REGISTERING FOR THE ONLINE JUDGE ONE TRAINING without Timekeeper Closed course 9430
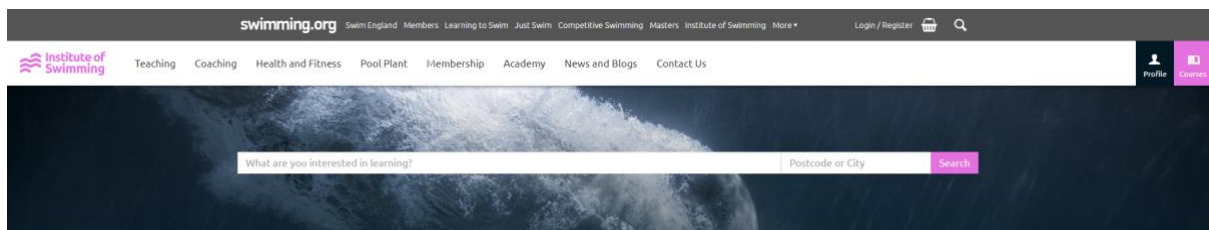
Swim England South West Region is pleased to be supporting all their J1 trainees by funding the course costs of £15 per head <u>for those candidates who have completed Timekeeper training</u> online since its launch in 2020.
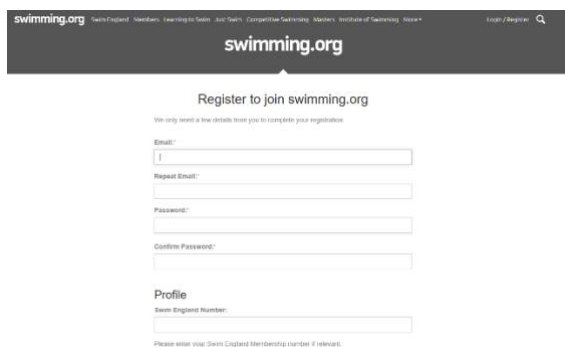
To receive your funded place you MUST follow these instructions. NB if you are not already a timekeeper you should follow the instructions for the inclusive J1 Online Closed Course 9429.

Step 1

Each trainee official MUST first create and confirm their individual Institute of Swimming account:

To do this, select register at the top of the screen. This will bring forward the registration form as shown below:-

Individuals will need to verify their email address before being visible to the Co-ordinator.

Step 2

Contact the Volunteer **SW Regional Officials Training and Development Coordinator** to be assigned your course voucher.

Send an email request to: swofficialsj1online@gmail.com Include the following details ONLY

> *Message line: Request for J1 Online Voucher for candidates with a timekeeper qualification*
> ***Body of email**:*
> *Name;*
> *SE Membership Number;*
> *Club;*
> *The exact email used to create your IOS learning account.*
> *PLUS*
> *Attach the theory completion certificate obtained when completing the Timekeeper theory online and the evidence of achieving timekeeper practical status.*

Step 3

YOU will receive an automated email to access the course once the coordinator has allocated your voucher and a personal email with advice on accessing the course from the Regional Training and Development Coordinator.

If for any reason (e.g going to SPAM folder) you don't receive the email, once the voucher has been allocated you can access your IOS Learning Account Profile account and the course will be visible.

Step 4. If at any time you need help with the content of the course you should follow the instructions given within the programme or you may email swofficialsj1online@gmail.com

All technical issues should be referred to the IOS help as indicated in the programme

Once you have completed your J1 online learning you will be given details of a tutor/mentor who will be able to guide you through the practical phase of the programme.