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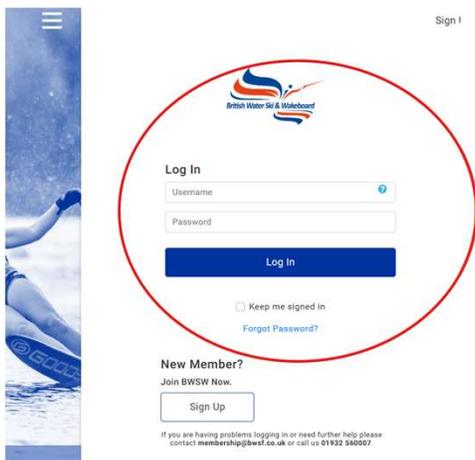
This guide will show you how to add/update and upload certificates for credentials, in particular, First Aid and Safeguarding

HOW TO GUIDE

British Water Ski & Wakeboard
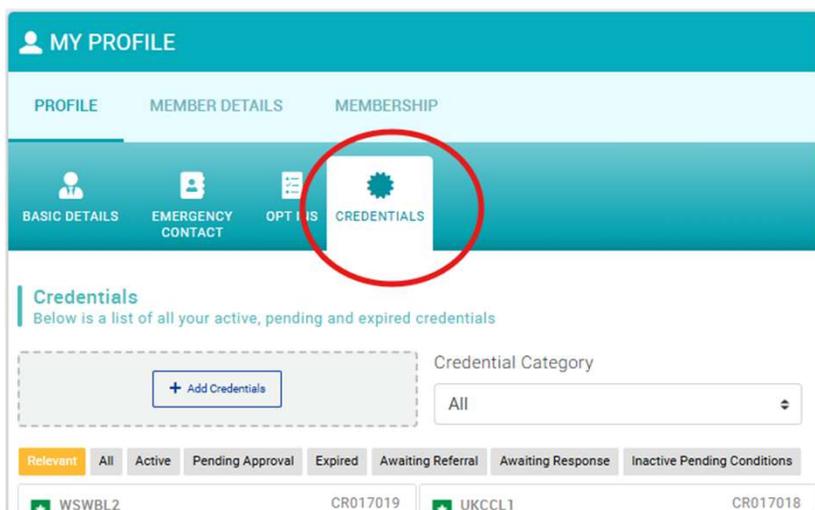
How do I add/update my credentials?

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

How do I add/update my credentials?

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?

Click on 'Add Credentials' to add a new one

How do I add/update my credentials?

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?

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?

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

How do I add/update my credentials?

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'