

This Rugby Link self-help guide will assist Coaches to log into the Rugby Portal and then proceed to the Rugby Learning Centre to complete the required accreditations, e.g. Assessing Coach Program.

Rugby Portal Login: <https://rugby.force.com/rugbyportal>

If you have If you are having issues logging into or completing basic functions in the Rugby Portal the Rugby Helpdesk should be your first port of call. Contact us on 02 8005 5600, or [aru.learningcentre@rugby.com.au](mailto:aru.learningcentre@rugby.com.au) or [rugbylink@rugby.com.au](mailto:rugbylink@rugby.com.au).

## Logging into the Rugby Portal

- The Rugby Portal is linked to the central Rugby AU database of contacts. This means most Rugby people are already in the database. This database uses your MyRugby ID, which your Club admin can provide you with.
- **NOTE:**
  - If you are currently logged in as another family member you will need to LOG OUT prior to re-logging in as yourself to complete the Learning Centre courses.
- **LOG OUT:** Click the person name’s name currently logged in (top right) and then “Logout”



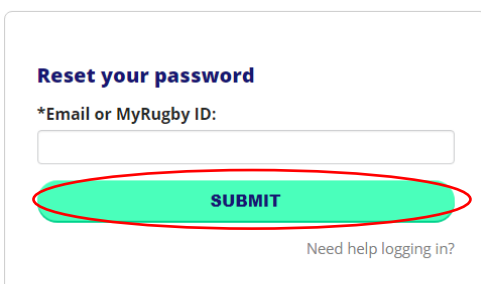
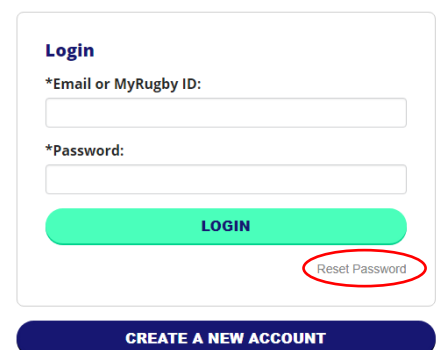
- This will redirect you back to the Rugby Portal homepage.

## Rugby Portal

## Getting a Password (First Time Participant)

- The first time you login to the Rugby Portal, you will need to obtain a password. Click the “Reset Password” button.
- Enter either your MyRugby ID into the password reset box and click “Submit”.

## Rugby Portal



[RETURN TO THE LOGIN FORM](#)

- **NOTE:** When there are multiple family members using the same email address each individual needs to login using their MyRugby ID.
- For additional steps required please see our ‘Need Help Logging in’ self-help guide available [here](#).

## Rugby Learning Centre

- Once you have logged into the Rugby Portal you can choose to proceed to Rugby Link (registrations) or Rugby Learning Centre (accreditations and learning).
- Click “Rugby Learning Centre” to complete your online courses.

### Rugby Portal

#### Services



- Click “Browse Learning”
- Under ‘Coaching’ click “Assessing Coach”
- Click the relevant course, e.g. “Assessing Coach Program”

The screenshot shows the Rugby Learning Centre website interface. At the top, there is a navigation bar with the 'RUGBY LEARNING CENTRE' logo and a search bar. Below the navigation bar, there are several menu items: 'My Learning', 'Browse Learning' (highlighted in green), 'My Accreditations', 'Manage My Tokens', and 'Session Attendance Print'. The main content area is titled 'Assessing Coach' and displays a search catalogue. The search results show a single item: 'Assessing Coach Program'. The program details include: 'RELEVANT FOR Volunteers, administrators or paid employees who have been nominated by their club, school or union to be an Independent. Qualified Assessing Coach.CONTENT\In order to complete this course you must hold a current Level ...'. It also shows 'Not Enrolled', '1 modules', 'Rugby Australia', and '2 prerequisites'. The left sidebar contains a list of categories: 'Smart Rugby', 'Become a Coach', 'Coaching', 'Match Officiating', and 'Other Accreditation'. The 'Coaching' category is highlighted in green, and 'Assessing Coach' is selected under it.

- Ensure you have the appropriate prerequisites:
  - Prerequisite 1: Current completion of one of the following courses:
    - Developing Coach Program (Level 2)
    - Coach Level 2 Re-accreditation
    - APRA – Emerging Coach Program (Level 3)
    - APRA – Talent Development Coaches Program (Level 3)
    - APRA – Performance Coach Program (Level 4)
  - Prerequisite 2: Current Smart Rugby accreditation
- If the prerequisites have been met click “Enrol”
- Then “Launch” Size for Age Coach Assessor module

## Assessing Coach Program

Status: Not Enrolled

Provider: Rugby Australia

**Enrol**

Overview

**RELEVANT FOR:**  
Volunteers, administrators or paid employees who have been nominated by their club, school or union to be an Independent, Qualified Assessing Coach.

**CONTENT:**  
In order to complete this course you must hold a current Level 2 (or higher) coaching accreditation. You need to be aware of your obligations under the Safety and Participation Policy, specifically in relation to the dispensation procedures. This course will cover the key information surrounding the Age Grade Dispensation Procedure and your role when it comes to assessing participants.

Size for Age Coach Assessor  
Not Enrolled

Course

**Launch**

- **NOTE:**
  - An accreditation will only be granted in the overnight process once all modules have been completed and the Program has 100% completion.

\*As of 16 March 2018

For more information, visit <http://www.rugbyaustralia.com.au/runningrugby/RugbyLink.aspx>  
or contact InteractSport [Support](#)/ Rugby Link [Support Team](#).