

MCA Coach Database – Admin Training

Step-by-step guidance for updating
and managing coach credentials

Overview

The MCA Coach Database is a centralized system used to manage all MCA coaches across programs. It helps staff:

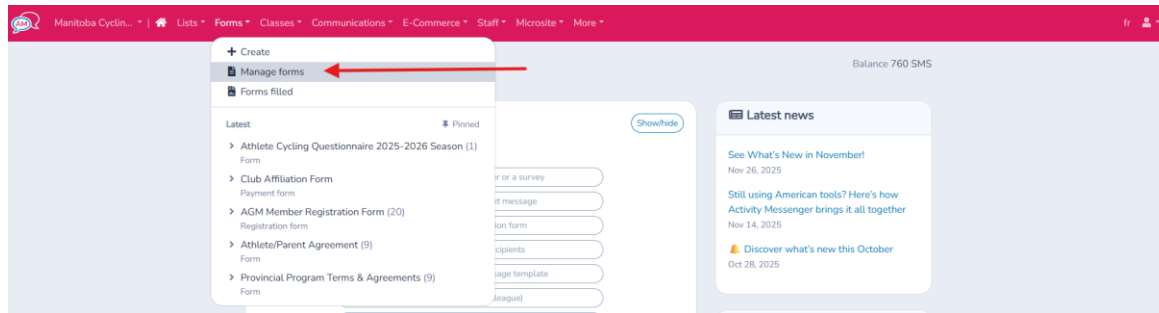
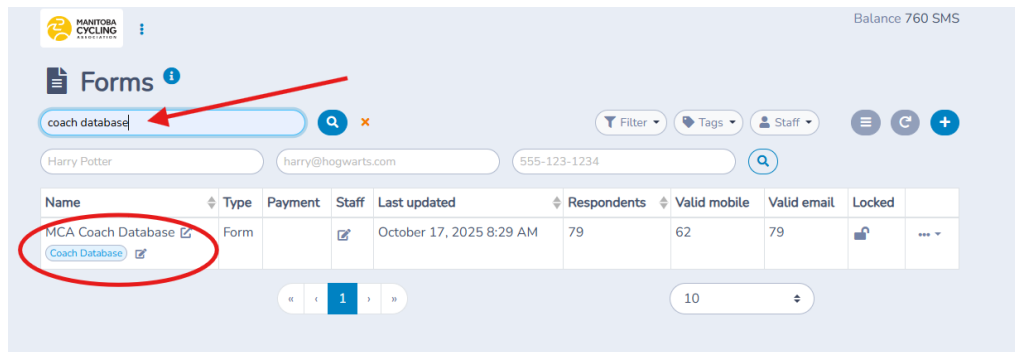
- Track coach certification, screening, and compliance.
- Organize coach applications and registrations
- Maintain accurate coach profiles
- Verify training and screening across several external platforms
- Provide coaches with updated resources through the coach portal

Systems Used:

- Activity Messenger – Coach profiles & Forms
- The Locker – NCCP training & Certification
- Respect in Sport – Required training
- Sterling Backcheck – Criminal record checks
- Cycling Canada Educational Portal – Additional cycling-specific training records

Accessing the MCA Coach Data Base (Activity Messenger)

1. The coach data base is stored in **ACTIVITY MESSENGER** under **FORMS**.
 - Sign in to Activity messenger > Forms > Manage Forms > search “MCA Coach Database” > Click to open



2. From here you can search for a specific coach to review their credentials.

Finding Coach Profile

- In Activity Messenger:
 - Forms > Manage Forms
 - Use search bar to locate “MCA Coach Database”
- Click to open and use the search bar to locate the individual coach profile.

Update a Coach Record

Action: Receive an email notification that a new **Update Coach Credentials form** has been submitted.

1. Open the Update Coach Credentials Form
 - In Activity Messenger: Forms → Manage Forms→ “Update Coach Credentials Form”
 - Review & confirm new credentials and that the coach is an MCA Member affiliated with an MCA Club/Program.
2. Locate Coach’s profile in coach database
 - In Activity Messenger: Forms → Manage Forms→ “MCA Coach Database”
 - Locate coach profile using the search bar at the top.
 - Click on coach profile to open certification records.
3. Update Coach’s information with new training/screening.
 - Once certification records are open locate the missing training.
 - Click the edit icon next to the training and enter the date it was completed.
 - Make sure to select yes under Regenerate PDG. This will ensure that the coach document is updated in the coach’s individual profiles as well as in our records.
4. Once updated hit save and send a message to the individual coach letting them know that their credentials/certification has been changed.

Update answer #483580 #20225742

Making Ethical Decisions (Practical Training)

April 30, 2024 ✓

Regenerate PDF?

☒ Yes

The PDF file will be regenerated. You can send it to the respondent by email afterwards.

Cancel Save

Messages

To	From	Subject / Template	Type	Recipients	Message	Sent on	Scheduled for	Analytics	Status
Jo Burdon	MCA cycling.ed@sportmanitoba.ca	Filled form confirmation Filled form confirmation	Email	1	Filled form confirmation Contract.pdf	September 16, 2025 2:25 PM		100.0%	Delivered

« 1 »

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Close

Adding a New Coach to the MCA Database

Action: Receive an email notification that a new **Coach Registration Form** has been submitted.

1. Open the MCA Coach Registration Form
 - In Activity Messenger: Forms → Manage Forms → “MCA Coach Registration”
 - Review & confirm that the coach is an MCA Member affiliated with an MCA Club/Program.
2. Use the information from the new coach’s “MCA Coach Registration Form” to complete their entry in the “MCA Coach Database Form”. Make sure the email address matches across all forms.
 - In Activity Messenger: Forms → Manage Forms → “MCA Coach Database”
 - Open the form, click “Visit or Fill” in the top right, and complete the form with the coach’s information.

The screenshot shows the 'MCA Coach Database' interface. At the top left is the 'MANITOBA CYCLING ASSOCIATION' logo. The title 'MCA Coach Database' is prominently displayed. Below it, there's a 'Description' section with a link to 'Coach Database'. On the right, there are buttons for 'Sequence', 'Forms', and a menu icon. Below these, there's a 'Share' button and a 'Visit or fill' button, which is circled in orange. The interface also features a 'Respondents' tab, a search bar with 'Harry Potter' and 'harry@hogwarts.com', and a '79 respondents' count. At the bottom, there are buttons for 'Message all', 'Visible columns', and other utility icons.

Note: A coach’s training records are stored across multiple platforms. See the next section, ‘**Verifying Coach Credentials,**’ for guidance on where and how to locate records on each platform.

Verifying Coach Credentials (The Locker)

The Locker: <https://thelocker.coach.ca/home>

- In your Admin Locker account, use the search icon (shown below) to find the coach profile you need.
- Find the coach's NCCP number (highlighted below), then click on "Certification."
- Under "Certification," you'll see the coach's completed courses and their completion dates. Enter this information into the "MCA Coach Certification Form."

coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs

HOME ELEARNING CALENDAR PATHWAYS EVENTS REPORTS **PROFILE**

Profile DETAILS CERTIFICATION PURCHASES HISTORY

Stephanie Keith
NCCP# 5699533 | stephanie.im.keith@gmail.com | (204) 290-7435
Winnipeg, MB

STATUS **ACTIVE** ⓘ Ⓞ Ⓟ

PERSONAL

Last name * Keith
First name * Stephanie
Gender Identity * Woman
Birth date * 1989-03-17

Demographics

☐ Canadian Armed Forces
☐ RCMP
☐ Indigenous Peoples (First

Addresses Add address

Primary
51 Mulchmor Close
Winnipeg, Manitoba
Canada R2K 3R5

Training Found in the Locker:

- Respect in Sport (if NCCP number is synced)
- Understanding the Rule of Two
- NCCP Emergency Action Planning
- Cycling Foundations
- Cycling Practice Planning
- Basic Cycling Skills
- Make Ethical Decisions (Practical Training)
- Make Ethical Decisions Evaluation
- Skills and Tactics
- Sport Nutrition
- Training to Race
- HopOn eLearning (if synced with cycling Canada)
- HopOn Orientation (if synced with cycling Canada)

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Multi-sport		
COACH		
GLOBAL		
TRAINING		
Training on The Locker system	ON	12-Oct-2023
Training on The Locker system	ON	26-Oct-2023
NCCP Emergency Action Plan eLearning		3-Jan-2024
Understanding the Rule of Two		25-Jan-2024
Safe Sport Training		13-Feb-2024
Locker Insights Training	ON	22-Feb-2024
NCCP Emergency Action Plan eLearning		3-Sep-2025
NCCP Creating a Positive Sport Environment		16-Sep-2025
EVALUATION		

Verifying Coach Credentials (Respect in Sport)

The Locker:

https://sportmanitoba.respectgroupinc.com/koala_final/course/home.jsp

- Search for the coach you are looking for under the “ADMIN ACCESS” tab.
- Required information for the “MCA Coach Database” Form includes:
 - Certification Number
 - Certification Date
 - Certifications Statues
- **Download an upload certificate:**
 - Click “Print Certificate” to save a copy of the completed certificate, then upload it to the “MCA Coach Database” Form



Verifying Coach Credentials (Sterling Backcheck)

Sterling Backcheck: <https://www.mybackcheck.com/Public/Login.aspx>

- To access criminal record checks, search for an individual under “Candidate Search” or generate a report of multiple applicants under “Administration”.
- Record the date the check was completed in the “MCA Coach Database” Form.
- Download a copy of the criminal record check into the secure MCA Dropbox folder
 - Stephanie Keith > Youth Development > Coach Development > Coach Screening

