

## Navigate & Access MCA Resources

Step-by-Step Guide to Navigate the Portal, Access Resources, and Check Your Certification Status







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## Welcome to the MCA Coach Portal



#### What is the Coach Portal

The MCA Coach Portal is your one-stop location for everything you need as a coach. From accessing training resources to checking your certification status, this platform is designed to make managing your coaching journey simple and efficient.

## **Purpose**

This guide will walk you through how to:

- Navigate the MCA Coach Portal
- Access lesson plans, curriculum guides, and videos
- Track your certifications and Respect in Sport status
- Update your information and upload required documents
- Stay informed about upcoming training and opportunities

## Why Use the Portal?

The Coach Portal brings all your coaching tools and credentials together in one place — reducing paperwork, improving communication, and ensuring you stay current with MCA standards. It's built to support you in delivering safe, consistent, and high-quality programming across Manitoba.

### Who This Guide is For

This guide is for all MCA coaches — whether you're a new volunteer, a certified community coach, or part of the Provincial Program.



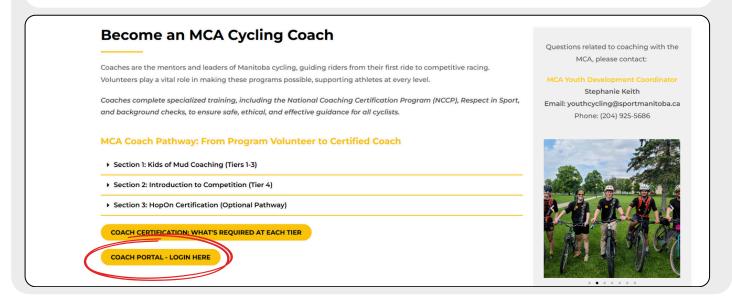
# Finding the MCA Portal

Where to find the coach portal and how to set up your account.

#### Where to Find the Portal

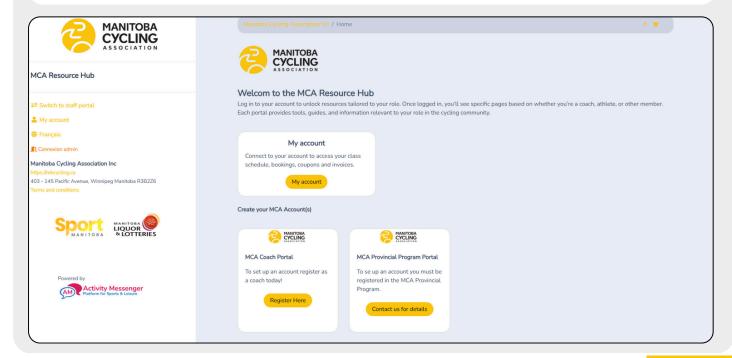
https://mbcycling.ca/mca-coaching/

Visit the Manitoba Cycling Association website and click "Coach Portal" (circled).



### **MCA Resource Hub**

You should see the MCA Resource Hub pictured below.

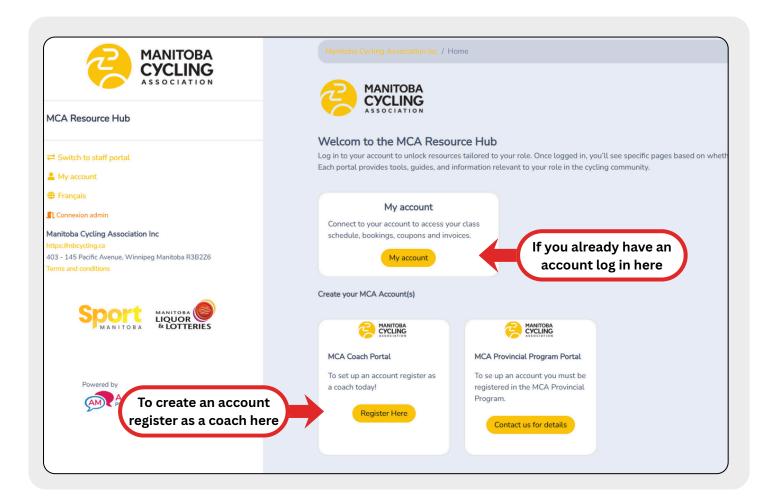


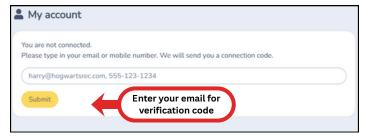
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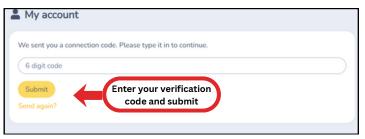


# Logging in to your account

Log in to access resources and navigate the portal.





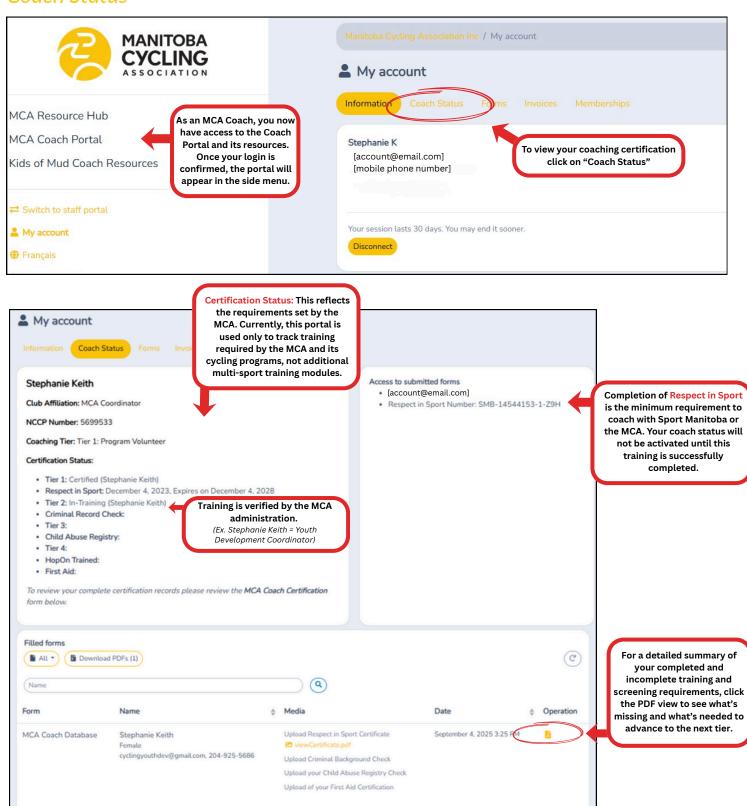


**Note:** Setting up a new account may take 1–2 business days. The MCA will verify that you are an MCA coach involved in one or more of our youth cycling programs operated by an MCA-affiliated club. While we appreciate all coaches in the community, this portal is designed to support the dedicated volunteers who help the MCA grow the sport of cycling. The resources provided are therefore intended for those actively participating in our programs.



## MCA Coach Account

#### **Coach Status**



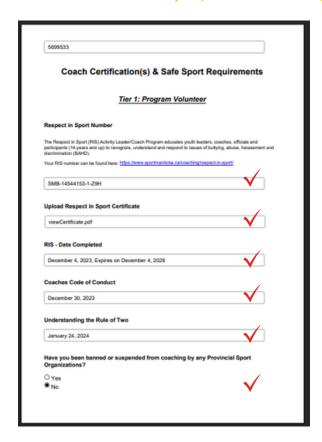
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1 form submission



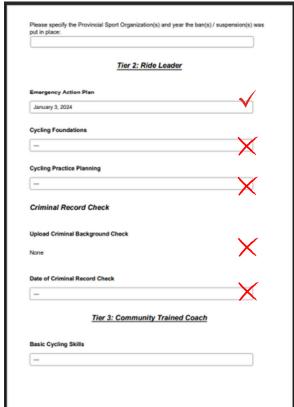
### **MCA Coach Account**

#### **Detailed Summary of Coach Certification (PDF)**



In this example, the coach has completed all requirements of a Tier 1: Program Volunteer.

They have successfully finished the first tier of the coaching pathway and are now eligible to begin training as a Tier 2: Ride Leader.



In the detailed summary, you can see the requirements for each Tier. In this example, the coach has completed the Emergency Action Plan required for Tier 2: Ride Leader. The completion date has been confirmed by the MCA and recorded in their profile.

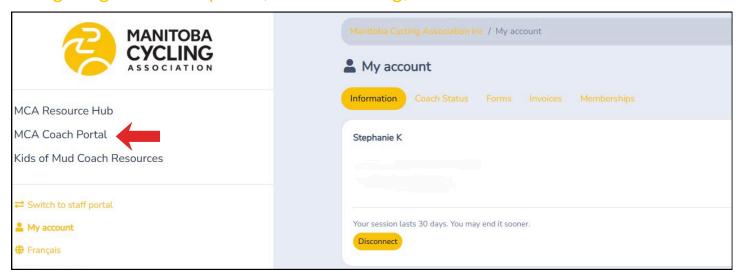
The remaining Tier 2 Ride

The remaining Tier 2 Ride
Leader training has not yet
been completed and is shown
as blank in the coach's
records.



### **MCA Coach Portal**

Navigating the coach portal, coach training, and resources.



To access coach resources and training requirements, navigate to the MCA Coach Portal in the left-side menu.

Note: If you're using a mobile device, rotate your phone to landscape view to see the portal menu.

