

Start and Discover Award Certification process



Personal
Performance
Awards



GO Paddling!

START DISCOVER EXPLORE

Your journey into paddling

- Start Award**
Your first time on the water, 'having a go'!
- Discover Award**
Developing your skills
- Explore Award**
Learning to make confident choices

The Paddle Awards are for those new to paddlesport. Enabling you to develop the skills to feel confident and safe on sheltered water in your chosen paddling craft.

Find out more: www.gopaddling.info

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Step 1:

Go to the
GoPaddling.info website.

Scroll down to the
bottom and click the
blue – ‘Provider
Resource Centre’ button.

The screenshot shows the GoPaddling.info website layout. At the top, a dark blue header contains the text "Services to Help You Paddle". Below this, a paragraph states: "Find paddling trails, look up paddling centres or clubs, search for disability paddling provision, or track down beginner and improver course providers. Choose from the options below." The main content area is divided into six columns, each with a title, a brief description, and a "Read More" button. The columns are: "Find local paddle-ability providers", "Find local paddling clubs", "Find local paddling centres", "Find course providers", "Find paddling trails", and "Paddling equipment hire". To the right of the main content, there is a "BLOGS BY TOPIC" section with a list of topics, a "KEEP IN TOUCH" section with a sign-up form, and a "BEGINNER AWARDS" section. At the bottom, a dark blue footer contains the text "© British Canoeing 2018" and a button labeled "Provider Resource Centre". A red circle highlights this button, and a red line points from the text "click the blue – ‘Provider Resource Centre’ button." to it.

Services to Help You Paddle

Find paddling trails, look up paddling centres or clubs, search for disability paddling provision, or track down beginner and improver course providers. Choose from the options below.

Find local paddle-ability providers
Paddle-Ability clubs and centres offer dedicated support for paddlers with a disability. This British Canoeing initiative seeks to focus on the ...
[Read More](#)

Find local paddling clubs
Paddling clubs can teach you new paddling skills, and are a great way of learning about new places to explore ...
[Read More](#)

Find local paddling centres
Paddling centres offer a range of exciting paddling experiences for beginners and refresher sessions. These can be anything from taster sessions ...
[Read More](#)

Find course providers
If you are looking for a fun way to learn to paddle then you need a Start, Discover, or Explore ...
[Read More](#)

Find paddling trails
Here at Go Paddling we have developed a range of Paddling Trails. These are easy-to-access kayaking trails, canoeing trails and ...
[Read More](#)

Paddling equipment hire
When you start out you may not be ready to dive straight in and buy the gear you need. Paddling ...
[Read More](#)

GOING IT ALONE?
You need a licence to paddle many British Canoeing waterways. The Water membership saves you money on a licence.
[Join Today](#)

BLOGS BY TOPIC
Choosing Paddling Gear | Family Paddling | New to Paddling | Paddling and Health | Paddling Look-Ups | Paddling Routes | Paddling with a Disability | SUP Yoga |

KEEP IN TOUCH
Paddling tips, offers and more delivered to your inbox.
Name*
First Name
Last Name
Email*
[Sign Me Up](#)
[Privacy Policy](#)

BEGINNER AWARDS
Earning Start and Discover awards is a fun way to start learning new paddling skills.
[FIND OUT MORE >>>](#)

© British Canoeing 2018 [Provider Resource Centre](#)

Step 2:

Scroll down and chose your Award you want to certificate

Course Provider Upload Centre

Welcome to the course provider upload section. When uploading attendees there are two options: spreadsheet or online form. If using your own spreadsheet for upload, ensure you use columns A, B and C. The column headings need to be **First Name**, **Last Name**, and **Email**. Supported formats are .xls, .xlsx, and .csv. Alternatively, [click here to download our template sheet](#) and copy and paste your attendees for upload. Once uploaded, attendees should appear pre-filled in the online form.

After submitting you will receive an email confirming attendees who have received certificate notifications. If you would also like to bulk print certificates please check the box next to "Email certificates for bulk printing". You will receive them as PDFs in a .zip attachment with your notification email. You can use the "Filename" box to choose a name for your file. This is optional.

Please note, after upload by spreadsheet please check ALL attendees are correct. If you are uploading Discover attendees you will be charged for each attendee uploaded. Simply hit the dustbin image at the end of each line to delete the attendee details.

Please select type of course



PROVIDER RESOURCES

If you are registered as a British Canoeing Go Paddling provider you can access a range of downloadable resources to help you promote your Go Paddling courses and events. If you're not, well... you can't. [Register for free here](#) to access resources. If you are already registered use the link below to log into the Resources Centre.

[GO TO RESOURCES >>>](#)

Step 3:

If you're signed up for the use of your logo select your centre or club, if not select England (General Provider)

Then add the details of the paddlers who have achieved the award or you can bulk upload a group.

Then press submit



Provider

Kingswood - Peak Venture

Your Email Address

XXX@bgajab.org

Completion Date

05-04-2019

Firstname

Fred

Surname

Smith

Email

fjkekje@nklank.org



Email certificates for bulk printing

☐

Upload Spreadsheet of Participants

Add another participant

Submit

Step 4:

The process is now complete.

Emails asking the paddlers/teachers/instructors to follow a link to get their personalised certificate. Which they can check their name and then download to print.

Bulk print is possible too.

Please note, after upload by spreadsheet please check ALL attendees are correct. If you are uploading Discover attendees you will be charged for each attendee uploaded. Simply hit the dustbin image at the end of each line to delete the attendee details.



All done. Emails have been sent to the following participants

Name	Email
Fred Smith	fjkekje@nklank.org

Step 5: bulk print

Open the .zip file in your email

Print off

START Award Confirmation
Go Paddling Awards <gopaddling@britishcanoeing.org.uk>

GP

Certificates.zip
378.9 KB

Download All

Preview All

Hello, and thank you for delivering Start courses. Emails have been sent to your course participants so they can access and edit their Awards. A list of these people are below.

If you have requested all award certificates for bulk email printing, a .zip file will be attached to this email. Simply open this file to extract the certificates for printing.

Participants who have received notifications

BRITISH CANOEING

Canoe Wales
Caiw Cymru

SCA

SCA
SCOUTS AND GUIDES
EDUCATION COUNCIL OF WALES

SCOUTS
SCOUTS
SEA SCOUTS

