

E-Learning Management System Guide

How to make a booking using LearnUpon

For a step-by-step guide to booking on any course, webinar or workshop and to access the LMS platform please follow the information below:

Step 1.

- Go to the Gymnastics Ireland website https://www.gymnasticsireland.com/
- Select the shop button at the top of your screen <u>https://www.gymnasticsireland.com/shop</u>
- Select the E-learning icon below









Step 2.

- Once you select the E-learning icon you will land on the Gymnastics Ireland -LearnUpon LMS platform - <u>https://gymnasticsireland.learnupon.com/store</u>
- Having landed on the LearnUpon store front, there will be a list of current education programms available for booking and purchasing
- To search for a specific programme from the list advertised, type in the search function if needed



Step 3.

- Click on the programme title to find further details on the description and content
- If you already know the specific description or content and would like to proceed directly to purchasing the programme, then select the Add button





Step 4.

- Once you click on the title of a programme 3 options will appear that include **Description, Content, Terms and Conditions**.
- Select the **Description** section for specific details, prerequisites, dates, duration and cost
- If you prefer to directly purchase the programme, select the Add to Cart

				🛓 Sign In 🗮 Shopping Cart
Des	cription	Content	Terms & Conditions	
Content	17 modules			
Difficulty	Basic		the to	
Course Length	14 hours		N W	
Instructor	Garrett Buckley		R Col	
Released	17 May 2021			
Price	Free to Cart	and the second second	C.S.	
		Description		
		Course Description		
		This course introduces the coach to eac with a Sport Ireland Coaching approved interested individuals to coach at particij introduction to basic coaching theory an gymnastic disciplines.	h of the various disciplines and provides coac coaching qualification. The course is ideal for pation based levels as it provides a perfect Id the fundamental practical skills of all the	hes 🖉
		For further details on the course syllabus	s please click here	Privaty - Tareta

Step 5.

- Select the **Content** section for a list of specific content that will be delivered
- If you prefer to directly purchase the programme, select the Add to Cart

GYMNASTICS X	Descri	ption	Content Terms & Conditions	Sign In Tr Shopping Cart
	Difficulty	17 modules Basic	1. GymSTART Level 1 Coaching Course Start Date 21/05/2021 @ 01:00 PM - 02:00 PM · Webinar · Availability 16 seats	
	Course Length	14 hours	2. Video 1 - Introduction to GymSTART Level 1 Coaching Module	
	Instructor	Garrett Buckley	W 3 Arcinment 1 - Why do you want to be a rumpartice ceach?	
anti	Released	17 May 2021	Assignment	
	Price	Free	4. Assignment 2 - Identify what coaching activities you will deliver. Assignment	
	Add to	Cart	5. Video 2 - Oymnast-Centred Coaching Module	
			2 6. Gymnast-Centred Coaching - Knowledge Check Exam	
			7. Assignment 3 - Why children drop out of gymnastics? Assignment	
			8. Assignment 4 - How can you and your club established a gymnast - centred approach? Assignment	Received and the second
			3	Sport Starts Hen
				www.gymnasticsireland.co



Step 6.

- Selecting the Terms and Conditions section will outline the specific terms and • conditions you must agree to before purchasing any programme
- If you prefer to directly purchase the programme, select the Add to Cart
- When completing any purchase you must agree to the terms and conditions



Step 7.

- Once you decide on the programme to purchase, select the Add button
- The programme you selected will then show up in your Shopping Cart.
- Select the Proceed to Cart button





Step 8.

- You will then be asked to Create an account.
- To create an account, enter an email address and password and select Sign up
- Please note that if you have already previously created an account, you can **login** at this point by entering your email address and saved password, followed by selecting **Sign in**

GYMINASTICS Y	1. Shopping Cart 2. Checkout 3. Confit Login Email Password Forget your password? Sign in	rmation OR	Image: Second system Image: Second system Image: Second	In account s@gmail.com Confirmation	Continue Shop	xing ▲ Sign In
	Your shopping cart					
	OymSTART Level 1 Coaching Course - Copy		€200.00	Subtotal:	€200.00	
				Total:	€200.00	
				Next St	ep: Checkout	
				If you want to car	ncel this order click here	Privacy - Tarma

Step 9.

- You will then be asked to accept the terms and conditions before proceeding
- A message will then appear indicating that an email has been sent to your email account
- Select **Ok** and then open up your email inbox

r but du not receive an email within a few minutes, please check your span folde. The control of the please check your span folde. The control o		An email has been sent to joeblog@gmail.com Please follow the link in this email in order to	confirm your account.	
GymSTART Level 1 Coaching Course - Copy Gymstart cireland Return to Sport (RTS) Plan - COVID-19 Protocols for Coach Education Courses Plass note the following protocols will be in place for candidates of bolicw once a place is tookied on the course: Course candidates will be requested to attend a short Couri-19 adficaree nguidance form. This form will be completed on the mornings befor. Blaud Maxe Consert Price 17 modules Price	CVERAL	If you do not receive an email within a few m	inutes, please check your spam folder.	
Contact 17 modules: £209.05		CymsTART Li Gymnastics rieli protocols will be cand dates wil c	vel 1 Coaching Course - Copy nd Return to Sport (RTS) Plan - COVID-19 Protocols for Coach Education Courses Plea in place for candidates to follow once a place is booked on the course. Course cando wid-19 induction theming, wia Zoom webma rain this will like place port to the practic omplete a Covid-19 self-screen guidance form. This form will be completed on the mo	ise note the following ones will be requested to a lays Source mings befor: Bread Mawe
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Step 10.

- You will receive an email in your inbox titled **Gymnastics Ireland Confirmation Instructions** (check your junk mail if it is not in your inbox)
- You must confirm your account through the link in this email



Step 11.

- To confirm your account, you must fill in the Basic Info section followed by the Custom User Data
- Make sure to select the **Save button (in green)** at the bottom of your screen when this information completed
- The information you provide must be completed correctly in order to confirm your account
- Any false information entered into these two sections will result in your account being blocked and permanently deleted

		Basic Info		
Vou need) Info to complete your profile before going any fu	First Name: * First Name	Last Name:*	
		Custom User Data		
		Role: * Choose		-
		Date of Birth: * Date of Birth		• m
		Home Address: * Home Address		
		E-mail Address: * E-mail Address		
		Telephone Number: * Telephone Number		
		Membership Number: * Membership Number		
		Safeguarding Certificate Number: * Safeguarding Certificate Number		
		Garda Vetting Number: * Garda Vetting Number		
				Save

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Email Confirmation

- Once you complete and save your **Basic Info** and **Custom User Data** you will then receive an email in your inbox titled **Gymnastics Ireland Account Confirmed** (check your junk mail if it is not in your inbox)
- Accessing this link will allow you to login to your account at any time

Welcome joeblogs@gmail.com
You have successfully confirmed your account.
If you need to login to your account at any time you can do so by accessing the link below.
http://gymnasticsireland.learnupon.com/users/sign_in
Regards, Gymnastics Ireland.
You might also consider adding <u>notifications@learnupon.com</u> to your safe-senders/contacts list so as to prevent our em going to your spam folder.

Step 12.

- After completing Step 11. you will then automatically proceed to the Shopping Cart page
- At this point you have two options
- Option 1 if you are only purchasing one item you can then select **NEXT Step:** Checkout
- Option 2 if you are purchasing for someone else or require bulk purchasing you select **Click Here** in the **Bulk Purchase** section

,	6 GymSTART Level 1 Coaching Course - Copy	C200.00	Subtral	+20000
			Total:	€200.00
			Next Step	: Checkout
			Pypu want to cance	alton whent
			Bulk P	urchase omeone else or require bulk
			putchasin	Click Here



Bulk Purchase

- This option allows buyers to buy a specific programme in volume. For example, a club manager can order places on a course for a number of coaches in their club
- Upon payment the buyer receives a link, and login codes for each place on a course, to share with their learners.
- In the **Bulk Purchase** dialog:
 - enter the Number of users
 - state if that number includes the buyer, Yes or No
 - state if the buyer is providing learner names and email addresses or not: if **Yes**, the dialog changes to let the buyer enter names and email addresses
- Select **Next Step: Checkout** to continue the buying process to **Next Step: Payment**. You can also add a Coupon Code if applicable at that point (see information above)

GYMINASTICS	1. Shopping Carr Bulk Purchase	t 2. Checkout 3.	Confirmation		ue Shopping 👔 Dashboard	🛓 Garrett 🔻
	Number of users 3	No Vourself	Do you have their names and email addresses? Yes	Subtotal: Total:	€600.00 €600.00	
	If you do not have info fro them after the confirmation	m all users you are purchasing fo m order.	x, just leave their fields empty and you will get codes for	Next Step: Checkout Selected location: Ireland		
	User 1 First Name	User 1 Last Name	User 1 Email	in you want to cancer this order cito	chese	
	User 2 First Name	User 2 Last Name	User 2 Email			
	User 3 First Name	User 3 Last Name	User 3 Email			

Step 13.

- After completing either option in Step 12. you will then proceed to NEXT Step: Payment
- At this point you will be given the option to select and insert a **Coupon Code**
- Please note that some programmes may be advertised with a **Coupon Code**. Applying this coupon code can provide specific discount towards the final payment
- If applicable insert the specific coupon code followed by selecting the **Apply** button. This will add the discount before the final payment is made

GYMNASTICS IREAND	1. Shopping Cart 2. Checkout 3. Confirmation	Continue Shopping @ Dashboard	na 🕶
	Payment		
	You will be forwarded to PayPal where you can pay by Credit/Debit card or through your	Subtotal: €200.00	
	PayPara account.	Total: €200.00	
////	Coupon Code	Next Step: Payment	
\\\\\ /	Apply	Selected location: Ireland	
\\\\\\		If you want to cancel this order click here	
\\\\\\\///////////////////////////////			
		Chart C	taute Llow
	8	C More Sport	nouns there
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Step 14.

- After Step 13. when you selected Next Step: Payment you will then land on to the payment gateway
- At this point you can log into your **PayIPal** account or **Pay With Debit or Credit Card** by filling in your details in order to to **complete** and **confirm** the payment

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- When your payment is confirmed, you will then receive two emails in your inbox
- One titled Your Purchase with Gymnastics Ireland this email confirms your purchase
- The second email titled You have Been Enrolled this email confirms your enrolment
- (Check your junk mail if both emails do appear not in your inbox)

		Thank you for your purchase. Purchase Summary (#464201242)					
		Title	Expiration date	List Price	Discount Applied	Amount Paid	
		GymSTART Level 1 Coaching Course - Copy	-	€200.00	€200.00 @ 100.0%	€0.00	
					Total Price	€0.00	
		You can login and launch your courses at any time, by accessing the	url below.				
		https://gymnasticsireland.learnupon.com/users/sign_in					
111	h	Regards, Gymnastics Ireland					
/////	$\ $	Hello Paul,					
		You have been enrolled in the following course GymSTART Level 1 Co	aching Course - Copy. To	take this course	please log on to		
	$\ $	https://gymnasticsireland.learnupon.com/users/sign_in					
		Regards, Gymnastics Ireland					
		Please do not reply to this message. Mail sent to this address cannot	t be answered.				t Starts Here.
						www	.gymnasticsireland.com



Step 15.

- Once you login to access your purchased programme you will land on your account Dashboard
- At this point you will see the number of programmes you have purchased and enrolled on – this will apply to any course, live or pre-recorded webinar and workshops you may have purchased
- Click the Start button to access the programme content
- If a programme you purchased consists of, any scheduled live webinars or zoom sessions with a tutor, you can also access the scheduled dates/times by clicking on My Live Sessions

		Q Search for enrolled courses		8 A	ОВ
🚳 Dashboard 🕶		-	My Courses My Live Sessions		
	Learn with Gym Welcome to the new Gymnastics Irel education initiative to support the de club managers allike Discover More	nnastics Ireland and learning platform. This is an exciting onli velopment of our member coachea, gymnast	ine ta, officials &	Cymnastics Ireland - Sport Starts Here :	
			• •		
Total Number of Cour	ses				٩
1 Envolled Course	O Completed Courses		GymSTART Level 1 Coaching Not Started - Enrolled on 14 Jun 2021 Ikhhlifiyik I 17 Modules	Course - Copy	▶ Start

Step 16.

- After you click the Start button you will land on the Content Page
- On the left side of the screen page, you will see the list of content made up of Modules
- Progress is tracked across each module (applies more specifically to courses)
- Depending on the programme you purchase, modules can consist of: specific links to a live webinar/zoom sessions, pre-recorded webinars/digital content and a series of assignments/exams to be completed as part of a course or workshop

INCLAND						Next Module >
Course Contents		GymSTART Level 1 Coaching Course				
=		Status Not Started	Starting Monday, June 21st 2021, @ 2:00 am	Ending Monday, June 21st 2021, @ 3:00 am	Instructor Garrett Buckley	
	ing Course -	Type Single-day Session	Join Webinar Click here to join your webinar * If an email address is requested when you joi address, garrettpbuckley@gmail.com	n your webinar, please login with your profile email		
My Progress	0%	Notes -				
Course Description		ILT Session Description GymSTART Level 1 Induction	n Zoom Session			
🕀 1. GymSTART Level 1 Coaching	Course	-,				
 Video 1 - Introduction to GymS Coaching 	START Level 1					
3. Assignment 1 - Why do you wa gymnastics coach?	ant to be a					
4. Assignment 2 - Identify what o you will deliver.	coaching activities					
5. Video 2 - Gymnast-Centred Co	aching					
6. Knowledge Check - Gymnast -	Centred Coaching					
🏴 7. Assignment 3 - Why children d	Irop out of					



Step 17.

- If at any stage, you have a question or need help in relation to your account or the programme purchased, you can send a **Message to your Instructor (tutor)**
- Click on the **message image**, fill in the **Subject** and **Message** and then click **Send** button
- You will receive a message in response from your instructor (tutor) by email and through a message on your dashboard which will be located by clicking on the envelope in the top right side of your screen

GYMNASTICS X	Q Search for enrolled courses		🖂 ОВ
← Prev Module			Next Module 🗲
Course Contents	Assignment	Status	
	Assignment 4 - How can you and your club established a gymnast - centred approach?	In Progress	
Bubject Title Message Type in your question	1. Instructions List 4 examples of how you are going to use a gymnast-centered approach when coaching children in your club. Please click on "Your Response/Notes" to answer.		
⊿ Send			

Step 18.

- When you are logged into your account and want to purchase another programme you can click on your **Dashboard** button
- Follow this by clicking on the **Store** button. This will take you directly to the **Store Page** where you can select and purchase further programmes





Step 19.

- If you click on your initials in the top right side of your dashboard you will given the option to **View My Profile**
- This will open up your profile page
- You can add a picture to your profile, change your password or update any of your basic info or custom user data
- Remember to click save after you make any changes

GY₩	INASTICS X	Q Search for courses	■ ≗ 👑 🛛 🖂 🕫 🏛				
2 Dashboard •							
	My Summary	Basic Info					
	GB	First Name: Garrett	Last Name: Buckley				
		Email: garrett@gymnasticsireland.com	Membership type: Member				
	Garrett Buckley © Timezone Select your Timezone						
	Change Password	Custom User Data					
	@ Review Terms	Club Name: * Test	Membership Number: * Test				
		Role: * Coach 🕑	Date of Birth: * 18/06/2021				
	About	Home Address: * Test	E-mail Address * Test				
	information, change your password and more!	Telephone Number: * Test	Garda Vetting Number: * Test				
		Safeguarding Certificate Number: * Test					



