



How do I add/update my credentials?

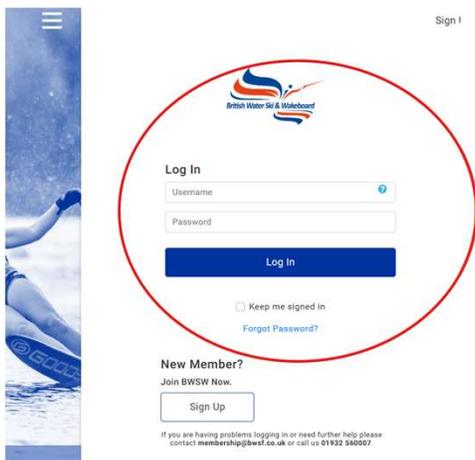


This guide will show you how to add/update and upload certificates for credentials, in particular, First Aid and Safeguarding



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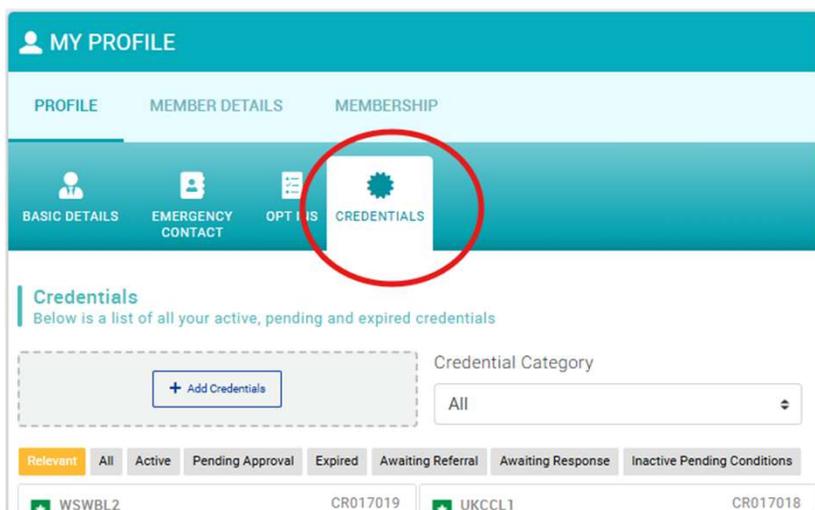
You will firstly need to sign in to your membership profile. From the BWSW website, click on the 'login' button



You will then be taken to the membership platform login page. Log in to view your membership profile



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Once logged in, click on 'credentials'. Here you will see a list of current credentials that you have, along with the status of those credentials. Only a limited number of credentials can be added by yourself, and in most cases, these will need approval



How do I add/update my credentials?

You may already have the relevant credential showing on your profile, if you need to provide a new certificate as you have renewed something, you will need to add a new one. You cannot update the dates on an existing credential



How do I add/update my credentials?

MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

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

+ Add Credentials

Credential Category: All

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

WSWBL2 CR017019 UKCL1 CR017018

Click on 'Add Credentials' to add a new one





How do I add/update my credentials?

The screenshot shows the 'Credentials' section of the BWSW JustGo Membership Platform. On the left, there is a table of existing credentials with columns for status, name, ID, and expiry. On the right, a panel titled 'Select a credential type' allows users to search for and select new credential categories. The selected category, 'Safeguarding - Time to Listen', is highlighted in grey.

Status	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response
Inactive Pending Conditions					
First Aid	CR017015	DBS			
First Aid		Disclosure Barring Serv			
Safeguarding		Safeguarding			
STARTED APPROVAL		ACTIVE			
Starts 14/01/2026		Starts 26/01/2026			
Ends 14/01/2029		Ends 25/01/2029			
WSWBL2	CR000028	UKCCL1			
BWSW L2 WS/WB Coach		BWSW L1 WS/WB Coast			
Coaching (Instructing)		Coaching (Instructing)			
ACTIVE		ACTIVE			
Starts 06/04/2026		Starts 06/04/2026			
Ends 31/12/2199		Ends 31/12/2199			
Qualification Payment	CR000026	SPC			
DBS/CI Licence Fee		Safeguarding & Protect			
Coaching (Instructing)		Safeguarding			
ACTIVE		CANCELLED			
Starts 06/04/2026		Starts 06/04/2022			
Ends 31/03/2030		Ends 05/04/2025			

Select a credential type

Credential Category

All

Type here to search

- DBS Request Form
- E-Membership
- First Aid
- Safeguarding & Protecting Children
- Safeguarding - Time to Listen**

This will open up a panel on the right-hand side. Click on the credential you wish to add





How do I add/update my credentials?

✕ Setup credential ✓ Save

Safeguarding - Time to Listen

OVERVIEW

Start date

Expiry date

Please upload below

No record found.

Drag file(s) here or click to upload

You will need to enter a start date – the expiry date will then default if this is a safeguarding credential. If you are adding a First Aid, the expiry date will need to be manually entered as some First Aid certificates are only valid for 2 years





How do I add/update my credentials?

Setup credential Save

Safeguarding - Time to Listen

OVERVIEW

Start date
01/02/2026

Expiry date
31/01/2029

Please upload below

No record found.

Drag file(s) here or click to upload

Once the dates have been entered, you will need to upload your certificate. Drag the relevant file onto the side panel, or click on the button to locate the document to be uploaded





How do I add/update my credentials?

Setup credential ✓ Save

Safeguarding - Time to Listen

OVERVIEW

Start date
01/02/2026

Expiry date
31/01/2029

Please upload below

 a56e2023a85d4973990b6605efcd45ddmd.jpeg  

Drag tile(s) here or click to upload

Once the document has successfully been uploaded, click on 'save'





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Inactive Pending Conditions

TTL Safeguarding - Time to Listen Safeguarding PENDING APPROVAL Starts 01/02/2026 Ends 31/01/2029	CR017022	First Aid First Aid Safeguarding PENDING APPROVAL Starts 14/01/2026 Ends 14/01/2029
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You will see that the credential has then been added to your profile. The credential will show as 'Pending Approval'. BWSW will review the details and document you have entered. If everything is acceptable, we will then approve the credential which will be reflected on your profile, and the status of your credential will show as 'Active'

