

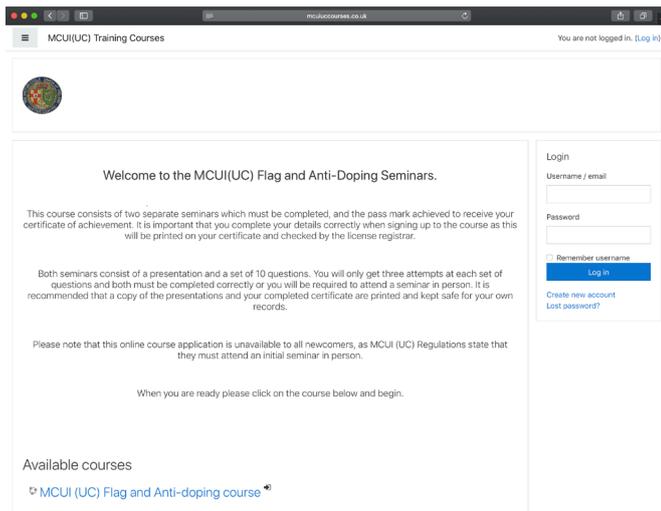


Welcome to the MCUI(UC)

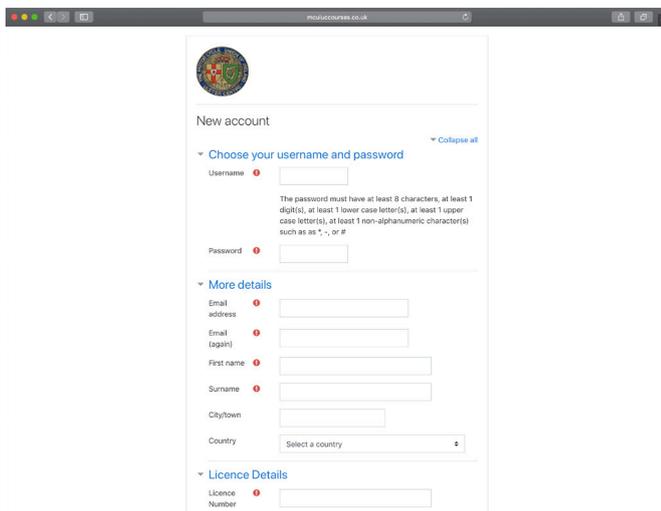
## Online Flag and Anti-Doping Seminars. Users Guide

For more information on using the online seminar follow the guide which follows,  
you can also email [admin@mcuiucourses.co.uk](mailto:admin@mcuiucourses.co.uk) for help.

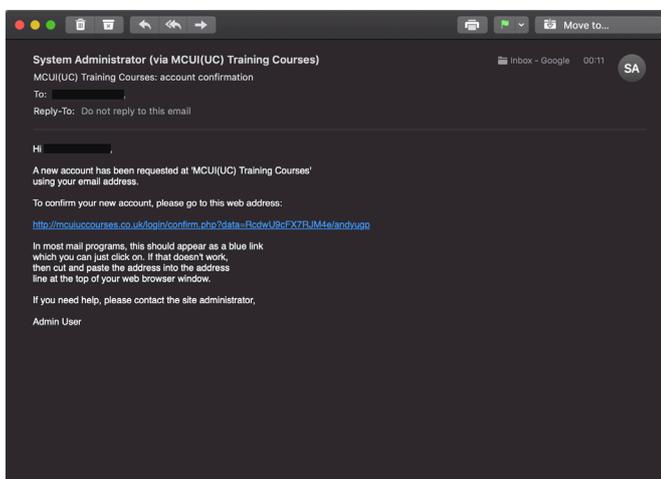
**These Seminars are not Available to Any newcomers to the sport.  
Newcomers Must attend the Pre-Season Training Race Schools.**



1. Welcome to the home screen, first either login in or register by using the block on the right hand side of the screen.

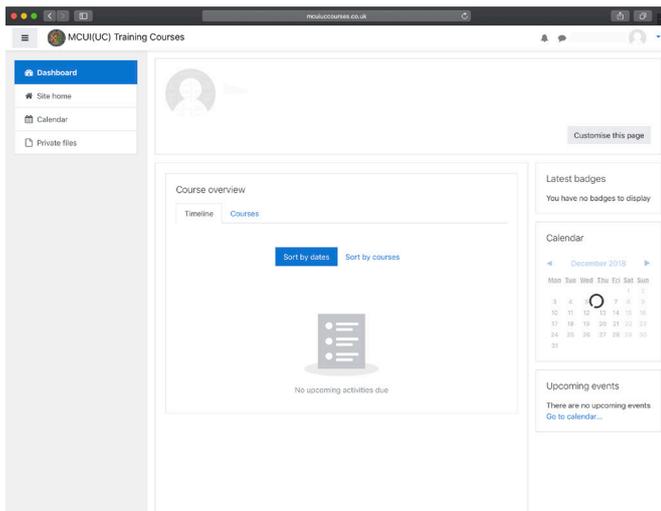


2. The registration form, this must be completed correctly as some information will be used for your certificate at the end.

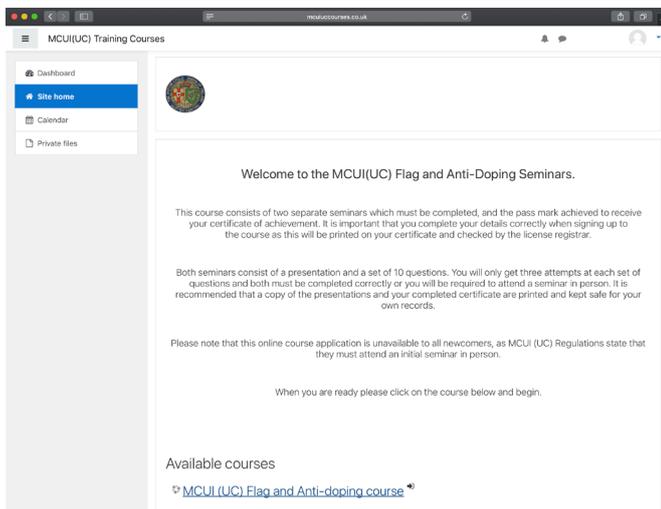


3. This is an example of the email you will receive after you have submitted the previous form. To activate your account you must click on the link provided.

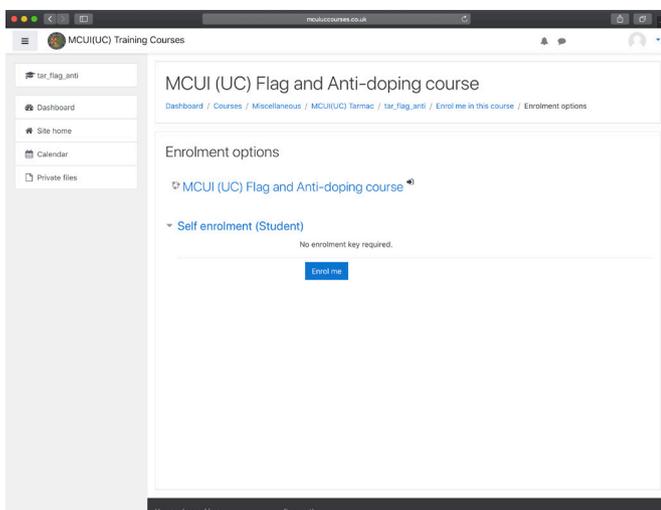




4. This is your dashboard screen where your progress can be seen and your registered course(s).

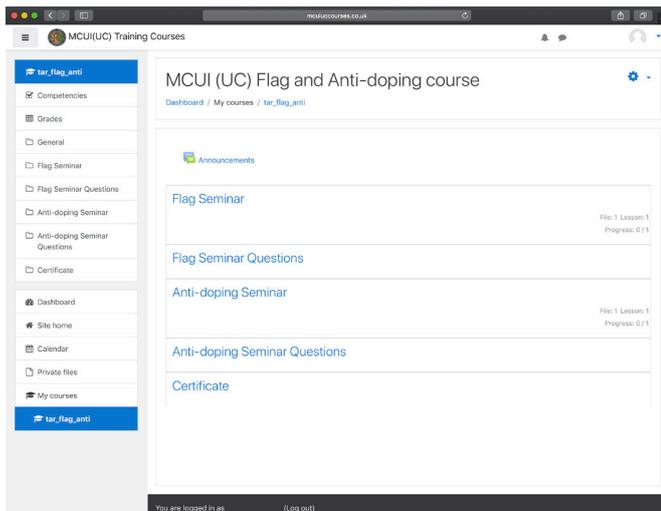


5. By using the navigation panel on the left of the screen move to the site home page and click on the link to the available course.

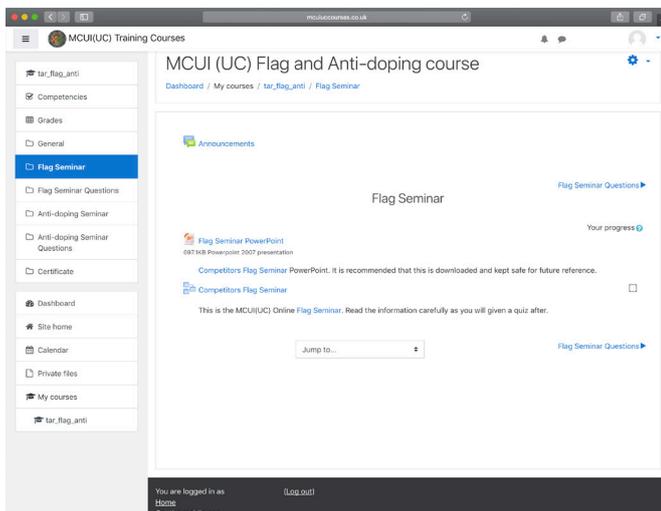


6. Once you have clicked the link you will be taken to this screen where you can enrol in the course by click on the blue “enrol me” button.

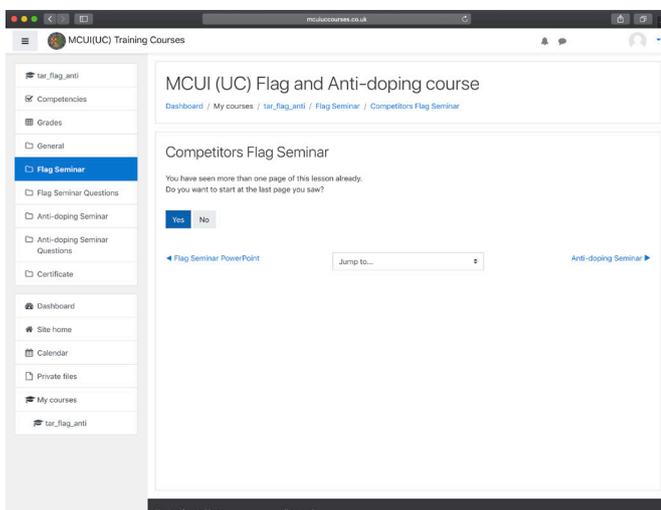




7. Once enrolled you will be taken to this screen with the two seminars and their relevant questions. Start by clicking on the “Flag Seminar” Link.

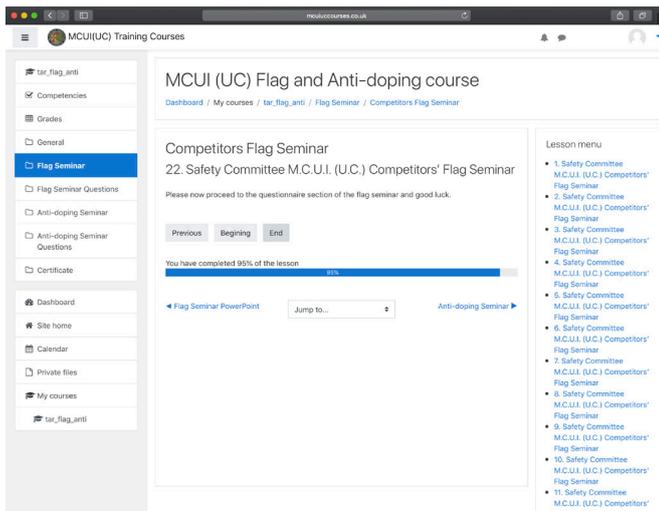


8. In the Flag seminar page you can download the power point for future reference which is recommend but it is a requirement that you view the online seminar

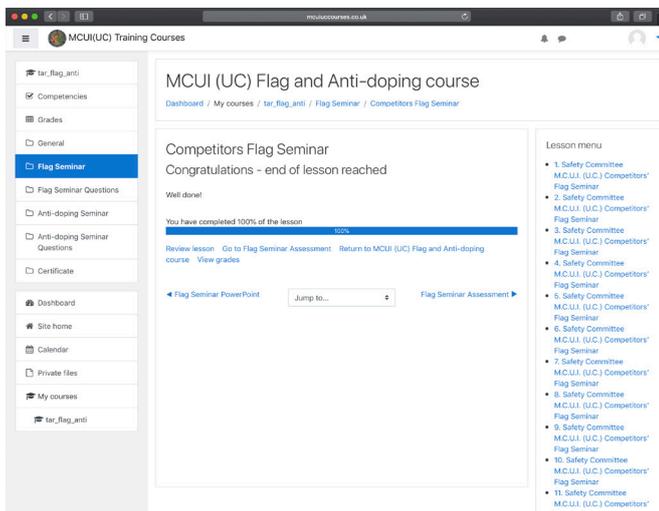


9. If for some reason you have to leave the seminar part of the way through, when you return you will be given the option to begin at the start of the seminar again or pick up where you left off.

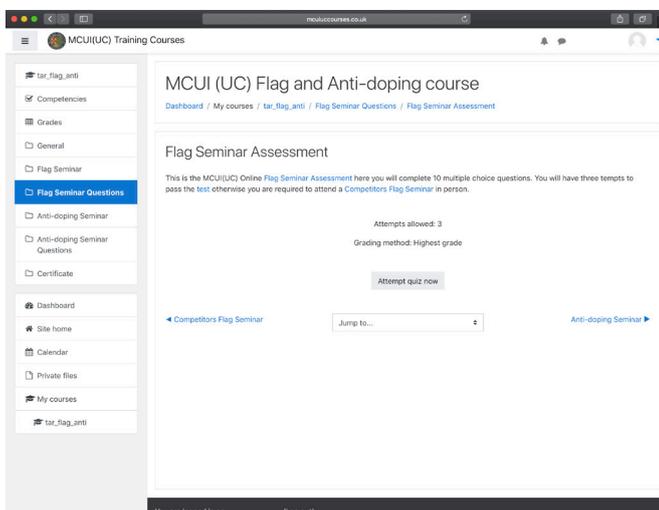




10. When you come to the end of the seminar you will be given the choice to review the seminar again or end the seminar

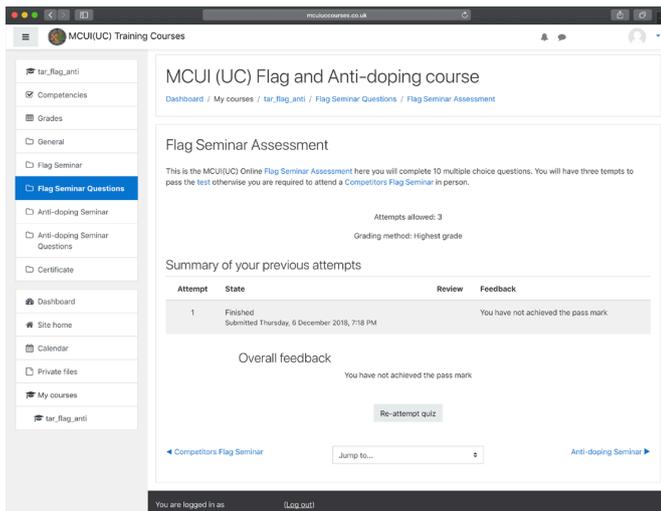


11. Once you have clicked end on the seminar here you can click on the link to go to the flag seminar assessment.

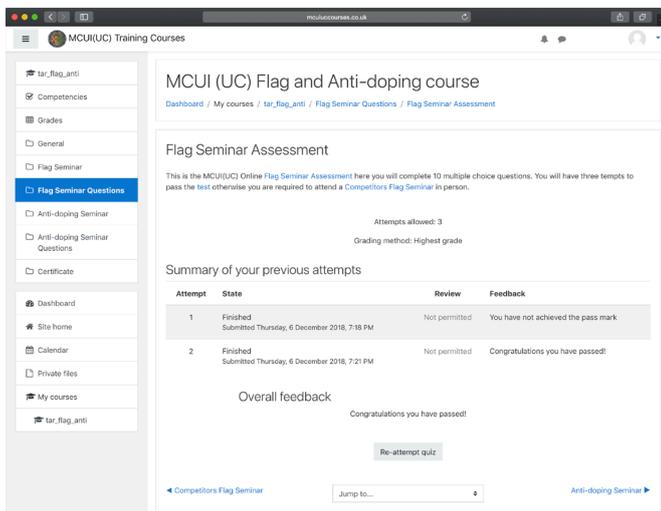


12. At the start of the assessment you will be given a brief overview of the assessment and reminded that you will only be allowed 3 attempts.

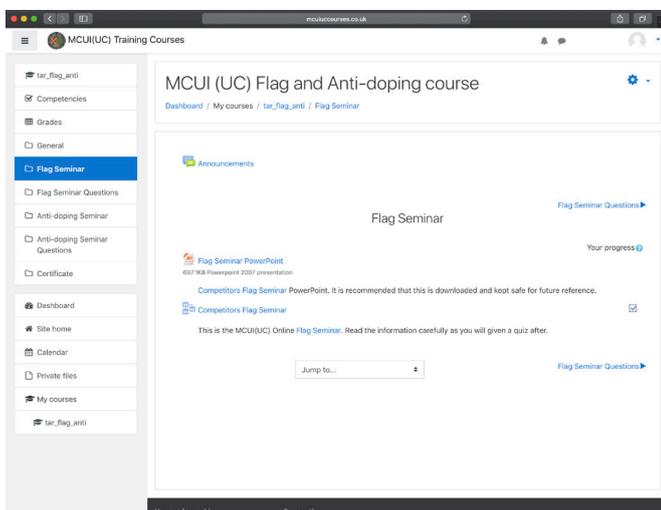




13. After you have completed the assessment you will be given simple feedback say if you have passed or failed the test. If you have failed the test you can retake the test by clicking the Re-attempt quiz button of you can click the link to go back to the seminar.

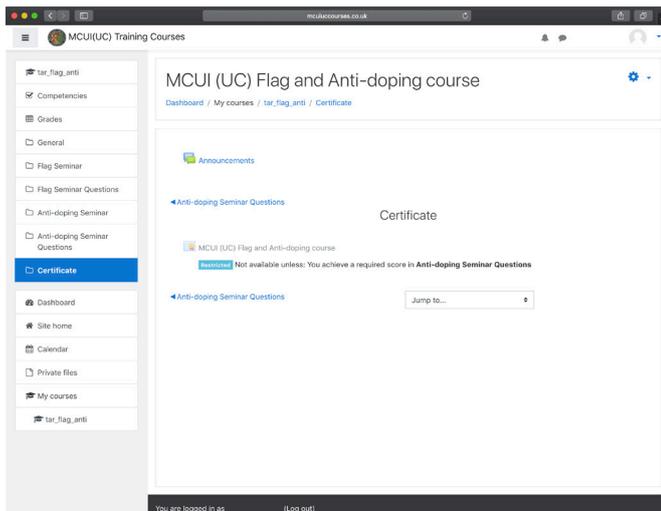


14. If you complete the test and achieve the required score of 100% then you will be given feedback to say you have passed and you can continue on to the next seminar.

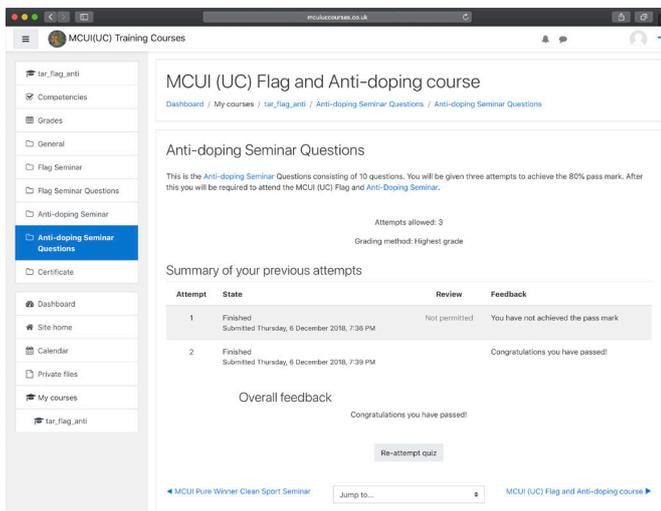


15. The Anti-doping seminar has the same layout as the flag seminar with a downloadable resource and an online seminar which you must read through before attempting the questions.

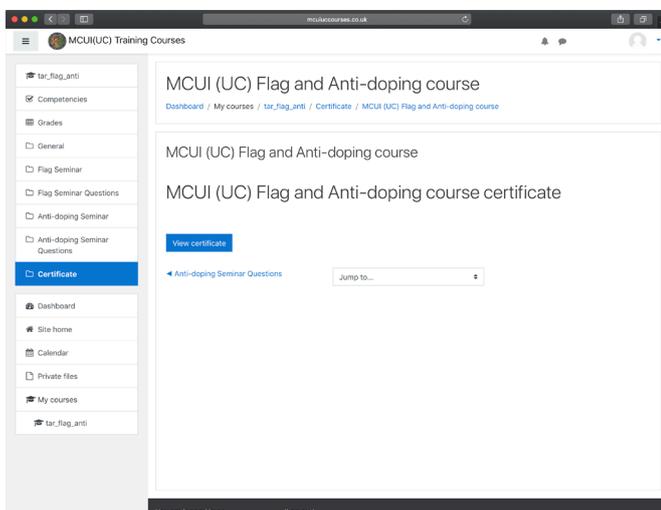




16. Note that the certificate cannot be accessed unless both Assessments have been completed at the required score of 100% for Flags and 80% for Anti Doping.

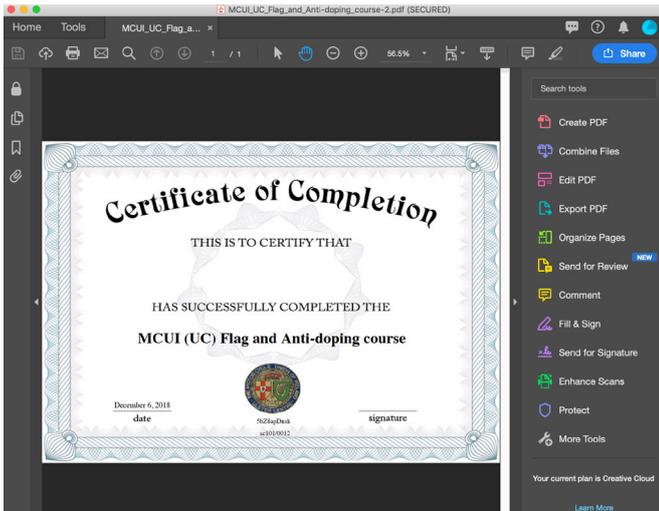


17. Again after each attempt you will be given feedback on your assessment attempt and once you have achieved the required mark the certificate will become available.

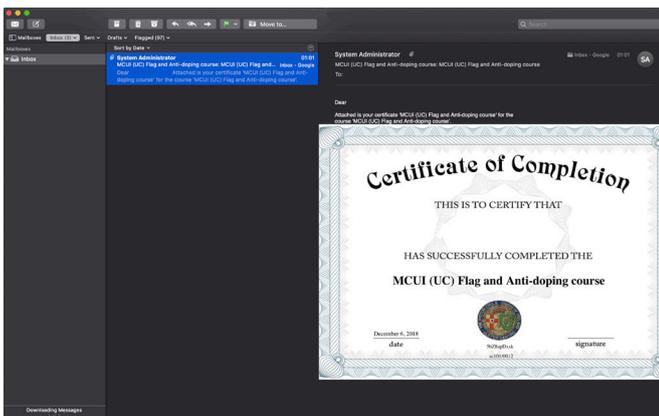


18. Once you click “View Certificate” an email will be automatically sent to yourself and the license registrar as well as automatically downloading the certificate to your computer.





19. When the certificate is downloaded it will open as a PDF as show. Your name will be in the middle and licence number at the bottom. You are required to sign the certificate and if you are under the age of 18 you will need your parent of guardian to co-sign it.



20. Finally this is an example of the email will look like that you receive with the certificate attached.