

# How to Guide



- Register with Friendly Manager
- Access the workforce modules

To start, once you are on the [new registration page](#), select the 'Workforce registration' tile. You will need to scroll down to the bottom of the page to find the tile. Please do not select the 'Volunteer registration' tile as this will not give you the access you need for the workforce modules.



Find a place to play

<b>Buller</b> Coaching registration only	<b>Mid Canterbury</b> Coaching registration only
<b>South Canterbury</b> Coaching registration only	<b>West Coast</b> Coaching registration only
<b>North Otago</b> Coaching registration only	<b>Dunedin</b> Coaching registration only
<b>Otago Country</b> Coaching registration only	<b>Southland</b> Coaching registration only
<b>Umpire and Scorer Registration</b> For Club or Representative Umpires and Scorers	<b>Volunteer registration</b> Volunteer registration only, if you are a coach sign up based on your MADA above
<b>Workforce registration</b> Please select this option to register for workforce	



Fill out the required information in this next window.

The cricket involvement level is required as this will link the relevant workforce onboarding modules. If you are new to cricket, please select the Smash Play option. Information on Smash Play and Yeah! Girls can be found [here](#).

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

<b>Step 1</b> Workforce Personal Details	<b>Step 2</b> Terms & Conditions	<b>Step 3</b> Summary
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## Workforce Personal Details

**Personal details**

First Name	<input type="text" value="First Name"/>	Middle Name	<input type="text" value="Middle Name"/>
Last Name	<input type="text" value="Last Name"/>	Gender	<input type="text" value="Male"/>
Ethnicity	<input type="text" value="Choose..."/>	Medical Notes	<input type="text" value="Medical concerns only, leave blank if not applicable"/>

**Alternate Name (Are you known by any other names eg: Michael - Mike)**

Alternate First Name	<input type="text" value="Alternate First Name"/>	Alternate Middle Name	<input type="text" value="Alternate Middle Name"/>
Alternate Last Name	<input type="text" value="Alternate Last Name"/>		

**Contact Details**

Email	<input type="text" value="Email"/>	Phone	<input type="text" value="Phone"/>
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**Cricket Involvement**

Please select the level of cricket you will be involved in

### Place of Birth

Date Of Birth	<input type="text" value="dd/mm/yyyy"/>	Age: -	City/Town of Birth	<input type="text" value="City/Town of Birth"/>
Country of Birth	<input type="text" value="Choose..."/>		State of Birth (AUS)	<input type="text" value="Choose..."/>

### Address

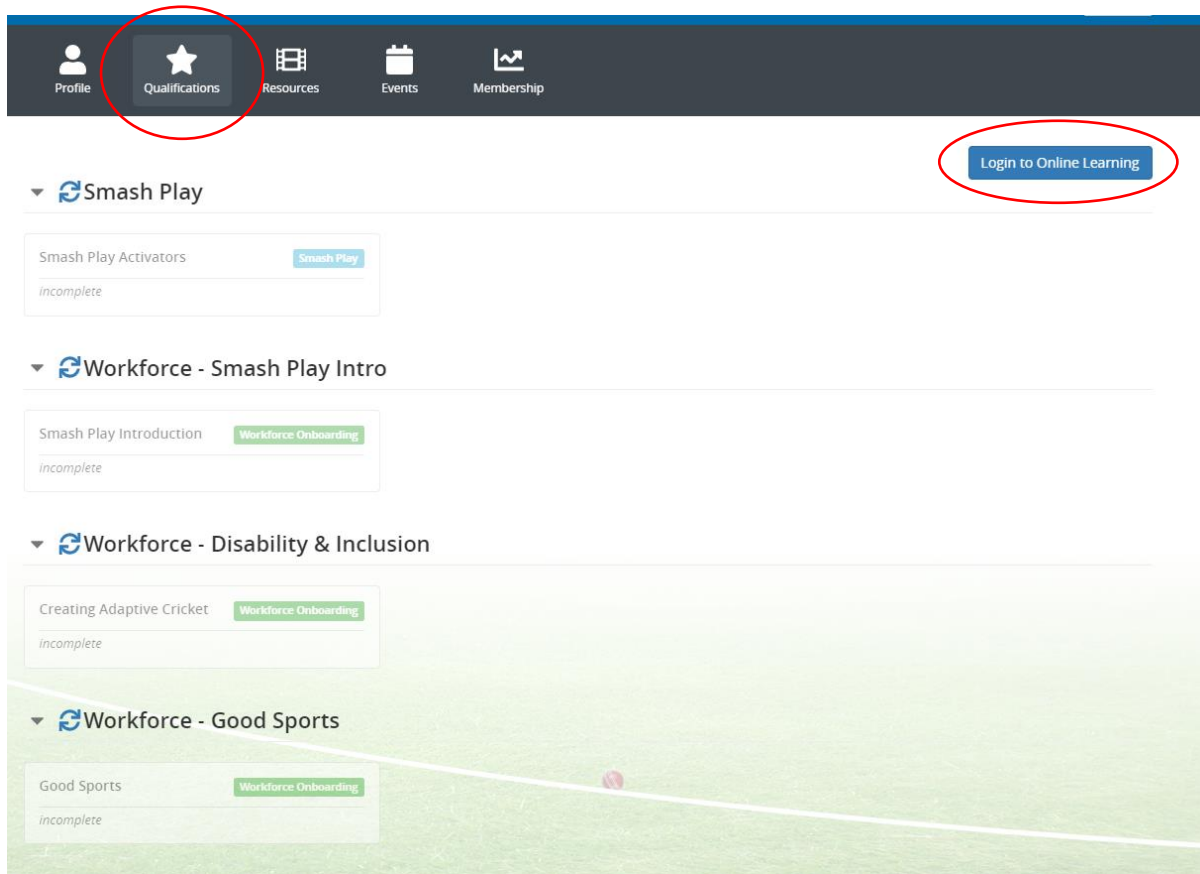
Street	<input type="text" value="Street"/>	Suburb	<input type="text" value="Suburb"/>
City	<input type="text" value="City"/>	Post Code	<input type="text" value="Post Code"/>

Choose MA/DA/Club/School

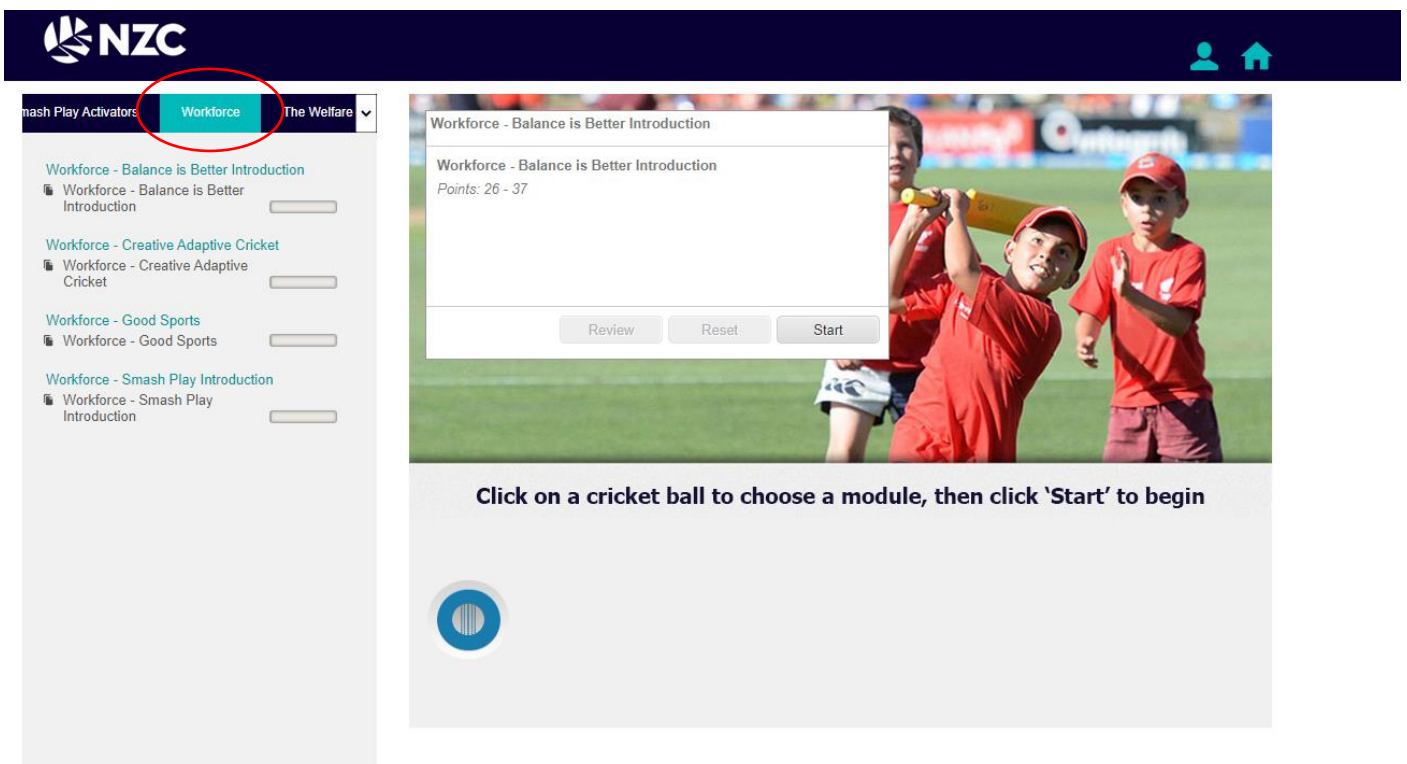
Proceed to Terms & Conditions

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.



Once in Bracken, select the workforce 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 Welfare of Children and Vulnerable Adults

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