



# How do I renew my coach/instructor licence?



This guide will show you how to renew your coach/instructor licence



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**Profile:** Single Adult, 31/03/2026, ME000039, bandit@gmail.com, British Water Ski & Wakeboard, Th...

**Gill Family:** Bandit Gill (Single Adult), Django Gill, Knuckles Gill. Buttons: Add Family Member, Remove Member.

**Credentials:** Below is a list of all your active, pending and expired credentials.

Credential ID	Category	Status	Starts	Ends
CR017026	DBS	ACTIVE	04/02/2026	31/12/2199
CR017022	TTL	PENDING APPROVAL	01/02/2026	31/01/2029
CR000038	DBS	ACTIVE	26/01/2026	25/01/2029
CR000027	UKCCL1	ACTIVE	06/04/2026	31/12/2199
CR000025	SPC	CANCELLED		
CR017025	DBS	ACTIVE	04/02/2026	04/02/2026
CR017015	First Aid	PENDING APPROVAL	14/01/2026	14/01/2029
CR000028	WSWBL2	ACTIVE	06/04/2026	31/12/2199
CR000026	Qualification Payment	ACTIVE	06/04/2026	31/03/2030
CR000022	UKCCL1	ACTIVE	06/04/2026	31/03/2030

Coach/Instructor licences are valid for 3 seasons. Any coach/instructor qualifications that you hold with BWSW will be associated with a 'coach licence fee' which you can view, along with your qualifications, in credentials. You will see the valid from and to dates, along with the status





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This is an automatic acknowledgement from BWSW advising that the following credential will expire on #EndDate.

- Name of Credential: #CredentialName
- Expiry Date: #EndDate

Starting the renewal process now will allow for plenty of time to ensure the required pre-requisites are in place and that your qualification licence is active in time for the new season. It is worth noting that your membership will also be due for renewal on 31st March.

As part of the renewal process and pre-requisites, your DBS, first aid and safeguarding certificates will need to be in date. If these have or are due to expire, you will receive an automatic email notification. You can check the status of these certificates within your profile.

Once you have completed all of the renewal requirements, your coach licence and any coaching qualifications associated with this will be activated. If at any point, any of the pre-requisites expire, your coach licence will de-activate until they have been renewed. Any active qualifications associated to your coach licence, will be shown on your digital wallet.

[Pay the renewal fee now](#)

Prior to your renewal, with sufficient time, you will receive an automatic renewal reminder email. The email will provide information on what is required to renew the licence. You will need to ensure that your First Aid, DBS and Safeguarding certificates are in date. There are separate guides to assist with uploading/updating these





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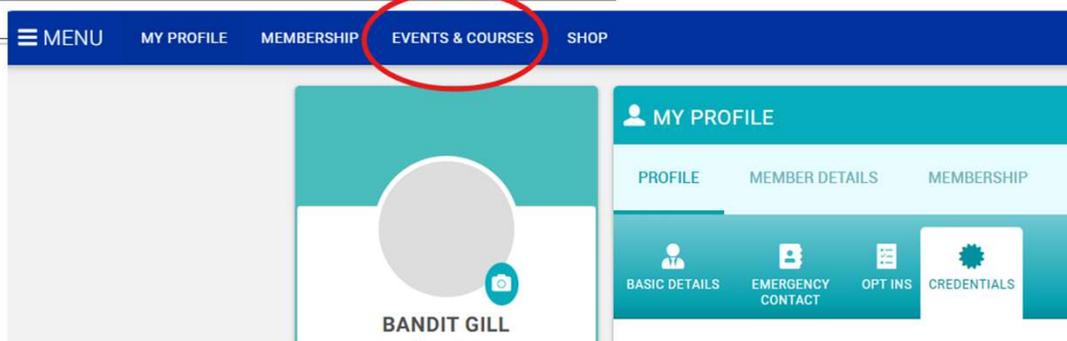
Starting the renewal process now will allow for plenty of time to ensure the required pre-requisites are in place and that your qualification licence is active in time for the new season. It is worth noting that your membership will also be due for renewal on 31st March.

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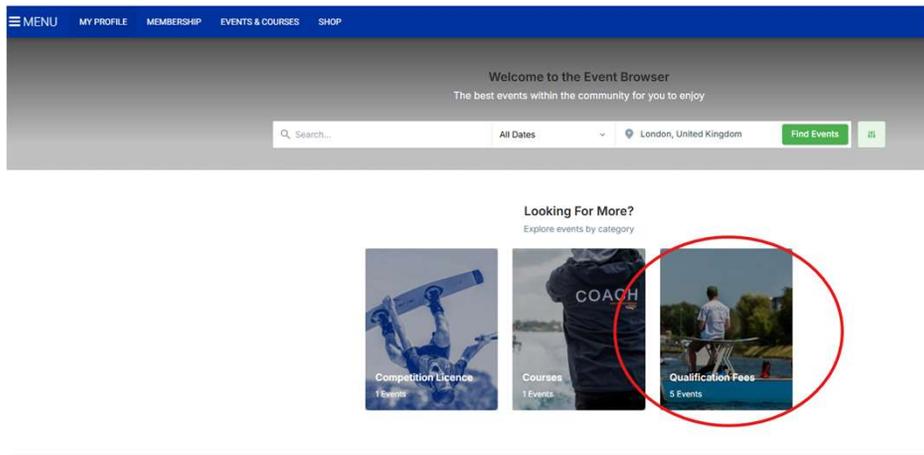
A link has been provided in the email which will navigate you to pay the coach licence fee. If not, you can access the licence fee payment from 'Events & Courses'

[Pay the renewal fee now](#)





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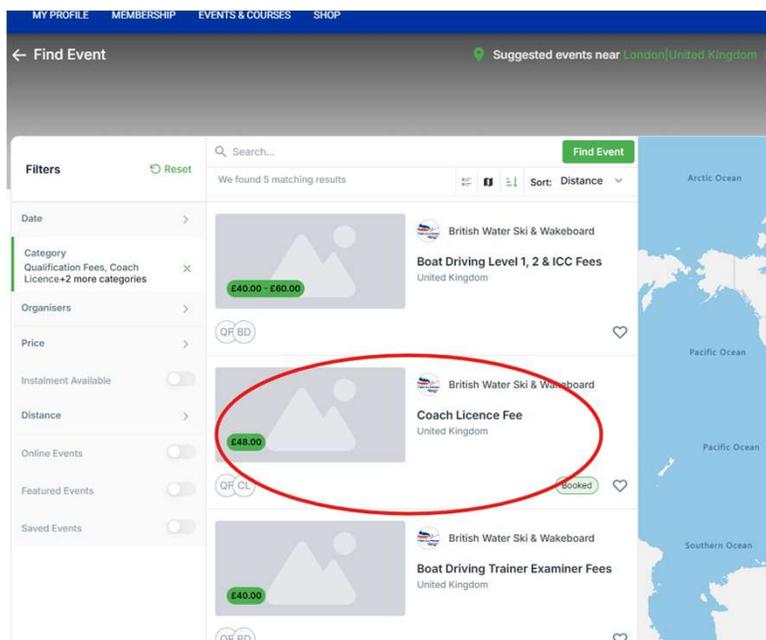


If you are manually navigating to the coach licence fee payment and have clicked on 'Events & Courses', you will land on this page, and need to select 'Qualifications Fees'





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You will see a number of licence fee options here. Please click on the 'Coach Licence Fee' box





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← Coach Licence Fee  
EV000017

## OVERVIEW

Your coach/instructor licence fee is due for renewal every 3 seasons. The current cost of the licence is £48. Upon completed renewal, with all pre-requisites having been met, you will receive a coach pack. Your licence will activate any coaching/instructor qualifications that you hold with BWSW. These qualifications will only remain active, along with the coach licence fee, providing all pre-requisites remain active and in date.

## TICKETS

### Coach Licence Fee

Booking Closes on 1 Nov 2099, 00:00 GMT

Add

Click on 'Add' to proceed with the coach licence renewal fee payment process





## How do I renew my coach/instructor licence?

The screenshot shows the 'My Family' section of the BWSW JustGo Membership Platform. It lists two family members: Bandit Gill, 39 years, and Django Gill, 45 years. Each member has a 'Show Selected Member' toggle and a quantity selector (minus, 0, plus). The plus button for Bandit Gill is circled in red. Below the family list, there is a 'Show Selected Member' toggle and a quantity selector (minus, 1, plus). At the bottom, there are two buttons: 'Proceed to checkout' and 'Add & continue'.

Member Name	Age	Membership ID	Quantity
Bandit Gill	39 years	ME000039	0
Django Gill	45 years	ME000040	0

You will need to select who you are obtaining the licence for by using the '+' button. Only your name will be shown if you do not have any family members linked to your account. You can select more than one person at a time if required





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The screenshot shows a web interface for a member named Kyle Gill, 37 years old, with ID ME000010. The form is titled 'Please select your hat choice' and includes three radio button options: 'UPF Bucket Hat', 'Snapback Cap', and 'No hat required'. Below this, there is a section titled 'Please read the following documents:' with three links: 'Code of Behaviour for Coaches', 'Safety Recommendations', and 'Course Cancellation Policy'. The form also contains three sections for agreement, each with a radio button for 'I agree':  
1. 'I have read and agree to the Code of Behaviour for Coaches \*'  
2. 'I have read and agree to the Safety Recommendations \*'  
3. 'I have read and agree to the Courses and Events Cancellation Policy \*'  
The third section also includes a note: 'I understand that prior to receiving my qualification certificates, I am required to complete the coach licensing pre-requisites (membership, first aid, DBS and safeguarding) \*'. At the bottom of the form, there are three buttons: 'Cancel', 'Proceed to checkout', and 'Add & continue'.

Once you have added the individual(s) that the licence fee is being paid for, you will see a form appear on the right-hand side. Complete the form in full. Note: you will need to agree that you have read and agree to various policies. You can then 'Proceed to Checkout' or 'Add & Continue'





## How do I renew my coach/instructor licence?



If you do not 'Proceed to Checkout', you will be able to complete the payment later. The renewal fee will remain in your cart until you remove it or make payment. You can access your cart anytime from the shopping basket icon on the top right-hand corner by your name. If you have selected 'Add & Continue', you will revert back to the event booking page to 'Proceed to Checkout' or add further bookings



# How do I renew my coach/instructor licence?

**Checkout & Payment**

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.

**Order Summary**

Total Items	1
Item saved for later	0
Net Total	£48.00
Total (GBP)	£48.00

[Pay with Card](#)

VISA MASTERCARD

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 <b>Coach Licence Fee (Django Gill) - Coach Licence Fee (EV000017)</b> British Water Ski Wakeboard <a href="#">Save for Later</a> <a href="#">Remove</a>	1	£48.00	£0.00	£48.00

[Remove All](#)

ITEMS SAVED FOR LATER (0) [Hide saved items](#)

[Update](#)

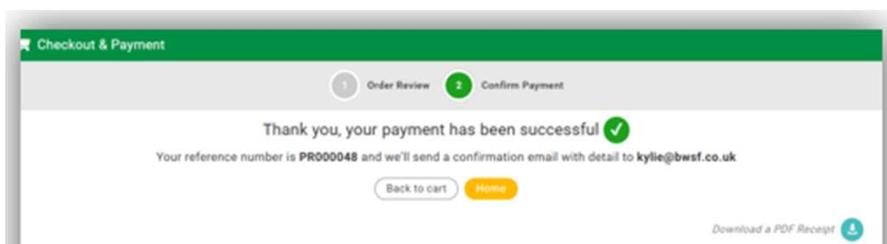
[Order Summary](#)

If you do select 'Proceed to Checkout', you will be taken to the checkout screen where you can make payment. You can also remove this item from your basket if you have made an error





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If payment has been successful, you will receive a payment success message along with an email confirmation. You can also download a receipt if required





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Your coach licence fee has now been paid and the credential will be shown with the dates amended within your profile. As a reminder, the coach licence fee will only show as active providing all pre-requisites have been met and continue to remain active. Any active qualifications can be shown on your coach licence pass. A guide on how to access this is provided separately

