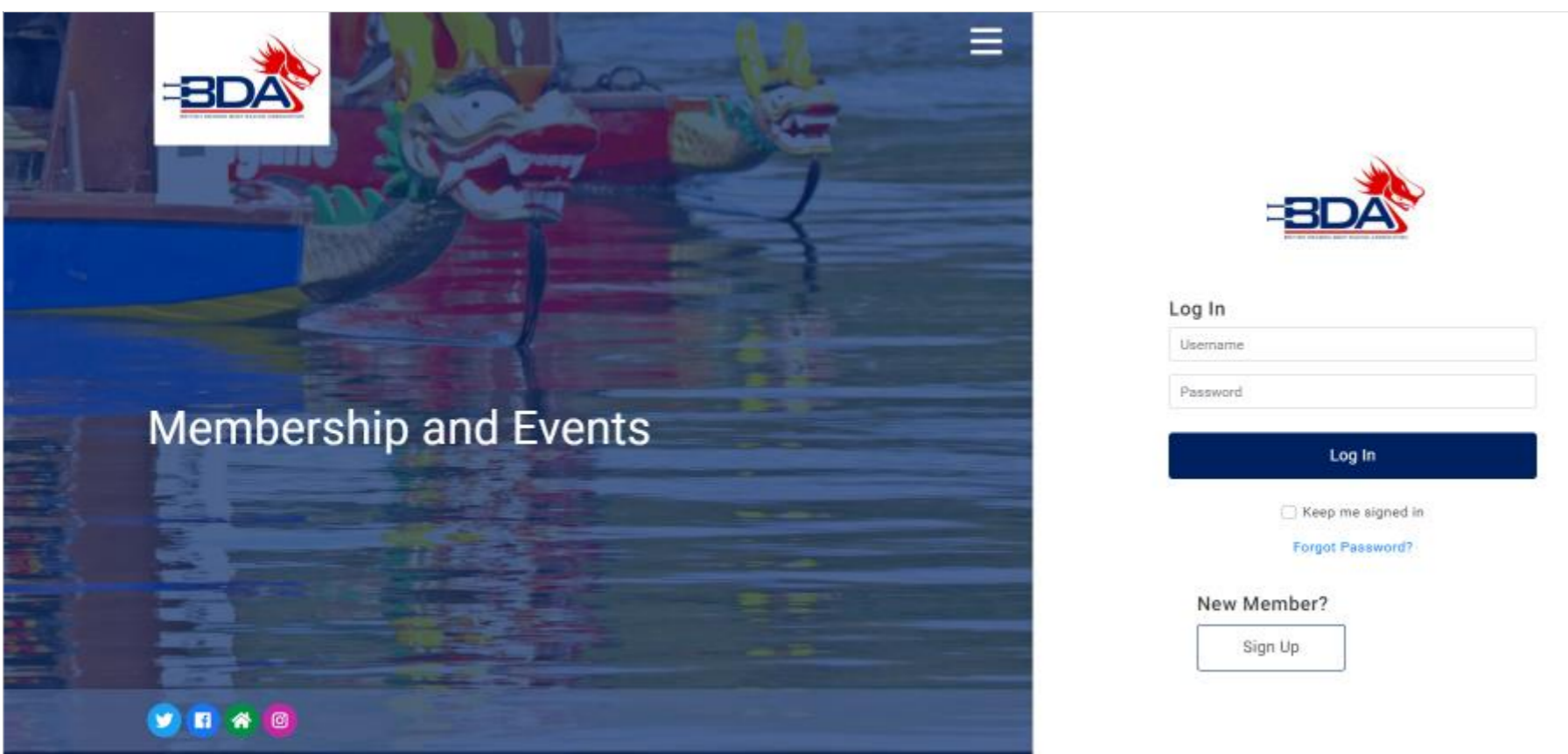
Drag file(s) here or click to upload



This will be reviewed and approved by the BDA. This will be done on a monthly basis so will not show straight away



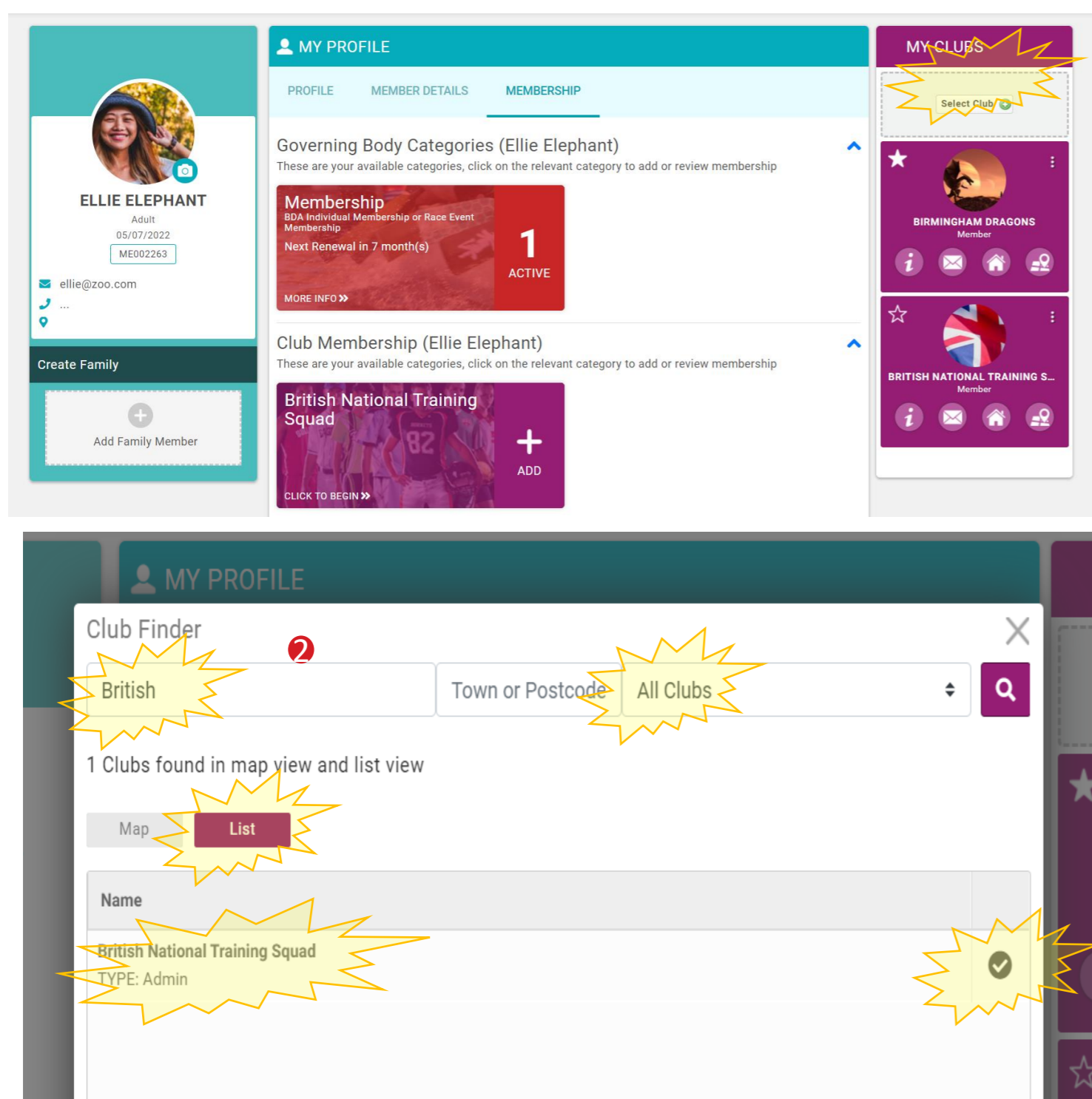
BDA Membership and Events Platform Register for BNTS



Not a BDA member?

To take part in any BNTS session you must be a full (Adult, Student, Junior or Coach/Official BDA member. If you are not a member go back and pay for membership (page 2 of this guide). Then come back and continue with this document.

1 STEP ONE – ADD YOURSELF TO THE BNTS CLUB



EITHER

Click the link below - it should ask you to log in and then automatically add BNTS to your list of clubs.

[Link to add yourself to the BNTS club](#)

OR

1 Log in and [go to your profile page](#), click

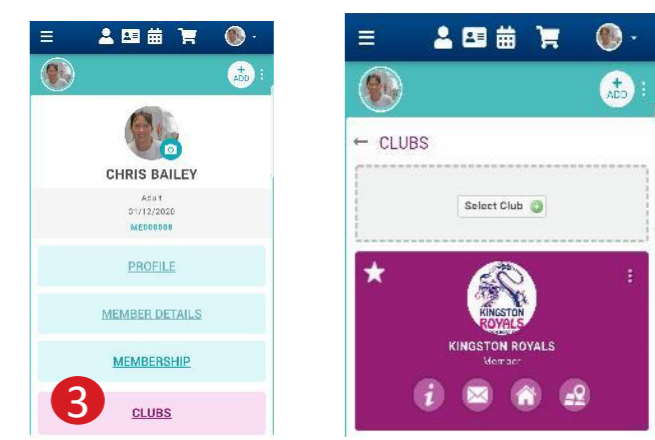


2 Use the Club Finder to search for the British National Training Squad. Tick the box and it will add you to the club.

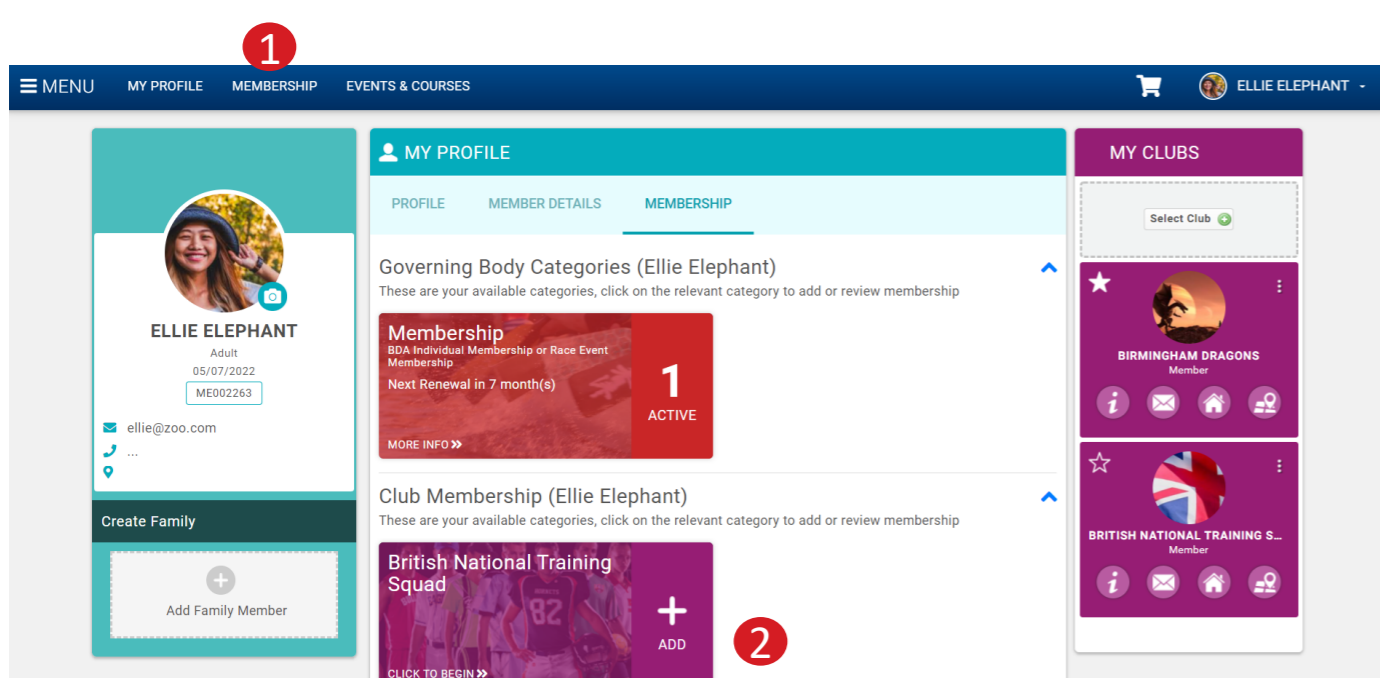
CHECK

Check on your [profile page](#) that you can see the BNTS under “My Clubs”. 1

3 On mobile you will need to click on Clubs first.



2 STEP TWO – JOIN A SQUAD



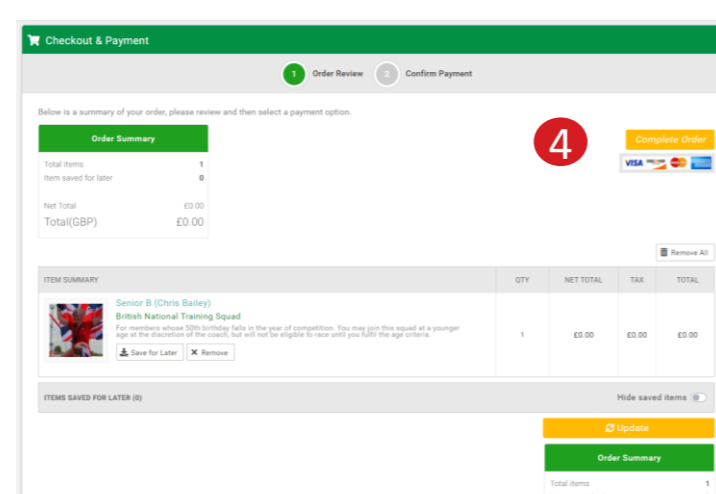
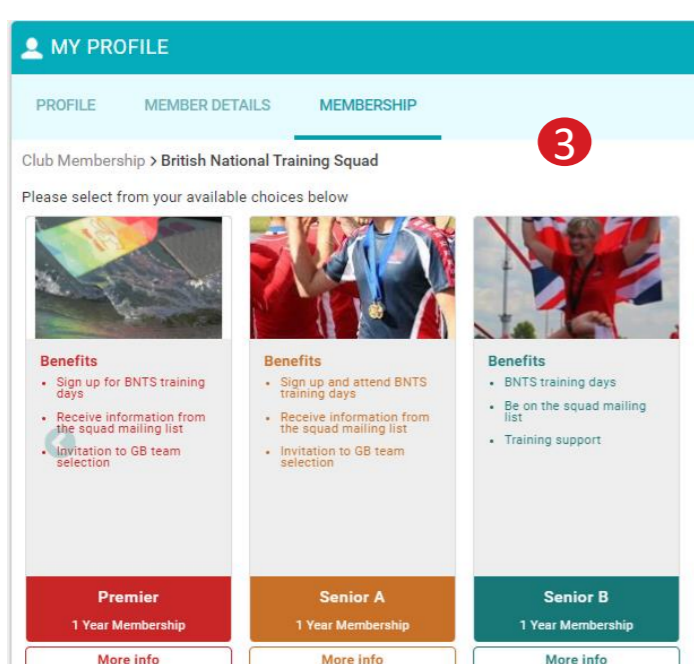
Joining a squad will add you to the squad mailing list and ensure the coaches know you want to receive information. You may join more than one squad. There is no cost to joining the squad. You will not be able to join a squad unless you are a BDA member (Adult, Junior, Student, Coach/Official).

1 Go to the [membership tab of your profile page](#)

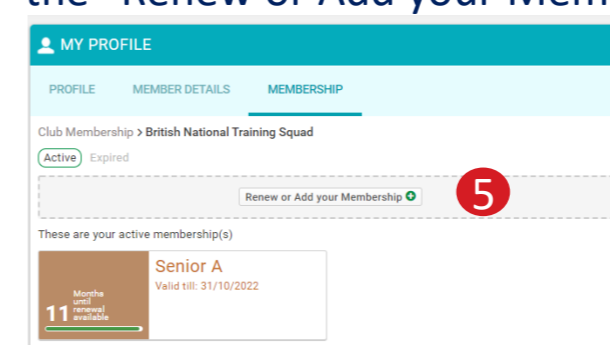
2 Click British National Training Squad

3 Select the squad you want to join. Fill in the details, click “Finish” then “Yes, Proceed to Cart”

4 Click “Complete Order”

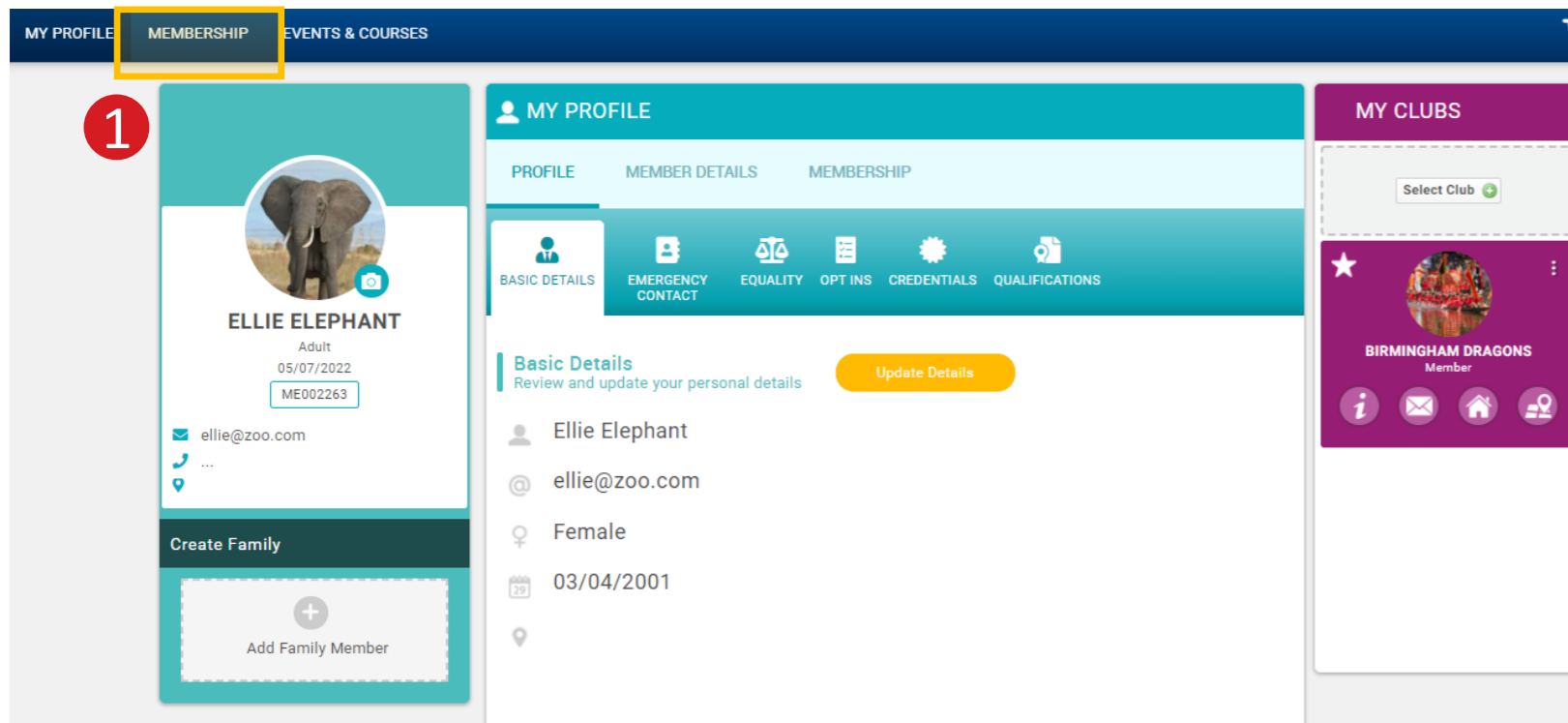



You can check your membership by going back to your profile page. If you want to join another squad click on the BNTS link and the “Renew or Add your Membership” 5



BDA Membership and Events Platform

DOWNLOAD MEMBERSHIP CARD



- 1 Click on Membership
- 2 Click on  in the Membership Box
- 3 A PDF version will download

