



How to Guide

- Register with Friendly Manager
- Access the umpire modules

To start, once you are on the new registration page.

If you are a parent umpire, player umpire, umpire/scorer association committee member and want to access the Umpire Online Modules, please register to Friendly Manager through the **yellow 'Volunteer registration'** tile.

If you are a registered club or representative umpire and want to access the Umpire Online Modules, please register to Friendly Manager through the **green 'Umpire and Scorer registration'** tile.

The screenshot shows the NZC registration page with the following options:

- Buller**: Coaching registration only
- Mid Canterbury**: Coaching registration only
- South Canterbury**: Coaching registration only
- West Coast**: Coaching registration only
- North Otago**: Coaching registration only
- Dunedin**: Coaching registration only
- Otago Country**: Coaching registration only
- Southland**: Coaching registration only
- Umpire and Scorer Registration** (circled in red): For Club or Representative Umpires and Scorers
- Volunteer registration** (circled in red): Volunteer registration only, if you are a coach sign up based on your MA/DA above
- Workforce registration**: Please select this option to register for workforce

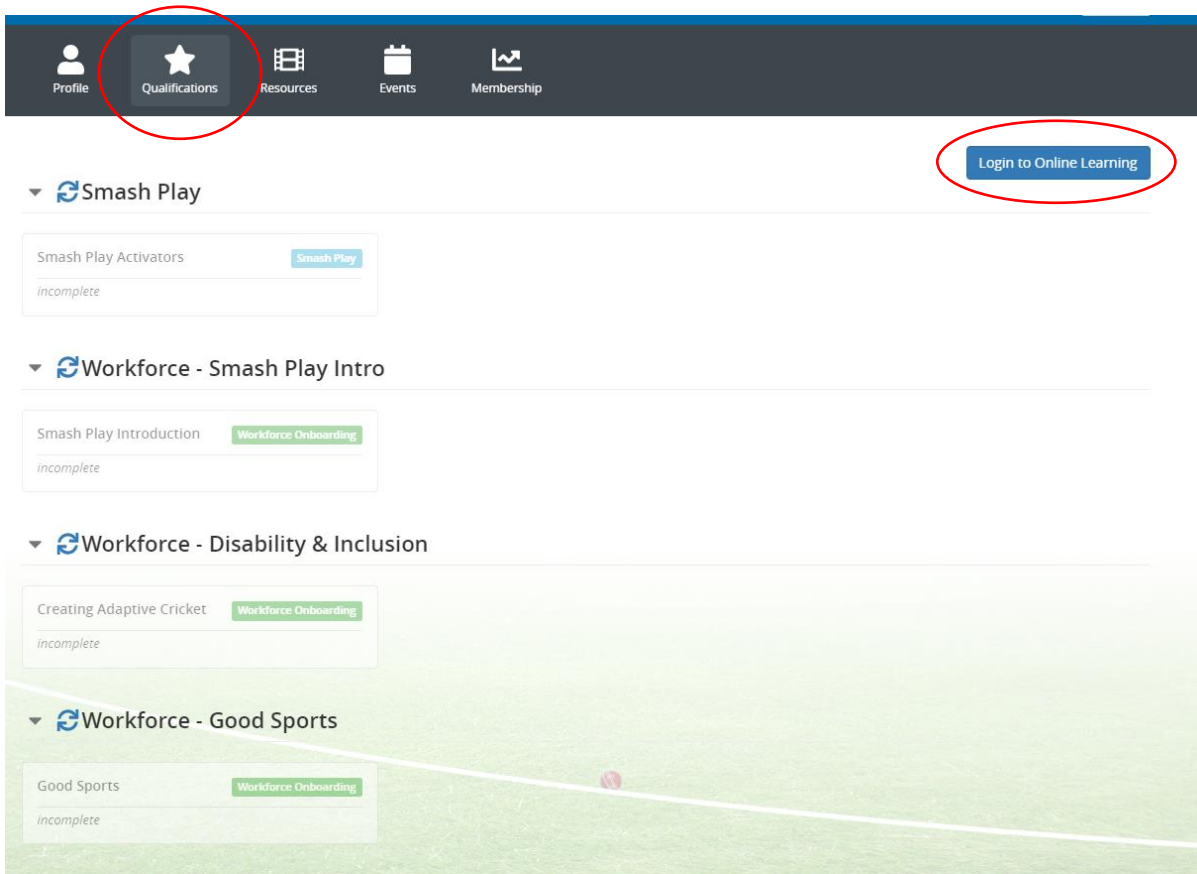
Fill out the required information in this next window.

If filling the form out via the Volunteer registration, make sure you select either parent umpire, player umpire or Ump/Scorer Assoc Committee Member within the 'Volunteer Role' option.

For the 'Choose MA/DA/Club/School' option please select the Major/District Association you fall within.

When in Friendly Manager, to view your online modules click the qualifications option at the top of the page. This will list the modules you have available to you. The workforce onboarding modules are highlighted in green.

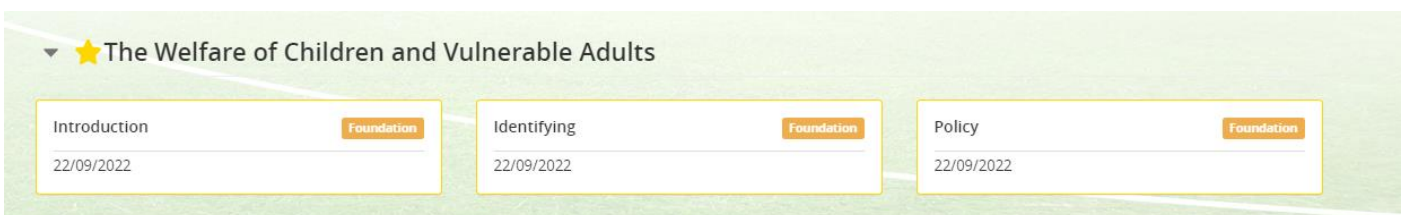
To access the module, click the 'Login to Online Learning' blue button on the top right, this will take you through to the Bracken learning platform.



The screenshot shows the top navigation bar with icons for Profile, Qualifications, Resources, Events, and Membership. The Qualifications icon is circled in red. To the right, a blue button labeled 'Login to Online Learning' is also circled in red. Below the navigation bar, a dropdown menu is open for 'Smash Play', showing several modules. The 'Smash Play Activators' module is incomplete and has a 'Smash Play' button. The 'Workforce - Smash Play Intro' module is incomplete and has a green 'Workforce Onboarding' button. The 'Workforce - Disability & Inclusion' module is incomplete and has a green 'Workforce Onboarding' button. The 'Workforce - Good Sports' module is incomplete and has a green 'Workforce Onboarding' button.

Once in Bracken, select the relating tab, and the available courses will appear.

Please note, when you first log in to Friendly Manager, the only online module that will be available to complete will be The Welfare of Children and Vulnerable Adults module.



The screenshot shows the 'The Welfare of Children and Vulnerable Adults' module in Bracken. The module is highlighted with a yellow star. It contains three sub-modules: 'Introduction', 'Identifying', and 'Policy'. Each sub-module is marked as 'Foundation' and has a date of '22/09/2022'.

Once this module is completed and has been processed within the system, other modules will become available. Likewise, when completing an umpire module, it will get processed within the system before updating on your Friendly Manager profile as complete.