

Your Surfing Portal account (JustGo) is your place to:



- Access your eLearning (via the Surfing Learning Centre tile)
- Upload your logbook (via the Surfing Learning Centre tile)
- Provide your credential information (via the Surfing Learning Centre tile)
- Access your accreditation certificate (via the Surfing Learning Centre tile)
- Upload your external credentials (via your JustGo credentials area)

Table of Contents:

Managing your Accreditation – Surf and SUP Coaches	2
Managing your Accreditation – Judges and Officials.....	3
How to access the Surfing Learning Centre	4
The Surfing Learning Centre home page	4
How to purchase and enrol into a course.....	5
How to access your course content.....	5
How to upload your completed logbook	6
How to provide your external credential information	7
How to upload your external credentials to your Surfing Portal (JustGo) profile	8
The Safeguarding/Child Protection course – prior completion	10

Managing your Accreditation – Surf and SUP Coaches

Your External Credential Documents:

- You will no longer upload external credential documents (WWCC, First Aid, CPR and Ocean Safety) to the Learning Centre.
- It will be up to your 'employer' (Surf School) to confirm where they want your credential documents to be stored: in their own system or in the Surfing Portal. Surfing Victorian Coaches must use JustGo for document storage.

Your External Credential Information:

- You will need to provide the credential information (course provider, expiry date) when you complete a coaching course or annual renewal.
- All of the current credentials required to be a coach are still mandatory to be accredited with Surfing Australia.

The Surfing Learning Centre:

- You will only use the Learning Centre to access your online courses and anything specific to that course, such as your logbook.
- You will still access your accreditation certificate here.

The following are managed through your online Surfing Portal (JustGo) account:

Coaching Course Completion	Safeguarding Course Completion	State Membership
<ul style="list-style-type: none">• Enrol into online coaching courses (including the annual coaching renewal course) through the Surfing Australia website to gain access to the courses in the Learning Centre• Foundation and Progression course logbooks are uploaded to the Learning Centre	<ul style="list-style-type: none">• You will gain automatic access to the 'Safeguarding Children and Young People in Sport Induction' course in the Learning Centre• This course does not expire	<ul style="list-style-type: none">• Each year you will still pay for your state membership in your Surfing Portal (JustGo) accessible through the Surfing Australia website• This provides you with personal accident insurance

The following are completed with external course providers:

Surfing Victorian Coaches must upload these to their JustGo credentials

Ocean Safety Award	Provide First Aid - HLTAID011	Provide CPR - HLTAID009	Working with Children Check
<ul style="list-style-type: none">• Acceptable awards are listed HERE• Valid for 1 year	<ul style="list-style-type: none">• Valid for 3 years	<ul style="list-style-type: none">• Valid for 1 year	<ul style="list-style-type: none">• Validity length varies by state• Verification of the check is the responsibility of the Surf School

Surfing Australia and the State Branches will conduct regular check ins with Surf Schools to ensure all coaches have active credentials as part of ongoing auditing and training.

Managing your Accreditation – Judges and Officials

Your External Credential Documents:

- You will no longer upload external credential documents (WWCC) to the Learning Centre.
- It will be up to your 'employer' (Club, State or Event Organiser) to confirm where they want your credential document to be stored: in their own system or in the Surfing Portal (JustGo). Surfing Victorian Judges and Officials must use JustGo for document storage.

Your External Credential Information:

- You will need to obtain the WWCC check and provide the information (state of issue, number and expiry) before you commence your practical judging hours for the L2 Progression Judging accreditation and the L3 Elite Judging accreditation.
- Officials and Judges will be asked for this information on the course page, or at the time of purchasing your annual renewal.
- This credential is mandatory to work as an accredited Judge or Official.

The Surfing Learning Centre:

- You will only use the Learning Centre to access your online courses and anything specific to that course, such as your logbook.
- You will still access your accreditation certificate here.

The following are managed through your online Surfing Portal (JustGo) account:

Judging or Officiating Course Completion	Safeguarding Course Completion	State Membership and yearly Judging renewal
<ul style="list-style-type: none">• Enrol into your online judging or officiating course through the Surfing Australia website• This will give you automatic access to the course in the Learning Centre• L2 Judging course logbooks are uploaded to the Learning Centre	<ul style="list-style-type: none">• Officials only, this is not a requirement for Judges• You will gain automatic access to the 'Safeguarding Children and Young People in Sport Induction' course in the Learning Centre• This course does not expire	<ul style="list-style-type: none">• Judges only, this is not a requirement for Officials• Each year you will still pay for the following through your Surfing Portal (JustGo) accessible through the Surfing Australia website:<ul style="list-style-type: none">- State membership- Yearly Progression or Elite Judge renewal (\$40)

The Working with Children Check is mandatory and is applied for through your state government.

It is your responsibility to ensure this remains active.

Surfing Victorian Judges and Officials must upload these to their JustGo credentials.

Surfing Australia and the States will check in with clubs and event organisers to ensure all judges and officials have active credentials as part of ongoing auditing and training.

Working with Children Check
<ul style="list-style-type: none">• Validity length varies state to state• Verification of the checks are the responsibility of the event organiser

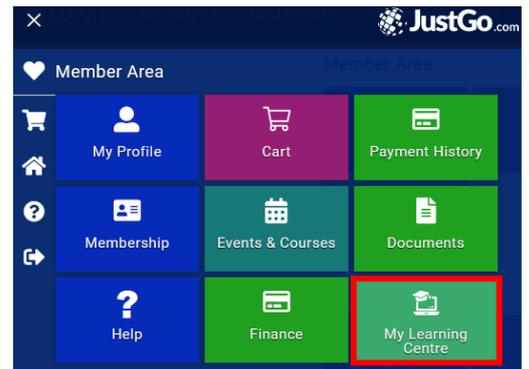
How to access the Surfing Learning Centre

To access Surfing Australia's Surfing Portal (JustGo), go to <https://surfingaustralia.com/> and click on the person icon in the top menu bar.



Go to the Menu in JustGo and you will see the new 'My Learning Centre' tile. This will take you directly to the Surfing Learning Centre.

Note: You will only have access to the Learning Centre if you have purchased a course through Surfing Australia



The Surfing Learning Centre home page

- **Current Learning** - contains the links to any eLearning courses that require completion
- **Record of Learning** – a full list of all courses and supporting documents you have access to
- **My Certificates** – link to your accreditation certificate
- **Return to My Surfing Portal** – this will take you back to your JustGo profile
- **Support Ticket** – you can log a request with Surfing Australia Support

The screenshot shows the Surfing Learning Centre home page. At the top, a navigation bar includes 'Home', 'Record of Learning' (highlighted), 'Find Learning', and 'Reports'. Below this is a dashboard with four main sections: 'COACHING', 'JUDGING', 'OFFICIATING', and 'RENEWALS', each with a 'Click here' button. On the left, there is a 'Test Adult SA | noni@surfingaustralia.com' section and a 'My Certificates' section (highlighted) listing three accreditation types. Below that is a 'My Supporting Documents' section with a message about external credentials. At the bottom left is a 'My Surfing Portal' section (highlighted) with a 'Return to My Surfing Portal' button. On the right, a 'Current Learning' section (highlighted) shows progress bars for 'Coaching Supporting Documents' (20%), 'Foundation Surf Coach Accreditation' (0%), 'Foundation Surf Judge Renewal' (0%), and 'Judging Supporting Documents' (0%). Below this is a 'Welcome to the new Surfing Learning Centre!' message and a 'Support Ticket | Help Guide' section (highlighted) with a 'Help' button.

How to purchase and enrol into a course

After you have purchased a course from the 'Education' section at <https://surfingaustralia.com/> you will have access to the course in the Surfing Learning Centre.

The course will appear in your 'Current Learning' list. Just click on the course name, and then click 'Launch course'.

Foundation Official Course

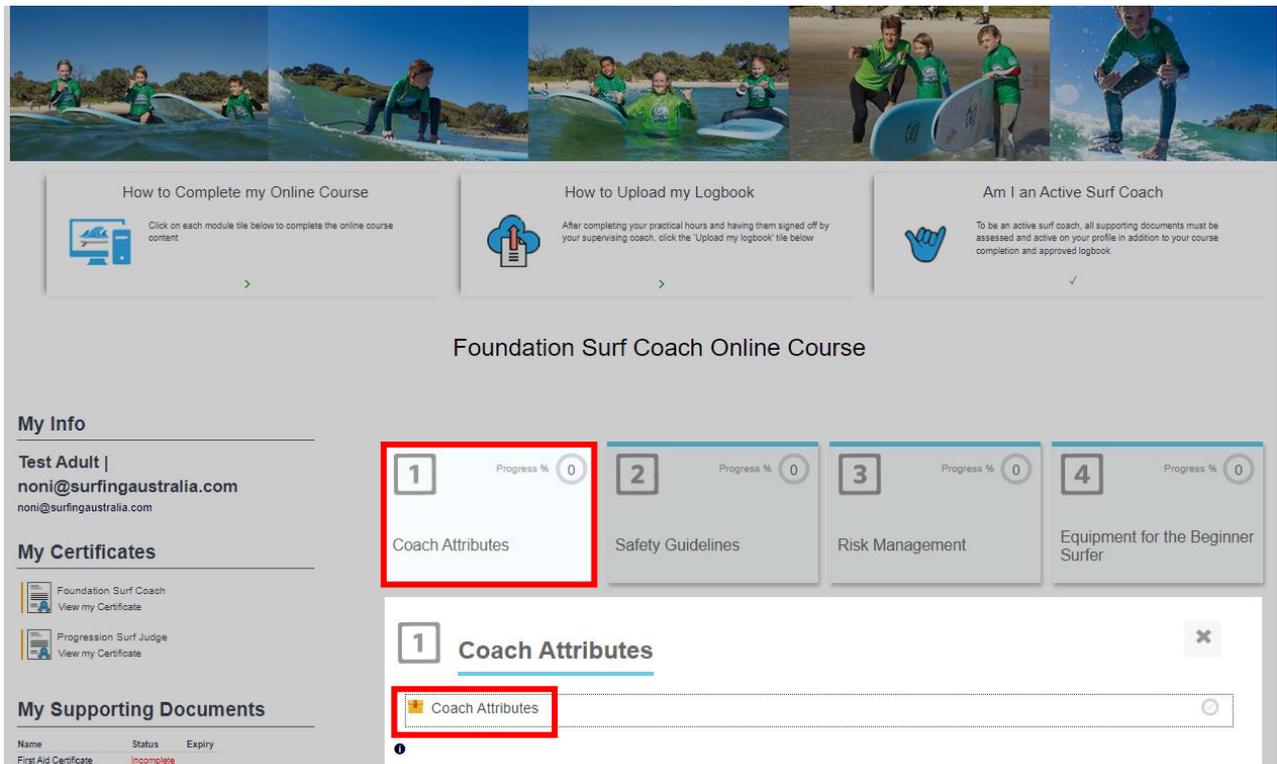
All courses in this set must be completed (unless this is an optional set).

Course name	Actions	Status
 Foundation Official Online Course	Launch course	0%

How to access your course content

Click on each numbered eLearning module tile, and click the module link.

When the module is complete, a green tick will appear.

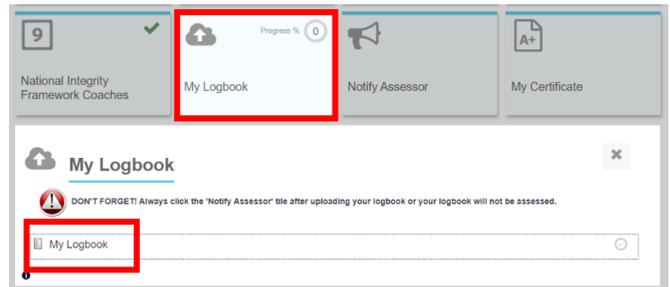


The screenshot displays the 'Foundation Surf Coach Online Course' interface. At the top, there are three module tiles: 'How to Complete my Online Course', 'How to Upload my Logbook', and 'Am I an Active Surf Coach'. Below these, the course title 'Foundation Surf Coach Online Course' is centered. On the left, there are sections for 'My Info' (Test Adult | noni@surfingaustralia.com), 'My Certificates' (Foundation Surf Coach, Progression Surf Judge), and 'My Supporting Documents' (First Aid Certificate, Incomplete). On the right, there are four numbered module tiles: 1. Coach Attributes (Progress % 0), 2. Safety Guidelines (Progress % 0), 3. Risk Management (Progress % 0), and 4. Equipment for the Beginner Surfer (Progress % 0). The 'Coach Attributes' tile is highlighted with a red box. Below the module tiles, a detailed view of the 'Coach Attributes' module is shown, also with a red box around the 'Coach Attributes' link.

How to upload your completed logbook

The logbook template is located in the **'Practical Coaching'** module of your course, along with information on where you can complete your hours.

Upload your completed logbook using the My Logbook tile, and clicking on the 'My Logbook link'.



Select your file to upload into the 'Your answer' area, and click 'Submit'.

 **Note:** If you click 'Save Progress' your logbook will not be assessed.

My Logbook

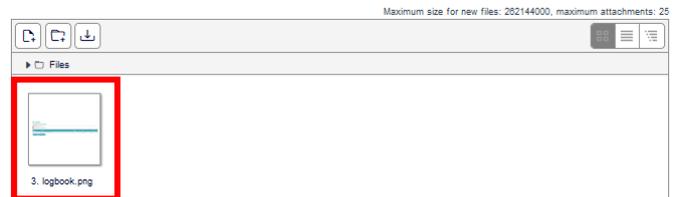
[Back to summary](#)

There are required fields in this form marked *

Status: In progress

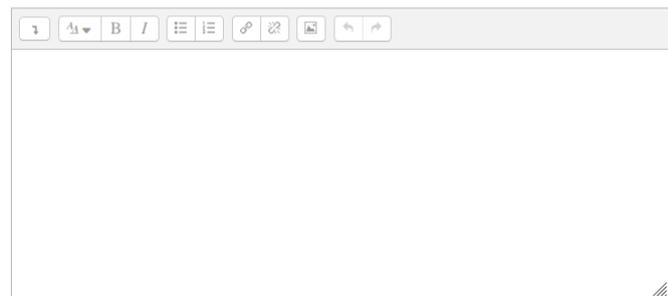
Upload My Logbook

Your answer*



Comments

Your answer



Surfing TAS | support@surfingaustralia.com's answer

No response



Click 'Back to course'.

My Logbook

Summary of your attempts

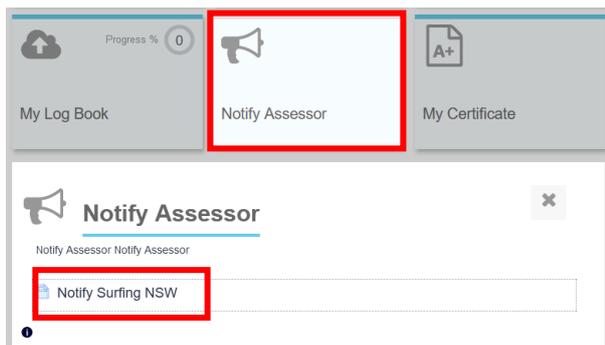
Remaining attempts: Unlimited

Waiting for Evaluator to complete attempt

Attempt	Evaluator	Reviewer	Status	Grade
1	Surfing TAS support@surfingaustralia.com		In progress	0.00 %

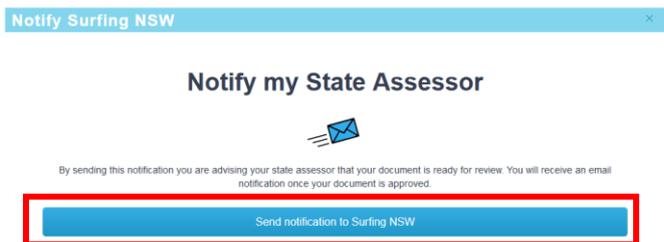


Then click the Notify Assessor tile, and then click the 'Notify your state' link (e.g. Notify Surfing NSW)



Click the blue 'Send Notification' button and an email is sent to your state assessor.

When your logbook has been assessed you will be notified that your course is now completed.

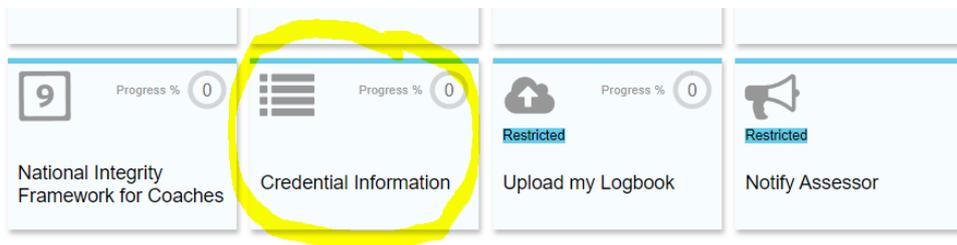


How to provide your external credential information

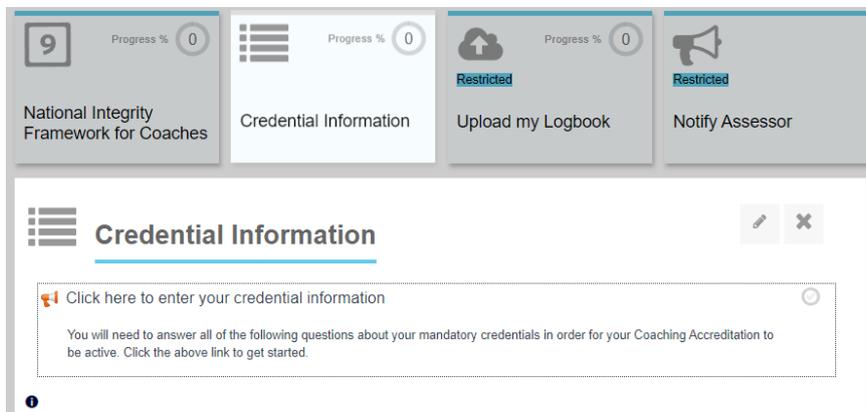
You will be asked to provide the details of your external credentials at the time of completing a course or paying for a renewal.

You need to include the course provider and expiry date.

Click on the 'Credential Information' tile on the course page:



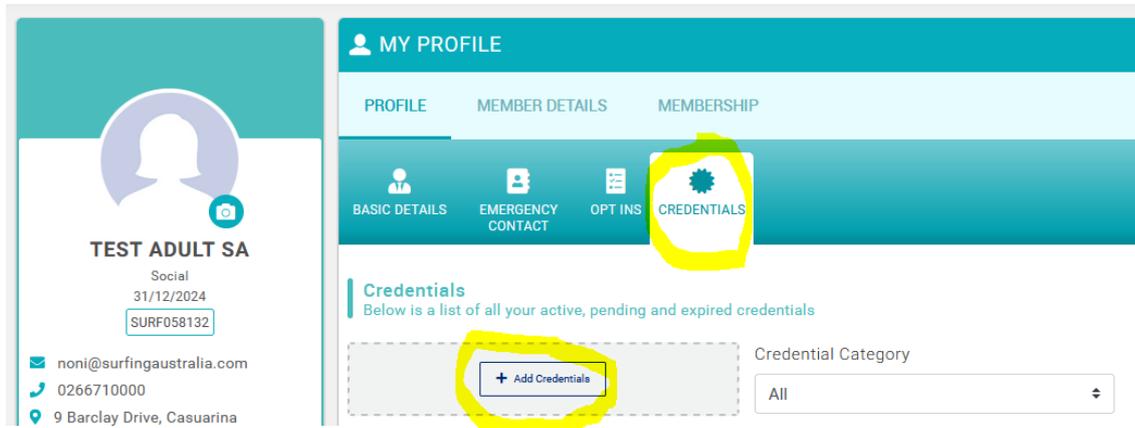
When the tile is clicked the following opens. Click on the link and enter your information:



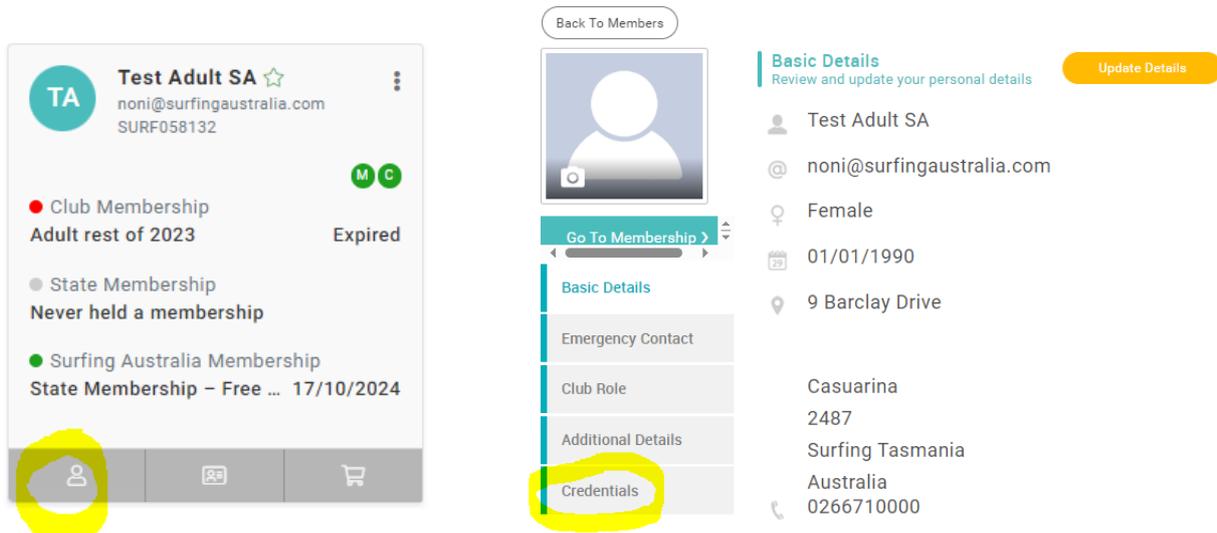
How to upload your external credentials to your Surfing Portal (JustGo) profile

If you are choosing (or your employer has requested) that you upload your external credential documents to JustGo, follow these steps. Surfing Victoria Coaches, Judges and Officials must use JustGo.

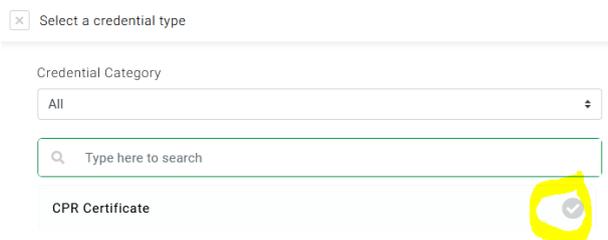
For the user: On the Surfing Portal home page, click on the Credentials icon > Click Add Credentials



For a Club Admin adding credentials for the coach/judge or official: Find the Club member in the list > Click on the profile icon then click Credentials when their profile opens.



Select the credential from the list:



Enter the start date, and upload the document:

✕ Setup credential ✓ Save

CPR Certificate

OVERVIEW NOTES

Start date

Expiry date

Please only upload Australian 'Provide CPR' (HLT009) certificates. Certificates for other courses will not be approved.

You will receive an email when this document is approved by your assessor. For any enquiries about the status of this credential please contact your Surf School or State Branch.

Upload Document Here

 Testupload.pdf  

Drag file(s) here or click to upload

 *Note: The document will then be reviewed by the assessor in your state. This may be someone in your state branch, a Surf School Manager or event organiser.*

Once uploaded, you can use the filter options to select which credentials you would like to view:

BASIC DETAILS EMERGENCY CONTACT OPT INS **CREDENTIALS**

Credentials

Below is a list of all your active, pending and expired credentials

+ Add Credentials Credential Category:

Relevant All Active Pending Approval Expired Awaiting Referral Awaiting Response Inactive Pending Conditions

 First Aid Certificate CR042651 First Aid Certificate Credential (supporting documents) ACTIVE Starts 01/11/2023 Ends 31/10/2026	 Ocean Safety Award CR041031 Ocean Safety Award Credential (supporting documents) ACTIVE Starts 04/09/2023 Ends 03/09/2024
 Foundation Surf Judge Online Course/Renewal Certificate CR041034 Foundation Surf Judge Online Course/Renewal Certificate Credential (supporting documents) ACTIVE Starts 13/12/2022 Ends 31/12/2099	 CPR Certificate CR041023 CPR Certificate Credential (supporting documents) ACTIVE Starts 04/09/2023 Ends 03/09/2024
 CPR Certificate CR049346 CPR Certificate Credential (supporting documents) ACTIVE Starts 12/08/2024 Ends 11/08/2025	 SURFERS RESCUE ACCREDITATION CR042075 Surfers Rescue 24/7 Accreditation (formerly Qualification) ACTIVE Starts 31/05/2023 Ends 31/12/2199

The Safeguarding/Child Protection course – prior completion

The Play by the Rules Child Protection course was replaced in early 2024 by Sport Integrity Australia with a shorter course called Safeguarding Children and Young People in Sport Induction course.

The Safeguarding Children and Young People in Sport Induction course is available in the Learning Centre.

What if you have completed the course on the Sport Integrity website?

Simply get your course completion certificate from the Sport Integrity website, and upload it to your JustGo credentials. Then send an email to support@surfingaustralia.com to gain an RPL for the same course in our Learning Centre.

Use this link to go directly to the download certificate area on the Sports Integrity Website:

<https://elearning.sportintegrity.gov.au/local/androbadges/mybadges.php>

If you require assistance, please log a support request ticket here:
<https://surfingaustralia.zendesk.com/hc/en-us/requests/new>