



## Completing your Making Head Way In Sport Online Module

How to Complete your Making Head Way in Sport Online Module: <http://www.coach.ca>

**Step 1:** Retrieve your existing NCCPC# and password from your P/TSO and or have your P/TSO create you an NCCP account.

Please double check with your P/TSO on whether or not you have an existing NCCP# and password. If you do, they will be able to provide this number to you. If you need your password reset they will also be able to do this for you. If you do not have an NCCP# after checking with your P/TSO they will register you with one. Please do not register yourself for an NCCP number to prevent duplicate information being processed.

**Step 2:** Logging In with your NCCP# and password.

To complete your Making Head Way in Sport online module, you will need to log in at <http://www.coach.ca>. Once you arrive at this website you will need to choose the menu item titled “The Locker” on the top right hand corner. It will take you to a log in page where you will need to fill in your NCCP# and password to access your transcript.

**Step 3:** Once you are logged in.

You will be logged into your profile page. You will then have a new menu bar closer to the top right hand corner that has: eLearning, calendar, Pathways etc. Click on the ELEARNING tab.

**Step 4:** ELearning Modules.

Modules will now be displayed on the left hand side menu. This is where you will appropriately select the module titled “Making Head Way in Sport”. This is the general module that is NOT sport specific. This is a free module designed to help you gain the knowledge and skills required to ensure the safety of your athletes, this multi-sport module will cover: what to do to prevent concussions, how to recognize the signs and symptoms of a concussion, what to do when you suspect an athlete has a concussion, and how to ensure athletes return to play safely.

**Step 5:** Complete the Module.

This module does require reading, as well as a strong internet connection (preferable in google chrome browser). This is a one-time requirement for all instructors and coaches/instructor and coach candidates. Please notify your P/TSO once you have completed this module, or print and submit your results to your P/TSO.

***\*Please Note: If you are experiencing technical difficulties please contact the CAC directly.\****