



### **Suggested User Instructions for Respect in Sport for Coaches/Volunteers**

Please follow the instructions below to assist in registering and completing this program.

Registering for Respect in Sport for Coaches/Volunteers: <https://hns.respectgroupinc.com/secure/> (you can copy and paste this into your web browser)

- Click on the link or button displayed to access the program. By default the system will load in English
- Select “Register a New User”
- Create a username and password for you to enter in the appropriate fields. Respect Group Inc. recommends using an email as a username as this is generally something unique to an individual and is not easily forgotten.
- Complete all fields. Any fields identified with a red X is a mandatory field and must be completed. Other fields are considered optional but are requested by your organization.
- Any field with a “?” in a circle beside the red X has a tool tip. If you run your mouse over the tool tip, more information about that field will be displayed.
- Review and accept the Respect Group Inc. privacy policy.
- At the next page, click English (or French) and purchase the program.
- A new page will be displayed indicating what program access you are purchasing. All transactions will be completed via Pay Pal. Click “proceed to Checkout” to complete the purchase. This transaction will take place on the secure PayPal website. Respect Group Inc. personnel and systems will never have access to credit card information.
- Once the transaction is completed, you will return to the main page; click on the language of your choice, then on Respect in Sport for Coaches/Volunteers Content to start the program.
- Enjoy Respect in Sport for Coaches/Volunteers.

### **Re-accessing Resect in Sport for Coaches/Volunteers**

- Click on the link or button displayed to access the program. By default the system will load in English.
- Enter the username and password you entered while registering for the program.
- The completed lessons will be indicated with a checkmark; you can then continue to the next uncompleted lesson.
- You can re-access any completed lessons and handouts.