

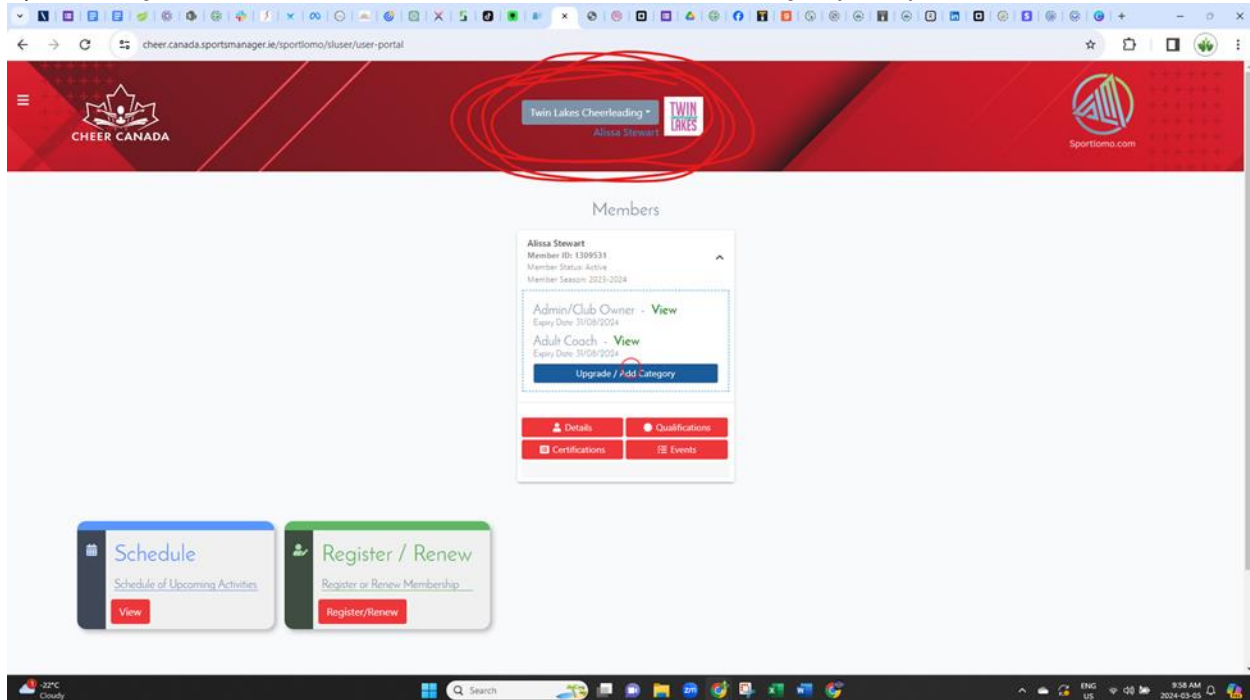
# Steps for Uploading Credentials to SportLomo

1) Login to your account

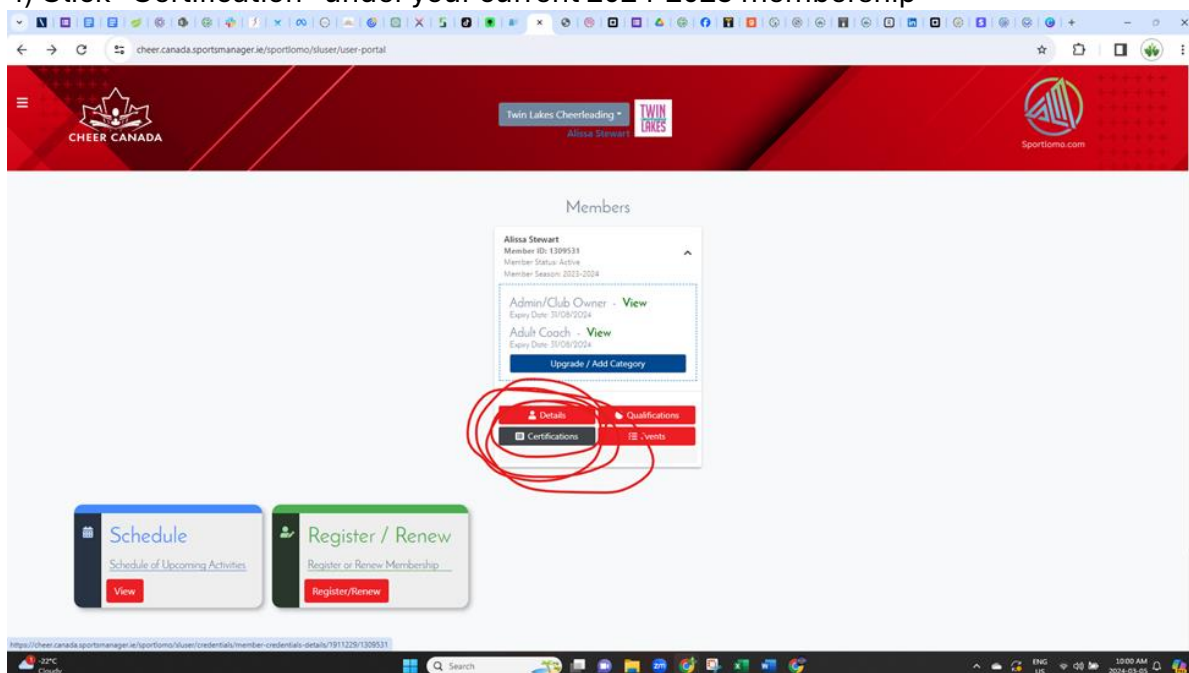
here: <https://cheer.canada.sportsmanager.ie/sportlomo/users/login>

2) If you have not already done so, purchase/renew your membership for the 2024-2025 season.

3) Ensure you have selected the correct club from the very top dropdown menu



4) Click "Certification" under your current 2024-2025 membership



#### 4) Click "Upload Credential"

Certifications

Alissa Stewart's Credentials

+ Upload Credential + Purchased Credentials

Name	Type	First Name	Last Name	Status	Start Date	Expiry Date	Actions
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Total 0 | 1 of 1

rows per page 15

#### 5) Select the "type" of document you are uploading from the Dropdown menu

Upload Credential

Details

Type

Credential Name

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Save

6) Select the “certificate name” from the second drop down, then upload the document on the right side of the screen and hit “save” at the bottom of the screen.

7) Complete these steps for all required documents

## Required Documents to Upload

- 1) **Type:** Background Check  
**Credential Name:** Vulnerable Sector Check  
**Upload:** Upload a photo or PDF of your Enhanced Criminal Record with Vulnerable Sector Check
- 2) **Type:** Cheerleading Credential  
**Credential Name:** Provincial  
**Upload:** Upload a photo or PDF of your 2024-2025 SCA Coach Certification Card. PDFs will be emailed to coaches after they complete all requirements. **This one can be uploaded once it is received – the SCA will have a record of this credential, therefore it is not required by October 31, 2024. The Deadline for this document is December 31, 2024.**
- 3) **Type:** First Aid  
**Credential Name:** First Aid  
**Upload:** Upload a photo or PDF of your First Aid certificate of completion
- 4) **Type:** NCCP Locker Transcript  
**Credential Name:** NCCP Locker Transcript  
**Upload:** Upload a screenshot of your locker that demonstrates the completion of all 6 required courses

## 5) **Type:** Respect in Sport

**Credential Name:** Respect in Sport

**Upload:** Upload a photo of PDF of your Respect in Sport Certificate. You can download it by looking it up on this website:

[https://sasksrc.respectgroupinc.com/koala\\_final/](https://sasksrc.respectgroupinc.com/koala_final/)

### 1) Login to your Account

By continuing to utilize this website, you are consenting to this policy and Respect Group's use of cookies. [Learn more](#) [Okay](#)

### 2) Click "Profile"

Program Information

- This program is for Coaches and other Activity Leaders. This program is not for Parents. To get the correct web address for the Respect in Sport Parent Program, contact your organization. The two programs contain different content and must be completed separately.
- The estimated time to complete this program is 3 hours. You may complete this program at your own pace and convenience.
- To begin the program, click on "Program Access" above.
- After completing this program, your sport organization will be notified of your certification status.
- This program must be completed in sequential order. Modules will unlock after completion of the previous section.
- Once complete, your certificate is available to view and print from the "Profile" page.
- To modify your profile click the profile button in the menu above. After making any changes, be sure to click "save".
- If you experience technical difficulties during this program, refer to the help section above.

### 3) Click "Certificate and Take Aways"

The screenshot shows a web browser at the URL `sasksrc.respectgroupinc.com/koala_final/profile/profile.jsp`. The page header includes navigation links: HOME, PROFILE, FAQ, SASK SPORT, PARTNERS, HELP, and LOGOUT. Below the header is a banner for "RESPECT IN SPORT For Activity Leaders" with buttons for PROGRAM ACCESS, HANDOUTS, and ADMIN ACCESS. The main content area is titled "PROFILE PAGE" and features a "Statistics for Alissa Stewart" section. Below this, there are tabs for Profile Information, Reset Password, Certificate and Takeaways (highlighted with a red circle), and Privacy Policy. The "Profile Information" section contains fields for First Name (Alissa), Last Name (Stewart), and Username.

### 4) Click "Print Certificate"

The screenshot shows the same web browser at the URL `sasksrc.respectgroupinc.com/koala_final/ps01/ksajy/aklsj/Google Docs`. The page header is similar to the previous screenshot. The main content area is titled "PROFILE PAGE" and features a "Certificate and Takeaways" section. This section contains a form with fields for "Sask Sport" (redacted), "Full Name" (Alissa Stewart), and "Current Certification Number" (redacted). A blue button labeled "PRINT CERTIFICATE" with the subtext "View in your browser" is highlighted with a red circle. At the bottom of the page, there is a "Helpdesk Support" link and a footer note: "Respect in Sport is a registered trademark of Respect Group Inc."