

DOING THE PLAY BY THE RULES ONLINE CHILD PROTECTION COURSE

For Umpires, committee members and association appointed officers.

Assumes Windows (or Windows like operating system), working internet connection.

Step 1. Go to the website

<https://www.playbytherules.net.au/online-courses/child-protection-online-course>

On 16-Aug-2019 it looked like this:

The screenshot shows the website interface for the Child Protection Online Course. At the top, there is a navigation menu with options: Got an Issue, Training, Resources, Complaint Handling, and Conduct and Behaviour. Below the menu, the breadcrumb trail reads: Home - Online Courses - Child Protection Online Course. The main heading is 'Child Protection Online Course', followed by social media sharing buttons for Facebook, Twitter, Email, and Print. The introductory text states: 'The Play by the Rules - Child Protection course is a free, interactive online training course suitable for coaches, administrators, officials, players, parents and spectators. In this course you will learn:'. A list of learning objectives follows: what child abuse is, your rights and responsibilities under child protection laws, how the laws apply to sporting organisations, clubs, their employees and volunteers, when, where and how to report incidents, and how to establish a welcoming and inclusive environment at your club or organisation. Below this, it mentions that the course is short, user-friendly, and features the latest interactive technology, including case studies, practical scenarios, and a quiz. A 'Subscribe' form is present on the right side, with fields for 'Your name' and 'email@address.com', and a green 'Subscribe' button. A 'Related Videos' section is also visible, featuring three video thumbnails with titles like 'Left Right Out - Barriers to Children Engaging in Sport', 'How parents are excluding kids from sport', and 'Let Kids Be Kids - just say good job'. At the bottom of the page, a green 'Access Now' button is highlighted with a red circle and a red arrow pointing to it.

Click on the "Access now" button to begin

Step 2. Go to the registration/login page

<https://pbtr.ausport.gov.au/auth/login/?returnUrl=%2Fq%2FPBTR-CP>

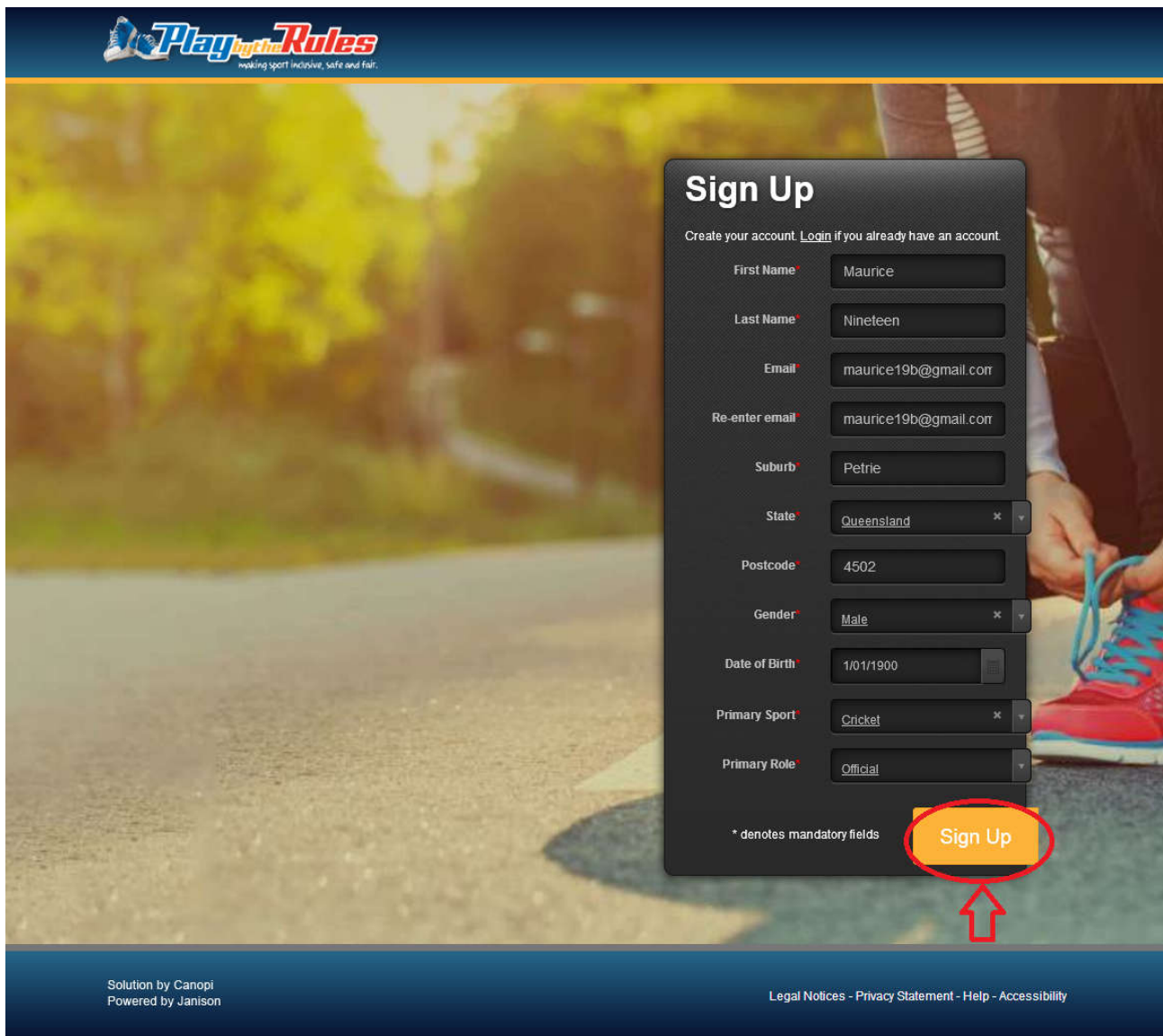
The screenshot shows the Play by the Rules eLearning portal. At the top left is the logo with the tagline "making sport inclusive, safe and fair". The main content area is divided into two columns. The left column contains a welcome message, a thank you note, and three sections: "New users" (explaining the registration process), "Returning users" (explaining the login process), and "Enquiries" (directing users to the helpdesk). The right column features a "Login" form with fields for "Email address" and "Password", a "Forgot your password?" link, a "Remember me" checkbox, and two buttons: "Register" (circled in red with an arrow pointing to it) and "Login". Below the main content, there are two image-based sections: "Courses Include" with "PBTR Courses" and "PBTR Mini-Courses". The footer contains the text "Solution by Canopi Powered by Janison" and "Legal Notices - Privacy Statement - Help - Accessibility".

Click on the "Register" button to register.

TIP:

If you are returning here then use your registered email address and password... you remember it don't you? Well write it down when you register so you'll be able to find it later... :-)

Step 3. Register with your email address and other data



The screenshot shows a registration form titled "Sign Up" for the "Play by the Rules" website. The form is set against a background image of a person's legs and feet in athletic wear on a running track. The form fields are as follows:

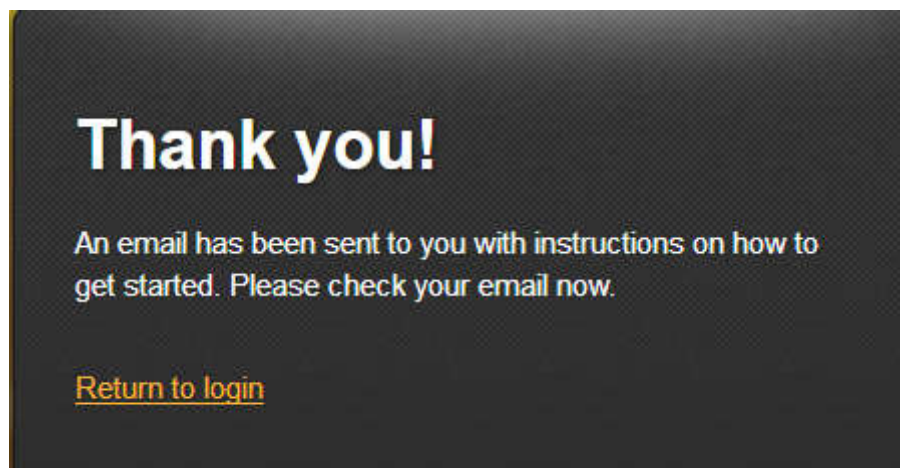
- First Name: Maurice
- Last Name: Nineteen
- Email: maurice19b@gmail.com
- Re-enter email: maurice19b@gmail.com
- Suburb: Petrie
- State: Queensland
- Postcode: 4502
- Gender: Male
- Date of Birth: 1/01/1900
- Primary Sport: Cricket
- Primary Role: Official

A red circle highlights the "Sign Up" button, with a red arrow pointing to it from below. A small asterisk next to the "Sign Up" button indicates it is mandatory. At the bottom of the form, there is a note: "* denotes mandatory fields".

At the bottom of the page, there is a footer with the text: "Solution by Canopi Powered by Janison" on the left and "Legal Notices - Privacy Statement - Help - Accessibility" on the right.

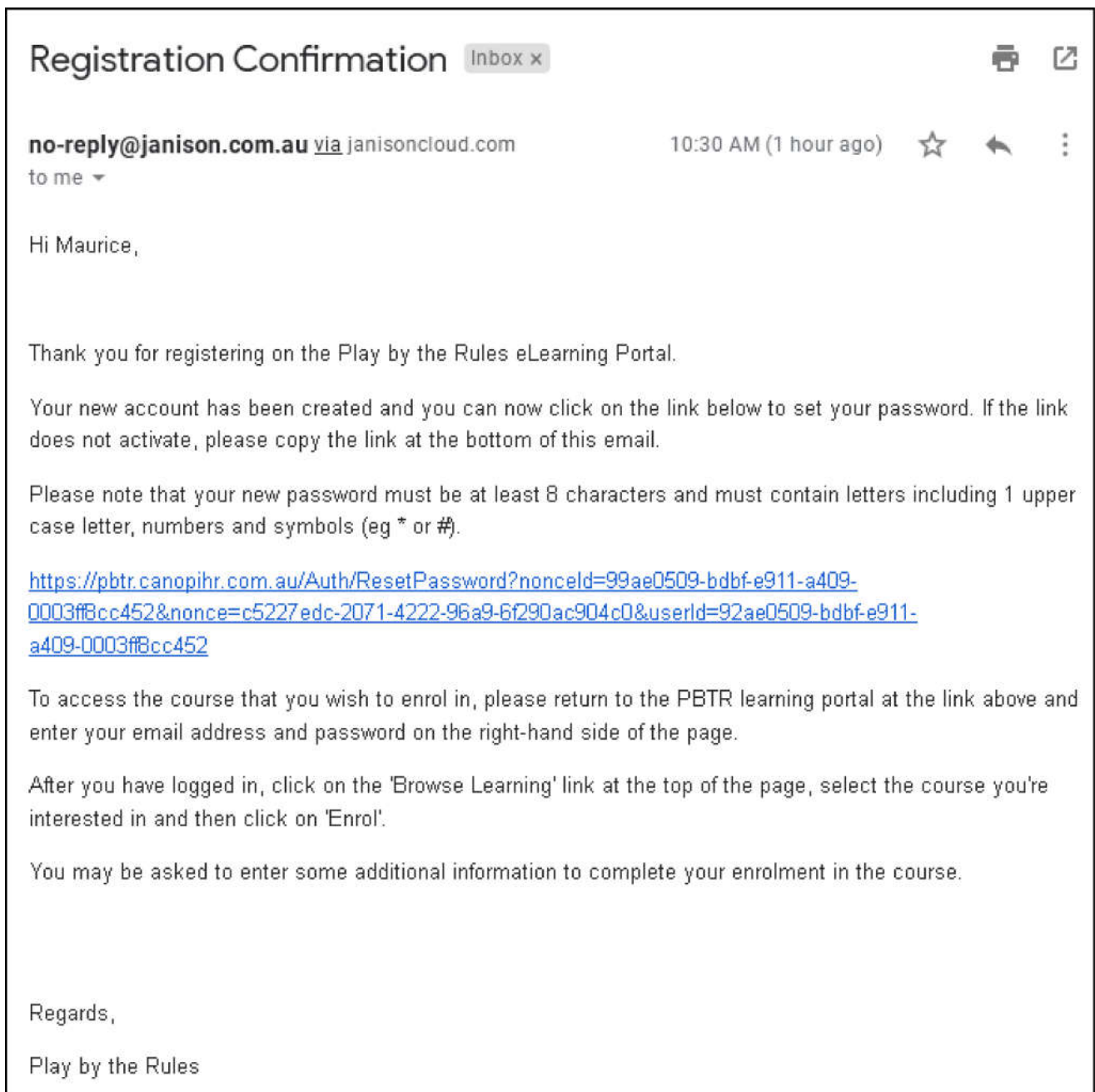
Click on the "Sign Up" button

If it all went ok you should get this message.



Step 4. Go to your email service and find the email

Mine was from an email address called **no-reply@janison.com.au**



Click on the link in the middle of the email to go to **"Set my Password"** page.
(Note: it's not at the bottom of the email.)

TIP:

Some email services display active links in **text only** as a safety/security precaution. You may need to block the text, copy and paste into your web browser's address bar.

TIP:

How to Copy and Paste in Windows (Mac, iOS and Android are gonna be different)

- Click the mouse to place a cursor at the start of the text.
- Hold shift key and press arrows till the entire section of text is highlighted as shown in the picture.
- Then hold down Ctrl, type a 'c'.
- Open a browser (Internet explorer, Firefox, Chrome etc).
- Click to place a cursor in the address bar.
- Highlight the existing address (in the way as four steps above)
- Then hold down Ctrl and type 'v'.
- When the address has changed press "Enter"

Registration Confirmation



no-reply@janison.com.au

Sat 3/08/2019 4:41 PM

You ▾



Hi

Thank you for registering on the Play by the Rules eLearning Portal.

Your new account has been created and you can now click on the link below to set your password. If the link does not activate, please copy the link at the bottom of this email.

Please note that your new password must be at least 8 characters and must contain letters including 1 upper case letter, numbers and symbols (eg * or #).

<https://pbtr.canopihr.com.au/Auth/ResetPassword?nonceId=cec4c2c5-b9b5-e911-a409-0003ffcffffe&nonce=bd4cb71f-c90a-4c5d-ae8d-ef548f99ce1a&userId=c9c4c2c5-b9b5-e911-a409-0003ffcffffe>

To access the course that you wish to enrol in, please return to the PBTR learning portal at the link above and enter your email address and password on the right-hand side of the page.

After you have logged in, click on the 'Browse Learning' link at the top of the page, select the course you're interested in and then click on 'Enrol'.

You may be asked to enter some additional information to complete your enrolment in the course.

Regards,

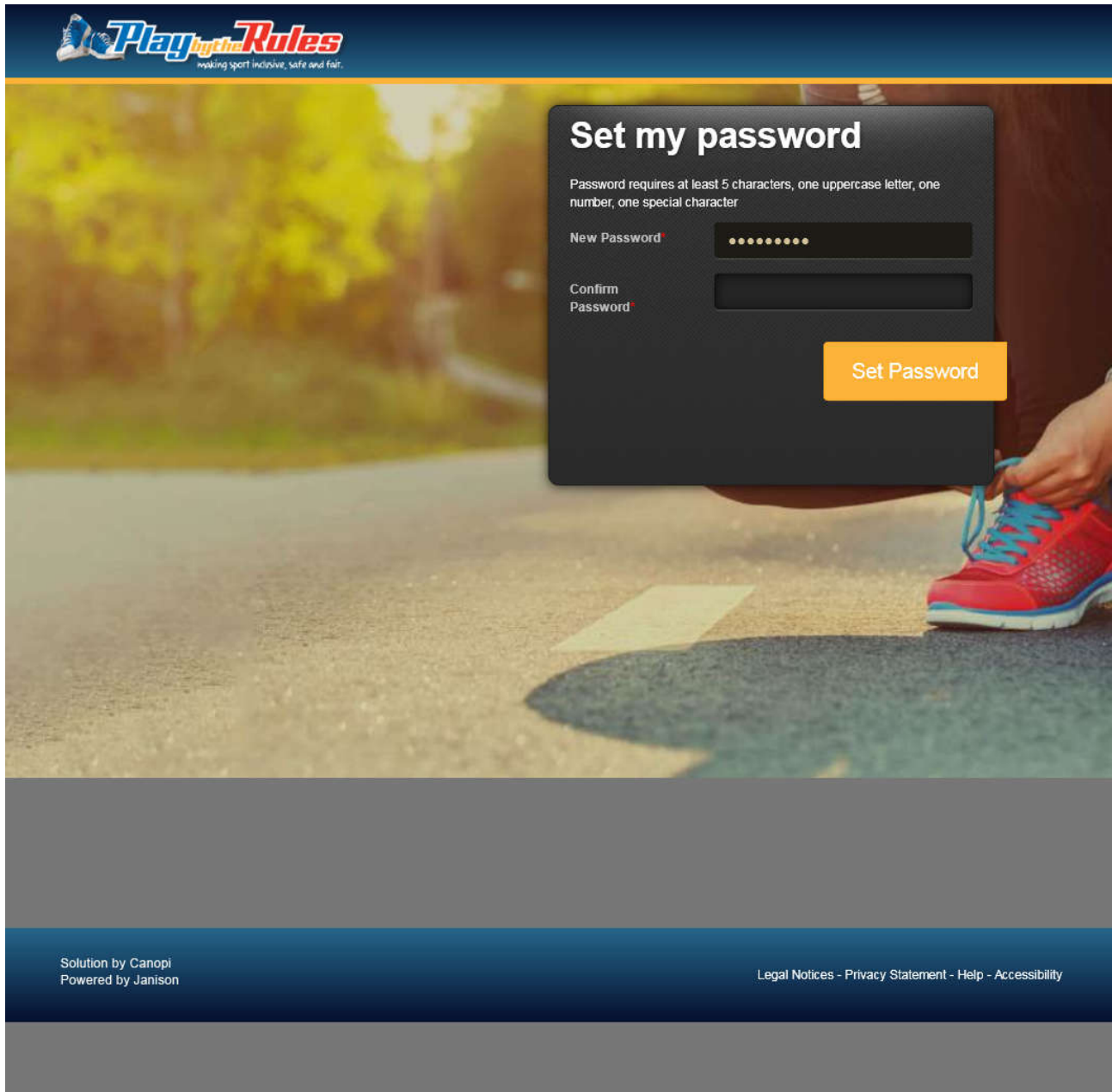
Play by the Rules

Step 5. Enter a password

Use these rules:

- 8 or more characters
- use letters, number, and symbols
- 1 upper case letter

e.g. Nymphom#nia99



The screenshot shows a web page for 'Play by the Rules' with the tagline 'making sport inclusive, safe and fair.' The main content is a 'Set my password' form. The form includes a title, a password requirement note, two input fields for 'New Password' and 'Confirm Password', and a 'Set Password' button. The background of the page features a person's feet in red sneakers on a paved path.

Set my password

Password requires at least 5 characters, one uppercase letter, one number, one special character

New Password*

Confirm Password*

[Set Password](#)

Solution by Canopi
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[Legal Notices](#) - [Privacy Statement](#) - [Help](#) - [Accessibility](#)

WRITE DOWN **EXACTLY** THE EMAIL YOU REGISTERED WITH AND YOUR PASSWORD

Yes, it's asking you to type it twice, once in the box labelled "New Password" and again in the box marked "Confirm Password".

Click on the "Set Password" and the browser goes to the first page of the Course.

Step 6. Do the Course

The screenshot shows the Play by the Rules course interface. At the top, there is a navigation bar with the logo and the text "making sport inclusive, safe and fair." On the right, a user profile for "Maurice Nineteen" is visible. Below the navigation bar, there are links for "Browse Learning", "My Learning", and "My Learning Transcript". The main content area displays the course title "PBTR - CHILD PROTECTION" and the module title "CHILD PROTECTION". A progress bar at the top of the content area shows 29 steps, with the first step highlighted in green. The main content area contains the title "Child protection" and a paragraph of text: "Child protection in sport and recreation starts with setting up an environment and administrative system that will allow children (anyone under 18) to remain safe from abuse, and protected from any individual who wishes to exploit or harm them. Note: You must finish all activities to 100% to complete the module and to be able to print off your certificate. The activity has been completed if there is a green tick below or a green border around each of the boxes on the top menu bar." Below this text, there is a note: "Please use the thumbnails above, or the Next and Previous buttons below to navigate through the module." At the bottom of the content area, there are "PREVIOUS" and "NEXT" buttons. The footer contains the text "Solution by Canopi Powered by Janison" and "Legal Notices - Privacy Statement - Help - Accessibility".

Do the 29 steps of the course.

Click next and Previous to navigate around. There's a progress menu across the top of the windows.

Allow around 30-60 minutes to finish.

The course consists of reading, videos, sections which ask you to explain things in writing and eventually...

Step 28 is a 10question quiz based on the content. (I got 90% first go, so it's pretty easy)

TIP:

You can log off at any time and re-log in again later if you need to interrupt your work.

To resume Go to the Access now page (see Step 1), click Access Now.

At the Log In (see Step 2) enter the email address you registered with and your password. (It must be exactly what you setup earlier or it won't work.)

Navigate to the page you were up to and continue.

Step 7 Get the Certificate

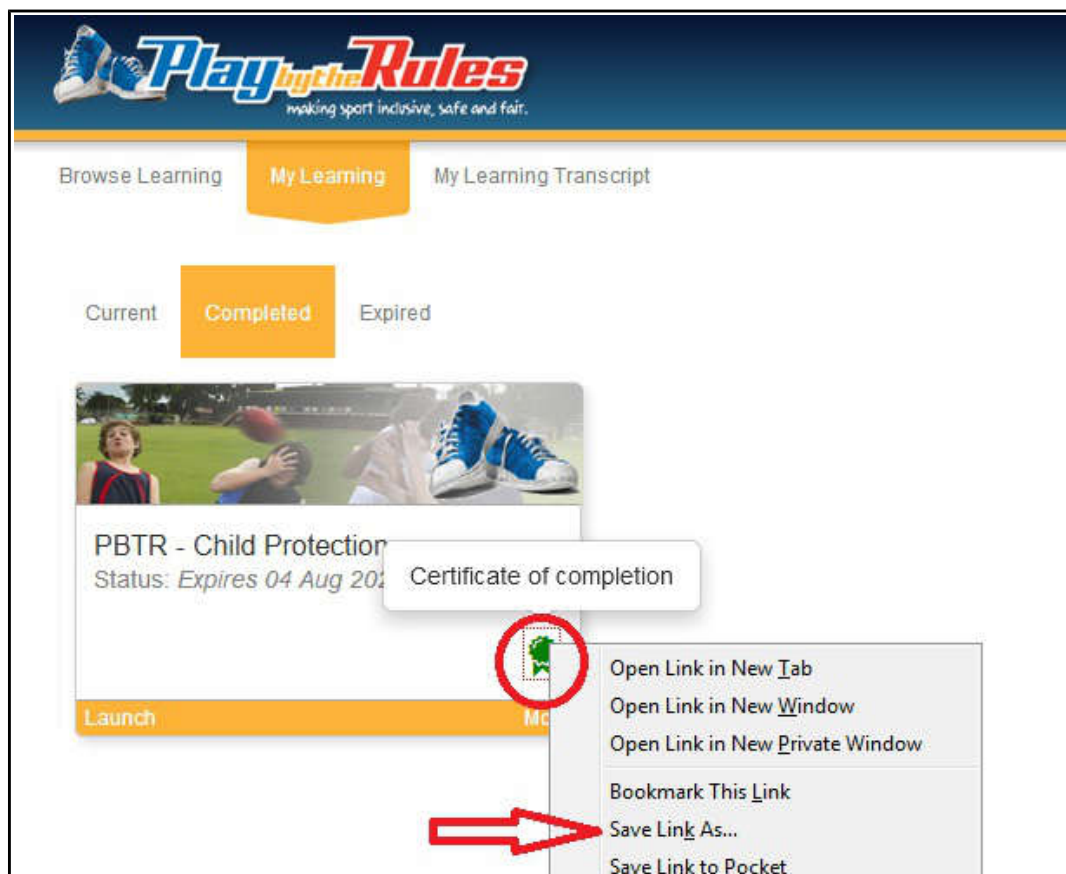
When you're done you'll see a message near the top of the course page which reads:

Congratulations, you have completed the course. Click here to get your certificate.



Click on the My Learning Tab and then the "completed" tab to go to <https://pbtr.ausport.gov.au/mylearning/dashboard/index?menu=Home>

Right Click on the little green rosette to save your completion certificate to your hard drive.



Attach it to an Email and send it to secretary@qsdca.com.au

And you're done till next time.....