

How to Request an Endorsement

Endorsements can be requested via two methods: when purchasing a licence or via the member profile.

The following steps will outline how to request endorsements when **purchasing a licence.**

Login to RiderNet > Profile > Licences > Add Licence

Through the application process, members will reach the Endorsements page which asks them IF they require an endorsement. (Note: Most endorsements are required to Junior Riders, however, some are also required for Seniors – see Licence Conditions and Endorsements document).

Click 'Add endorsement'



Complete the field information:

- 1. Coach Name
- 2. Course Permit number
- 3. Course Date,
- 4. Upload files (individual files MUST NOT exceed 5MB).

Save and Continue

Endorsements are reviewed by your SCB who will notify you if declined, explaining why and what additional information is required.

Endorsement Type Please select... Status Attachment Coach First Name Coach Last Name Course Permit Number Course Completion Date Requested Declined "Other"

Ride. Race. Enjoy.

ABN 83 057 830 083

Office 38 1 International Drive West Meadows Victoria 3043 Australia

P.O. Box 2162 Gladstone Park Victoria 3043

Tel: (03) 9684 0500 E: mail@ma.org.au www.ma.org.au

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Licences – Endorsements

Note: Endorsements can only be applied for once a Kickstart has been completed (upload pages 24-28) or you have completed a Competency Record from the Junior Coaching Logbook.

If you do not require an Endorsement, continue through to the next step

To apply for an Endorsement, follow the below steps:

Select 'add Endorsement.'



Select Endorsement Type from the dropdown options.

The endorsements will only show those that the rider is eligible to select, based on their age.

Endorsement Type Please select... Status Attachment Coach First Name Coach Last Name Course Permit Number Course Completion Date Requested Declined "Other"

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Complete the field information – Coach Name & Coach ID, Course Permit number, Course Date, Upload files (individual files MUST NOT exceed 5MB). Save and Continue

Endorsements are review by your SCB who will notify you if declined, explaining why and what additional information is required.



Alternatively, Endorsements can be requested from the **Member Profile** page.



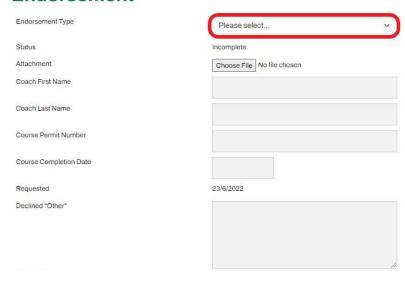
From here, the same steps are taken as previously. Click 'Add endorsement'



Complete the field information – Coach Name, Course Permit number, Course Date, Upload files (individual files MUST NOT exceed 3MB). Save and Continue

Endorsements are reviewed by your SCB who will notify you if declined, explaining why and what additional information is required.

Endorsement



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Note: After 5 business days there should be an update on your endorsement application. There are various reasons why your SCB may not have approved your endorsement. The notes can be found here;



The notes should outline why the endorsement has been declined; if you require your endorsement to be re-reviewed, please contact your SCB



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