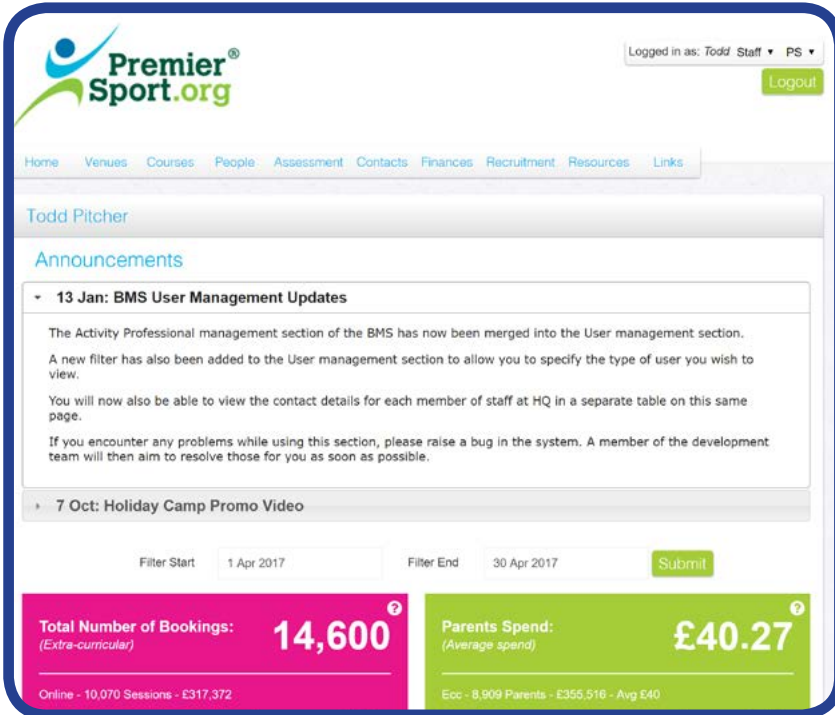


Adding Training & Qualifications documents to the BMS - A Step-by-step guide...



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Home Venues Courses People Assessment Contacts Finances Recruitment Resources Links

Todd Pitcher

Announcements

- 13 Jan: BMS User Management Updates
- 7 Oct: Holiday Camp Promo Video

Filter Start: 1 Apr 2017 Filter End: 30 Apr 2017 [Submit](#)

Total Number of Bookings: (Extra-curricular)	14,600	Parents Spend: (Average spend)	£40.27
Online - 10,070 Sessions - £317,372		Ecc - 8,909 Parents - £355,516 - Avg £40	

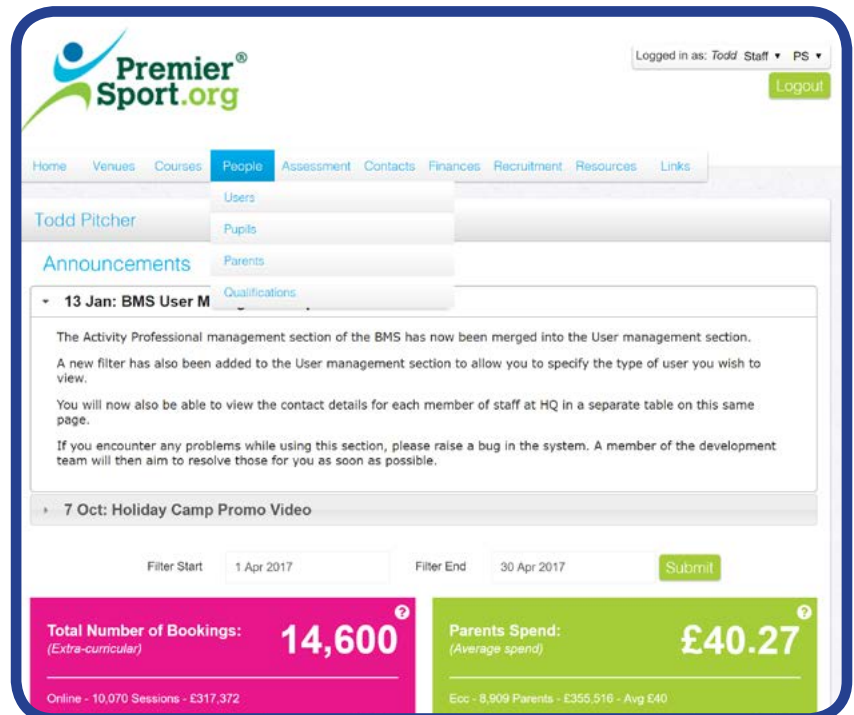
1

Navigate to the BMS

<https://admin.premiersport.org/>

2

Navigate to the
“People” tab and
select “Users”



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Home Venues Courses **People** Assessment Contacts Finances Recruitment Resources Links

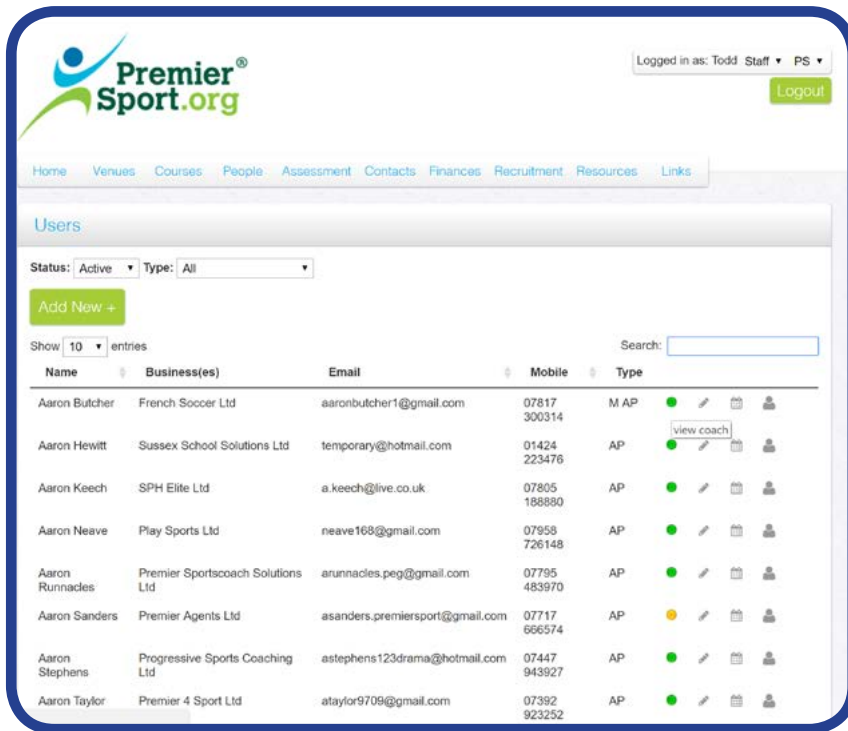
Todd Pitcher

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Users

Status: Active Type: All

[Add New +](#)

Show 10 entries Search:

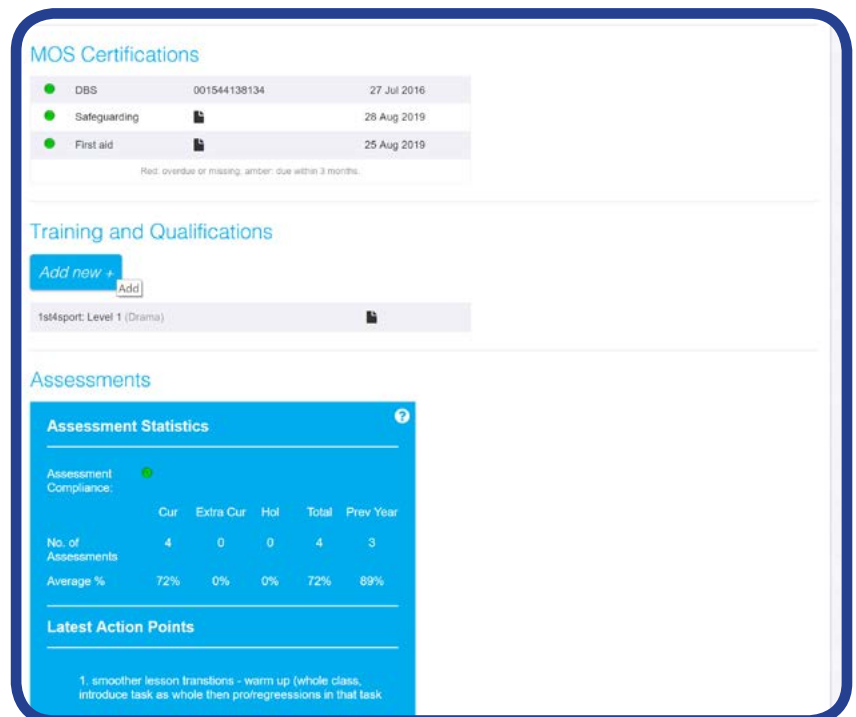
Name	Business(es)	Email	Mobile	Type	
Aaron Butcher	French Soccer Ltd	aaronbutcher1@gmail.com	07817 300314	M AP	● view coach
Aaron Hewitt	Sussex School Solutions Ltd	temporary@hotmail.com	01424 223476	AP	● view coach
Aaron Keech	SPH Elite Ltd	a.keech@live.co.uk	07805 188880	AP	● view coach
Aaron Neave	Play Sports Ltd	neave168@gmail.com	07958 726148	AP	● view coach
Aaron Runnacles	Premier Sportscoach Solutions Ltd	arunnacles.peg@gmail.com	07795 483970	AP	● view coach
Aaron Sanders	Premier Agents Ltd	asanders.premiersport@gmail.com	07717 666574	AP	● view coach
Aaron Stephens	Progressive Sports Coaching Ltd	astephens123drama@hotmail.com	07447 943927	AP	● view coach
Aaron Taylor	Premier 4 Sport Ltd	ataylor9709@gmail.com	07392 923252	AP	● view coach

3



Click the green circle button next to the AP's details

4

Scroll down and click "Add New"




MOS Certifications

- DBS 001544138134 27 Jul 2016
- Safeguarding  28 Aug 2019
- First aid  25 Aug 2019

Red: overdue or missing; amber: due within 3 months.

Training and Qualifications

[Add new +](#) [Add](#)

1st4sport: Level 1 (Drama) 

Assessments

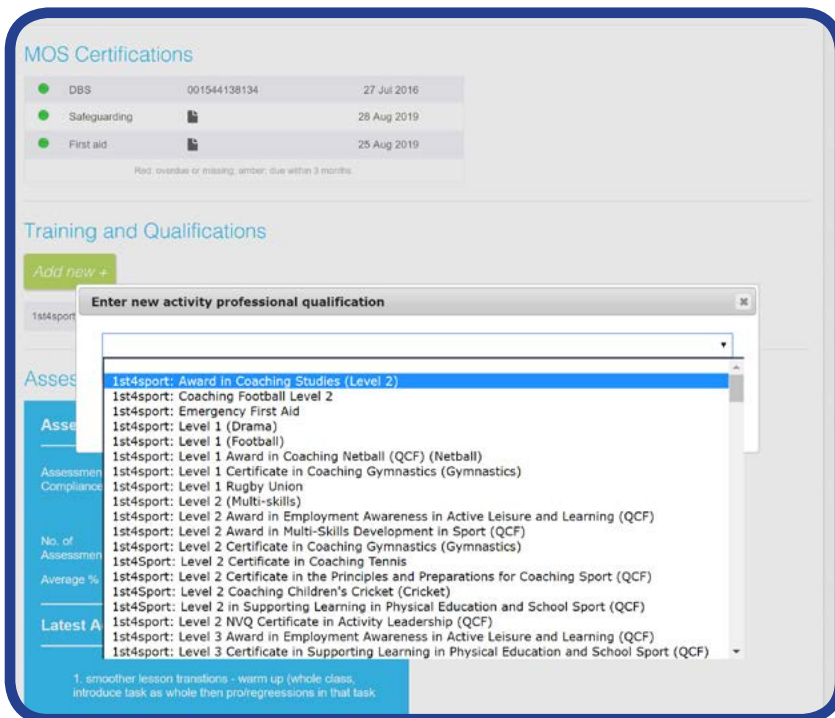
Assessment Statistics

Assessment Compliance: ●

	Cur	Extra Cur	Hol	Total	Prev Year
No. of Assessments	4	0	0	4	3
Average %	72%	0%	0%	72%	89%

Latest Action Points

1. smoother lesson transitions - warm up (whole class, introduce task as whole then progressions in that task

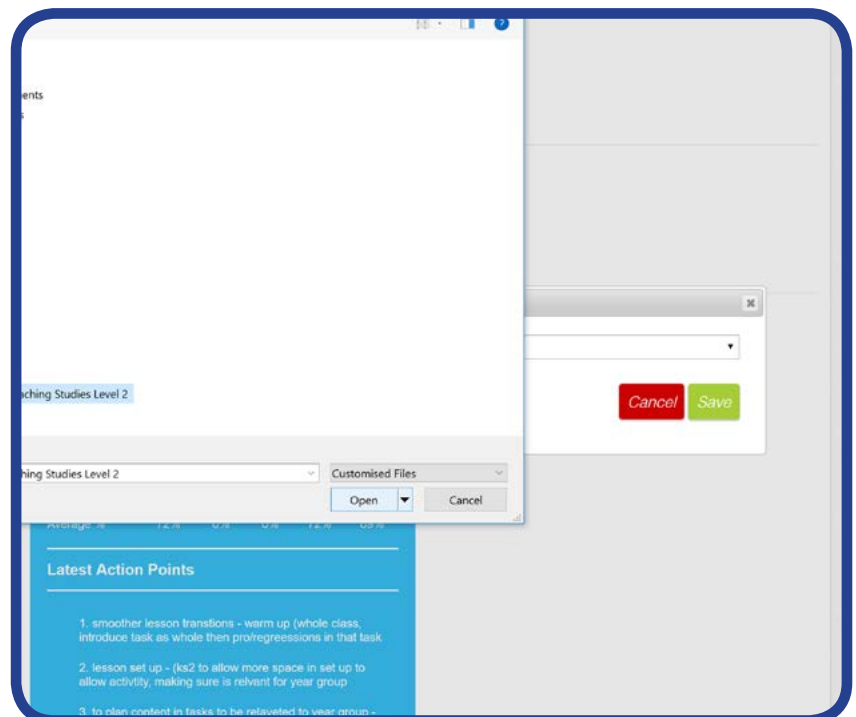


5


Select the relevant qualification from the drop down

6

Select the file you want to add and open, then save





MOS Certifications

●	DBS	001544138134	27 Jul 2016
●	Safeguarding		28 Aug 2019
●	First aid		25 Aug 2019

Red: overdue or missing; amber: due within 3 months.

Training and Qualifications

Add new +

1st4sport: Award in Coaching Studies (Level 2)	
1st4sport: Level 1 (Drama)	

7 And there it is! Your file is now successfully uploaded under the Training & Qualifications section!

