Respect in Sport – Activity Leader
Administrative Instructions
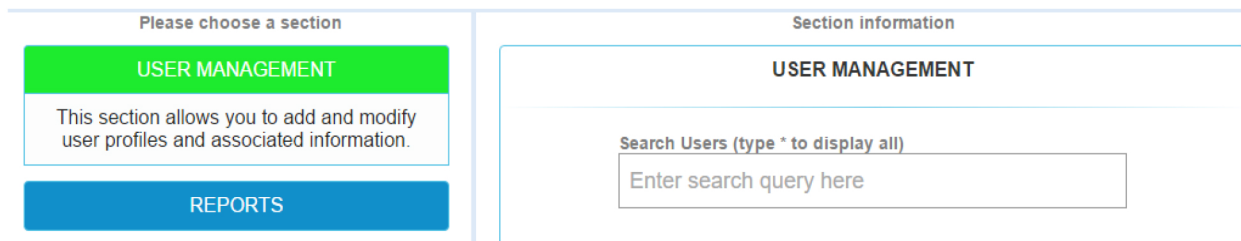

Click on Admin Access

ADMIN PAGE

Global Statistics

| Total Registered Users: *483* | Total Certified Users: *296* | Total Ported Users: *138* |

Global Statistics will always be displayed with the current totals

Click on either of the section buttons for the tools to display on the right

Search for All Users by typing * or search for an individual by name or email. Results will begin to display after 3 characters have been entered

User Profile

Section information

USER MANAGEMENT

EDIT USER
Edit selected user

Search Users (type * to display all)

testing

Full Name *(Username)*	Email
Test Test2 *(testing2)*	test@ test.com

EDIT USER
Edit selected user

Select the user from the list and click Edit

User to access the Profile

User Statistics for **Test Test2 (testing2)** *[ID#: 81]*

Profile Created On: *October 23, 2014* **Last Completed Module/Section:** *Completion Survey/Completion Survey*
Original Certification Number: *In Progress* **Original Certification Date:** *N/A* **Current Certification Number:** *In Progress*
Current Certification Date: *N/A* **Certification Status:** *Certified* **Re-certification Required:** *No* **Re-certification Date:** *N/A*

Statistics for the User will be displayed once you have accessed the Profile

Edit Profile

Please choose a section

BACK TO MAIN ADMIN AREA

EDIT PROFILE INFORMATION

This subsection allows you to modify basic information for the selected profile.

PROGRAMS AND ASSOCIATIONS

PROFILE STATISTICS

3 Options will appear on the left side of the page

EDIT AN EXISTING USER:

RESET PASSWORD
Reset password for user

Profile Information

First Name*
Test

Last Name*
Test2

Username*
testing2

Reset a Users password by clicking on the Reset Password button. Be sure to click the Save button after doing so. The password will be reset to match the username. The next time a user a logs in they can change their password on the profile page

Click on the plus symbol below to expand the selections. Select only the associations in this list who require the user to complete this program. If the organization is not on this list, you may need to import this certificate to an alternate version of the program. Contact the organization.

Association

— Activity Leader
☐ PDL Agents
☑ Respect Group Reviewers

SAVE
Save changes to user

CANCEL
Cancel without saving

Add another association to the users profile by making a selection on the expandable association list. Be sure to save changes

Programs and Associations

Please choose a section

BACK TO MAIN ADMIN AREA

EDIT PROFILE INFORMATION

PROGRAMS AND ASSOCIATIONS

This section will allow you to view all programs and associations the selected profile is currently registered to.

PROFILE STATISTICS

Section information

PROGRAMS AND ASSOCIATIONS

Oranization Name	Program Type	Date Registered	Certified?
Koala	Respect in Sport for Activity Leaders	October 23, 2014	No
Activity Leader *	Respect in Sport for Activity Leaders	November 10, 2014	No
RIW Test	Respect in the Workplace	June 02, 2015	Yes

Mouseover rows for certificate information   * Current Program

This section displays the users Profiles for all Respect Group programs

Profile Statistics

Please choose a section

BACK TO MAIN ADMIN AREA

EDIT PROFILE INFORMATION

PROGRAMS AND ASSOCIATIONS

PROFILE STATISTICS

This section will display current statistics for the selected profile.

Section information

PROFILE STATISTICS

Account Statistics

Profile Created On
October 23, 2014

Last Com leted Module/Section
Completion Survey/Completion Survey

Ori inal Certification Number
In Progress

This section provides information on the Users status within the program

Click Back to Main Admin Area to access Reports

Reports

Select the desired report, language and date range, or leave unselected to default to ALL. For a quick snapshot, select On-Screen as the Report Format or to download the report select another output and then click Run Report

Section information

REPORTS

Report Type

Detail Handouts	User Surveys	• Certified	Ported Users

Select User Language

Combined	English	French

Report Date Range

Specific Range	This Month	Last Month	This Quarter
Last Quarter	This Year	Last Year	All

Select a Survey

Survey Title

Completion Survey

To run a Survey Report, select the desired Survey, language of choice or leave unchecked to default to all. Select Report Format and then Run Report.

Search Users

testing

Full Name *(Username)*	Email
Test Test2 *(testing2)*	test@ test.com

To run a report on an individual user, enter their name or email in the Search Users box and select their name before running the report