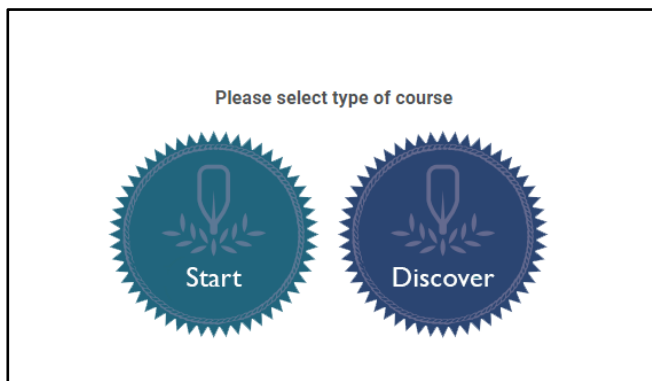


How to upload and pay for your Discover Awards

1. Go to <https://gopaddling.info/> and scroll to the bottom of the homepage.
2. Click on Provider Resource Centre
3. Click on the Discover emblem



4. Fill in the required details and click submit

The DISCOVER Award certification cost per attendee is currently **£6**. This is payable online through Paypal after upload. British Canoeing acts as an intermediary in the collection of payments on behalf of the Scottish Canoe Association, Canoe Wales and the Canoe Association of Northern Ireland. For our policy on retaining financial information please [visit our Privacy Centre here](#).

Provider

Your Email Address

Completion Date

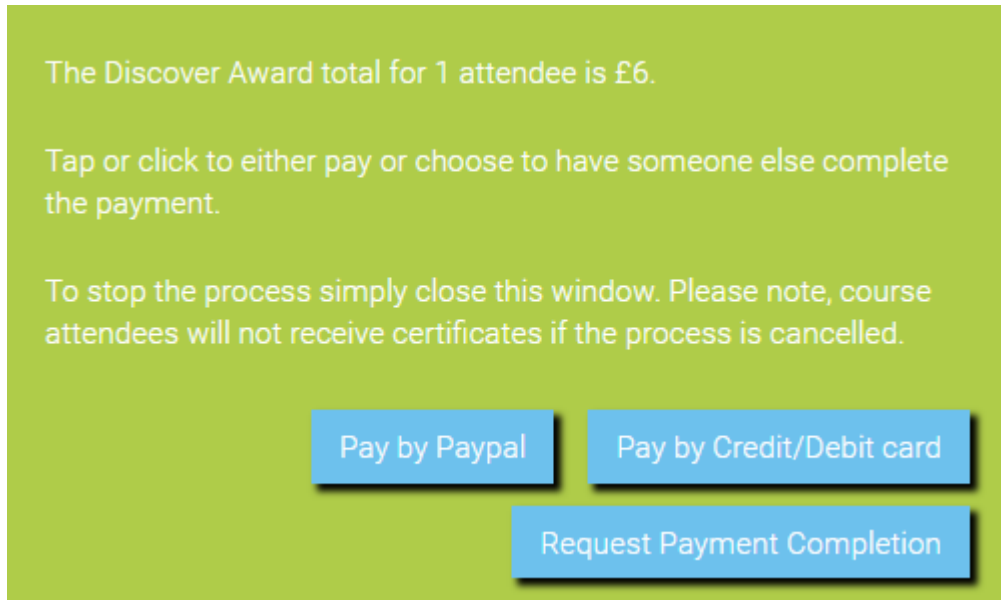
Firstname Surname Email

Email certificates for bulk printing

5. Choose whether you are paying for the certificates yourself or if you need someone else to pay
 - a. Request payment completion - choose this option if you need someone else (e.g. your club treasurer or centre finance department) to pay for the

certificate/s. They will then receive an email with a link for them to make a payment via Stripe.

- b. Choose the appropriate option if you are able to pay the full amount then click Pay by Credit/Debit card, or if you prefer you can choose PayPal.



6. When you reach the PayPal checkout page you have a range of options to pay.
 - a. If you have a PayPal account simply sign in and use your preferred/saved payment method.
 - b. If you don't have a PayPal account you can still pay as a guest, using a credit or debit card.
 - c. You can sign up for a PayPal account, link your club/centre's bank account and pay directly from the account. This removes the need for a credit/debit card. You can find out more about how to add a bank account [here](#).
7. Once you have paid for the awards the recipients will receive a notification email and the ability to download their certificate.