

Getting Started with The Registry® of Fitness Professionals

Welcome to The Registry® of Fitness Professionals, a dynamic new resource for the Fitness industry that highlights and showcases those fitness professionals who have met provincial and national fitness standards within BC and beyond.

The Registry® of Fitness Professionals has four main functions, serving as:

- 1) an online, searchable database for fitness leaders, fitness facilities and the general public to use to find qualified fitness professionals by name or by specialty module, or from within specific geographic areas;
- 2) a marketing tool for registered fitness leaders, to create personalized profiles complete with photos and biographies to promote the services they offer and the credentials they hold;
- 3) an administrative and sales tool for Supervisors of Fitness Leaders (SFLs) and Trainers of Fitness Leaders (TFLs) to create and post course and workshop listings and attendance rosters; and
- 4) an administrative tool for both existing BCRPA fitness leaders, and those wanting to become BCRPA registered fitness leaders to purchase and take the Fitness Theory exam**, input/update CPR and First Aid credentials, track continuing education credits and process registrations/renewals.

***Once purchased, Fitness Theory exams is subject to proctor oversight – further information and instructions are provided to purchasers of the exam*

This 'Getting Started' reference sheet walks you through some basic functions to help you get started setting up your new account on The Registry®. (for complete instructions on The Registry® functionality, please see [The Registry® of Fitness Professionals – User Manual](#).)

Creating your account in The Registry®

The first time that a new, up-and-coming fitness professional connects to The Registry®, the first step will be to create an account. Click Create Account on the Home Page and you'll see the following:

The screenshot shows the 'User account' section of the website. At the top right, there are links for 'Fitness Professionals: Login | Create Account'. The main header features the logo 'The Registry OF FITNESS PROFESSIONALS' and the tagline 'The Source for Qualified Fitness Professionals'. Below the header, there is a navigation bar with 'Home' and 'User account'. The 'User account' section contains three buttons: 'Create new account', 'Log in', and 'Request new password'. Below these buttons is a form for 'E-mail: *' with a text input field. A note below the field states: 'Please enter a valid email address. All information regarding your account will be sent to this email address.' At the bottom of the form is a 'Create new account' button. The footer of the page indicates 'Copyright © 2013'.

First, type in your primary email address. Your email address becomes your permanent login ID; it will also be the one that The Registry® will use to direct various notification and reminder emails to you, as well as acting as the one “constant” piece of information that will identify you to The Registry®. So

make sure that if ever you change your email address you also contact the BCRPA to have your login ID changed to reflect your new email address. **The BCRPA has to change this on your behalf.**

After you click the “Create new account” button, you’ll see a message that says further instructions have been sent to your email address. You’ll then receive an email from The Registry that instructs you to click a link to set your Registry password. Click the link, input your chosen password twice, then click ‘save’.

You are then directed to your Profile screen. Enter your first name and last name. Should you ever change your name, please contact BCRPA administrators for instructions.

The Registry OF FITNESS PROFESSIONALS — The Source for Qualified Fitness Professionals

MAIN PAGE EDIT ACCOUNT ▼ MANAGE REGISTRATION EXAM HISTORY COURSES AND WORKSHOPS ▼

Edit Public Profile for

The changes have been saved.

Main Password **Profile** Exam history Course history Orders

Please enter in the information below that you would like to have appear on your public profile page. Mandatory fields are marked with a red star. *

Your profile is unpublished by default. Once you are happy with your information below, set your profile to Published.

Your profile will only be visible in the Registry search if your profile is set to published and all of your required accreditations are up to date.

Note: All information entered below will be visible to the public when you set your profile to Published.

First name: *

Last name: *

☐ Public profile

What Do I Need to Keep Registration and Profile Active

Next, fill in your personal contact information:

Last name: *

Public profile

Your public profile is not visible to members of the public while it is unlisted. If you select listed, your profile will be searchable in The Registry™ as long as all of your membership prerequisites are met.

☒ unlisted
☐ listed

▼ **Personal contact info (for administrative purposes only)**

This information will never be displayed on your public profile.

Home Phone: *

Mobile Phone:

Street Address: *

City: *

This is the city that the BCRPA has on file for you. We may use it to contact you, but we will not make it public.

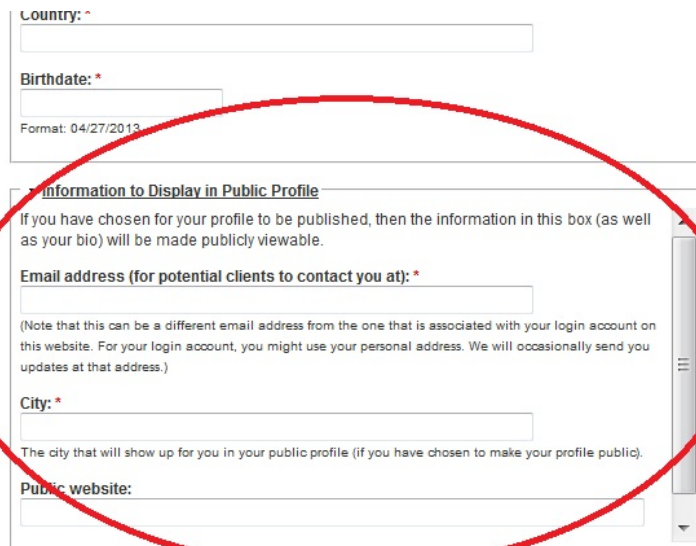
Region: *

Cariboo

The region that your city is in. This is also private. The BCRPA may use it, for instance to a mailouts to members of a certain region.

Please note: You may not choose to 'list' your public profile at this time. More information about your public profile will follow.

Continue to scroll down the Profile page to the Public Profile section. Please enter the email address you would want clients and the public to use to contact you, as well as the city where you work. These fields are mandatory, but will never be made public until you choose to make your profile public. Note that you can make them the same as in your personal contact information section, or different.



The screenshot shows a web form with several input fields. A red circle highlights the 'Information to Display in Public Profile' section. Above this section are fields for 'Country: *' and 'Birthdate: *' with a format of '04/27/2013'. The highlighted section includes a heading, a note about public visibility, and fields for 'Email address (for potential clients to contact you at): *', 'City: *', and 'Public website:'. The 'Email address' field has a note explaining it can be different from the login account's email. The 'City' field has a note explaining it will show up in the public profile if chosen.

Country: *

Birthdate: *

Format: 04/27/2013

Information to Display in Public Profile

If you have chosen for your profile to be published, then the information in this box (as well as your bio) will be made publicly viewable.

Email address (for potential clients to contact you at): *

(Note that this can be a different email address from the one that is associated with your login account on this website. For your login account, you might use your personal address. We will occasionally send you updates at that address.)

City: *

The city that will show up for you in your public profile (if you have chosen to make your profile public).

Public website:

The rest of the fields on this page are optional. You can fill them in or not; and you can upload photos or not. At the bottom of the page, remember to click 'save'.

When you get to this point, you have finished setting up your new account and are ready to start the process of becoming a registered fitness professional. You are now looking at your Main Page, which tells you all about your registration status. Every time you log in to The Registry®, you'll be directed to this page.

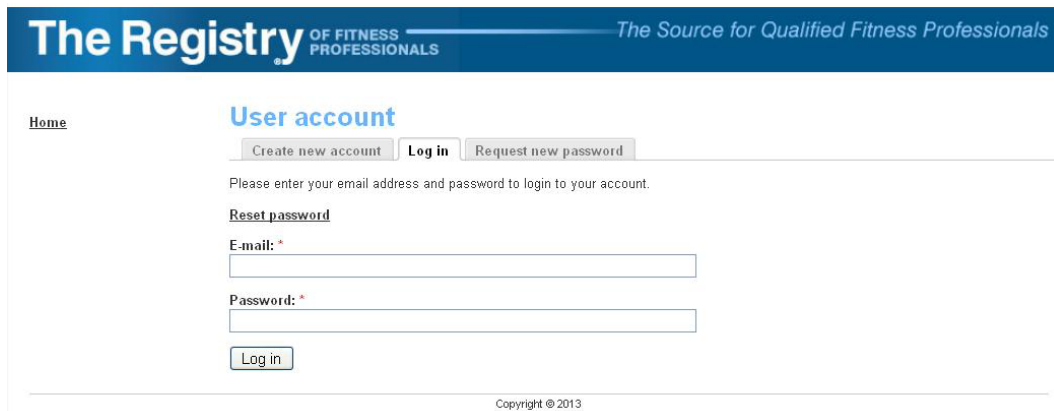
The screenshot shows the user profile page for 'The Registry OF FITNESS PROFESSIONALS'. The header includes the site name and tagline 'The Source for Qualified Fitness Professionals'. A navigation bar contains links: MAIN PAGE, EDIT ACCOUNT, MANAGE REGISTRATION, EXAM HISTORY, and COURSES AND WORKSHOPS. A yellow notification box states 'Profile, has been updated.' Below this are tabs for Main, Password, Profile, Exam history, Course history, and Orders. A message indicates the user is not currently a Fitness Program Fitness Leader and provides links to 'Become a member', 'Manage Membership', 'Update now' for First Aid, and 'Update now' for CPR. A section for 'Orders' includes a link to view order history. A public profile status is shown as 'Unlisted' with a link to 'Edit public profile'. The 'Leader ID' is 35090. A sidebar on the left lists 'LEADER FUNCTIONS' such as View Profile, Edit Profile, Main Page, Course History, Exam History, Order History, Registration History, and Change Password. A footer note says 'Copyright © 2013'.

Logging in to The Registry®

After you've followed the steps above, anytime you wish to log in to The Registry® go to www.thefitnessregistry.com and click the login link at the top right.

The screenshot shows the homepage of 'The Registry OF FITNESS PROFESSIONALS'. The header features the site name and tagline. A navigation bar at the top right includes 'Fitness Professionals: Login | Create Account', with 'Login' circled in red. The main banner image shows a person's feet in white sneakers on a treadmill, with the tagline 'The Source for Qualified Fitness Professionals'. A 'FIND FITNESS PROFESSIONALS' search box is on the right, with fields for Specialty (dropdown), City, First Name, and Last Name, and a 'Go' button. Below the banner are three columns: 'WHAT IS THE REGISTRY?' (describing the listing of professionals), 'HOW TO BECOME A FITNESS PROFESSIONAL' (describing the certification process), and 'JOIN THE REGISTRY' (providing contact information for BCRPA). A 'More Info' link is at the bottom of the second column. The footer note says 'Copyright © 2013'.

You're then taken to the login screen:



The Registry OF FITNESS PROFESSIONALS The Source for Qualified Fitness Professionals

[Home](#)

User account

[Create new account](#) [Log in](#) [Request new password](#)

Please enter your email address and password to login to your account.

[Reset password](#)

E-mail: *

Password: *

[Log in](#)

Copyright © 2013

Enter your email address and password, then click “Log in”. You will be taken directly to your Main Page.

So What's Next?

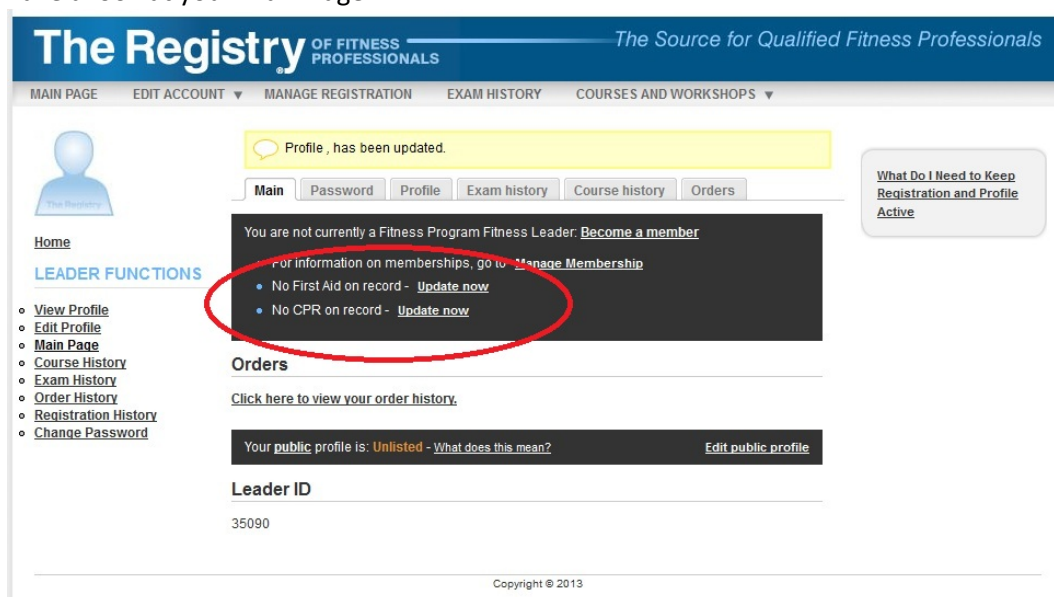
If you wish to become a registered fitness professional, you'll next need to do the following:

1. Input your current CPR and First Aid information; and
2. Purchase, and pass, the BCRPA Fitness Theory exam.

You can do these two things in either order; both need to be completed prior to purchasing your first fitness registration.

1) Input your current CPR and First Aid Information

Take a look at your Main Page:



The Registry OF FITNESS PROFESSIONALS The Source for Qualified Fitness Professionals

MAIN PAGE EDIT ACCOUNT MANAGE REGISTRATION EXAM HISTORY COURSES AND WORKSHOPS

[Home](#)

LEADER FUNCTIONS

- [View Profile](#)
- [Edit Profile](#)
- [Main Page](#)
- [Course History](#)
- [Exam History](#)
- [Order History](#)
- [Registration History](#)
- [Change Password](#)

Profile, has been updated.

[Main](#) [Password](#) [Profile](#) [Exam history](#) [Course history](#) [Orders](#)

You are not currently a Fitness Program Fitness Leader. [Become a member](#)

For information on memberships, go to [Manage Membership](#)

- No First Aid on record - [Update now](#)
- No CPR on record - [Update now](#)

Orders

[Click here to view your order history.](#)

Your public profile is: **Unlisted** - [What does this mean?](#) [Edit public profile](#)

Leader ID

35090

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If you wish to input only CPR information, click the 'Update now' link on the CPR line. If you want to input both CPR and First Aid simultaneously, click the 'Update now' link on the First Aid line.

Fill in the form that appears with your CPR and/or First Aid certificate details, and then click the 'save' button. When you then go back to your MAIN PAGE, you'll see that the First Aid and/or CPR information has been updated.

Here is a sample First Aid form that has been filled out. Remember to click 'save' when you get to this point.

The Registry OF FITNESS PROFESSIONALS — The Source for Qualified Fitness Professionals

MAIN PAGE EDIT ACCOUNT ▼ MANAGE REGISTRATION EXAM HISTORY COURSES AND WORKSHOPS ▼

[Home](#)

Update First Aid

First aid course type: *
CPR and First aid ▼

CPR type:
CPR-C ▼

Certifying organization:
Red Cross of Canada ▼

Course instructor name:
Jane Doe

Course dates

From date: *
February 11, 2013
Format: April 26, 2013

To date:
February 11, 2013
Format: April 26, 2013

Expiration date: *
February 16, 2013
Format: April 26, 2013

☒ I have read [BCRPA's terms and conditions](#) and verify the above information is correct.

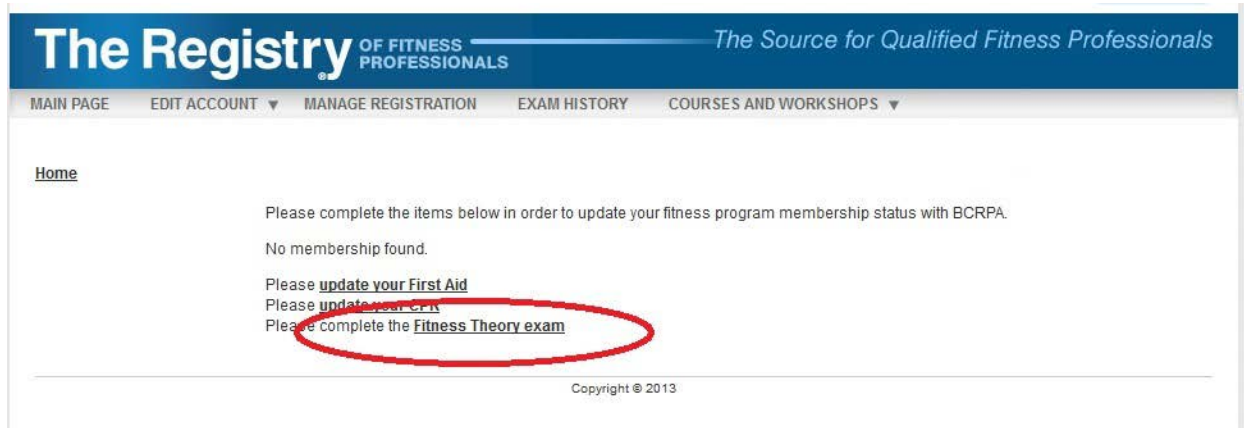
Copyright © 2013

Please note that The Registry® will select First Aid and CPR submissions at random to be audited. If you are selected to have your submission audited, you will receive instructions on-screen and by email. Those instructions will guide you to send a copy of your CPR and/or First Aid certificate(s) to the BCRPA for verification.

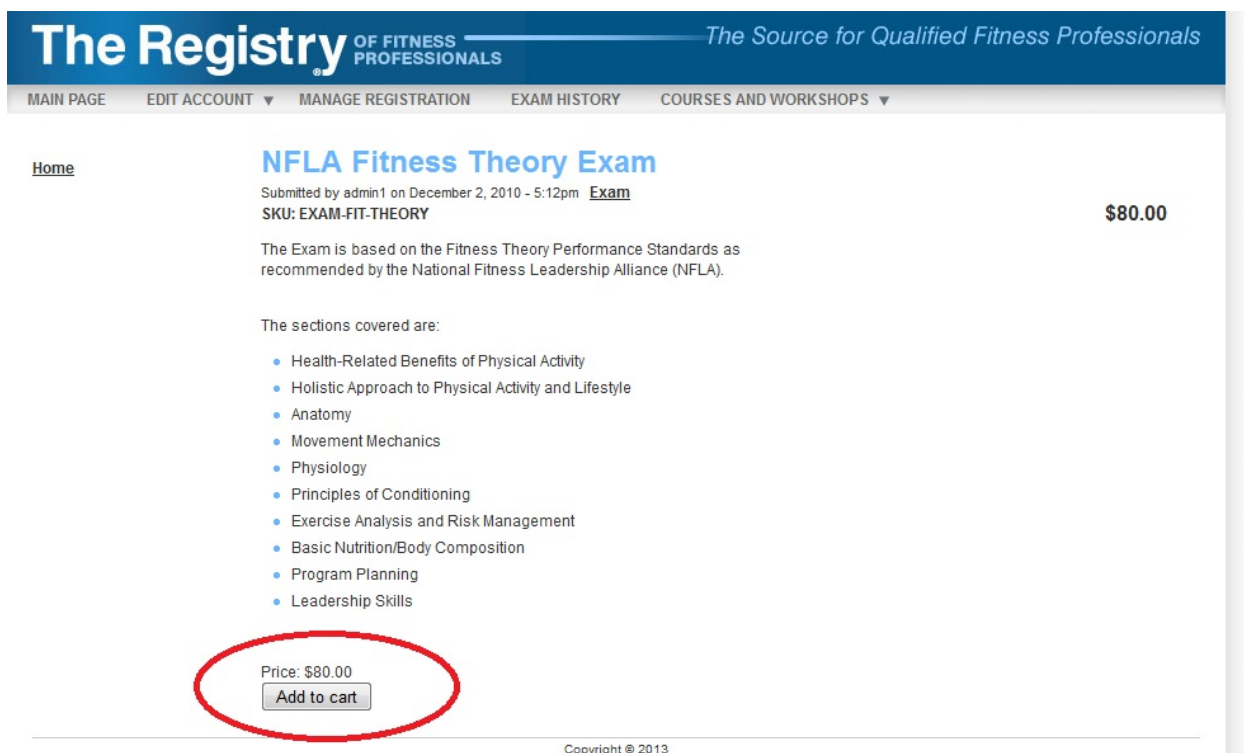
2) Purchase, and pass, the BCRPA Fitness Theory exam.

Prior to writing the Fitness Theory exam, it is strongly recommended that you complete a Fitness Theory course. The course will provide you with the necessary knowledge and improve your chances of successfully passing the exam. A list of BCRPA approved courses can be found [here](#).

When you're ready to purchase the exam, click MANAGE REGISTRATION at the top of the page.



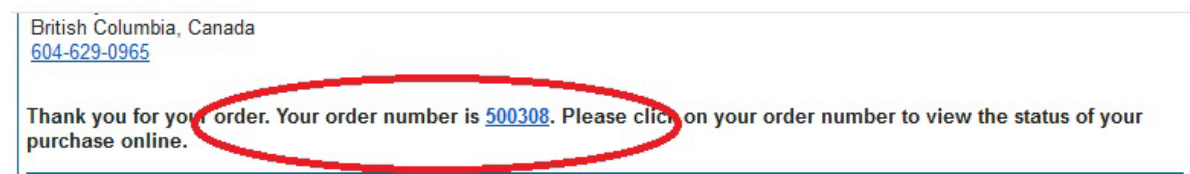
Click the Fitness Theory exam link. You'll be taken to the shopping cart. Click 'Add to cart' and then proceed through the purchase screens.



Please note: When purchasing the BCRPA Fitness Theory exam through the shopping cart, you can pay for it in one of two ways:

- 1) by credit card (Visa or Mastercard) – credit card transactions complete right away
- 2) by bank-issued money order – bank-issued money order purchases do not complete until the money order is received by BCRPA and then processed by the issuing bank. You will receive an email when your money order purchase is complete and your Fitness Theory exam is then available.

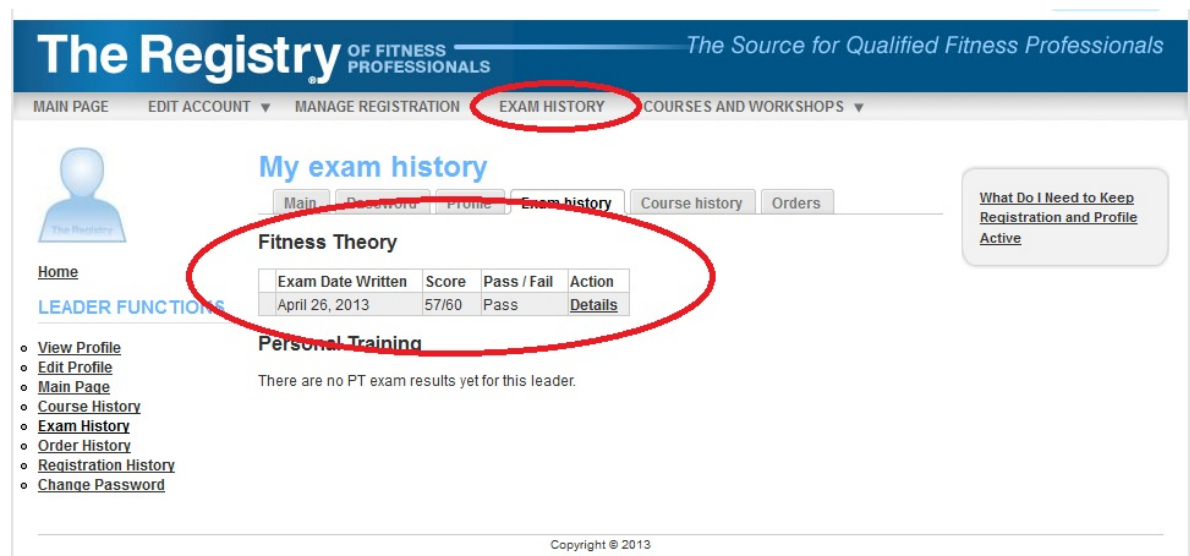
When your Fitness Theory exam order is complete, you'll receive a confirmation email that contains your order number.



You'll also receive instructions about exam scheduling and proctoring so that you can take your exam. [Go here](#) for exam-taking information.

After You Pass the Exam

Go to your EXAM HISTORY page:



Getting Registered

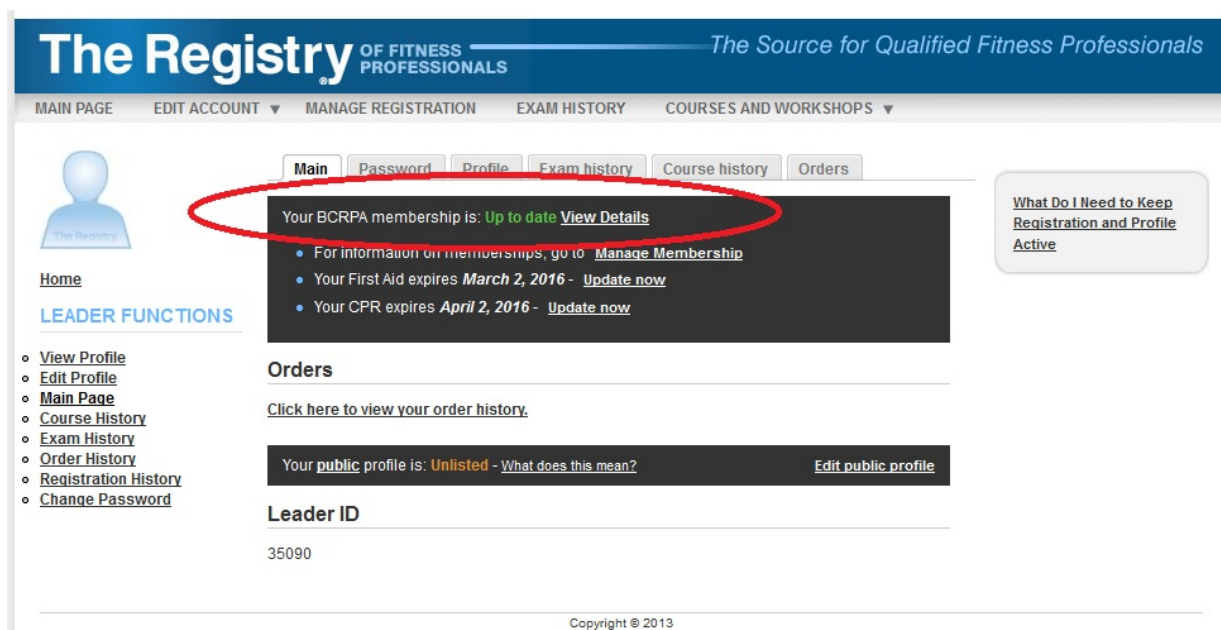
Earlier in this document we told you that prior to getting registered as a fitness professional, you would need to complete the following:

1. Input your current CPR and First Aid information; and
2. Purchase, and pass, the BCRPA Fitness Theory exam.

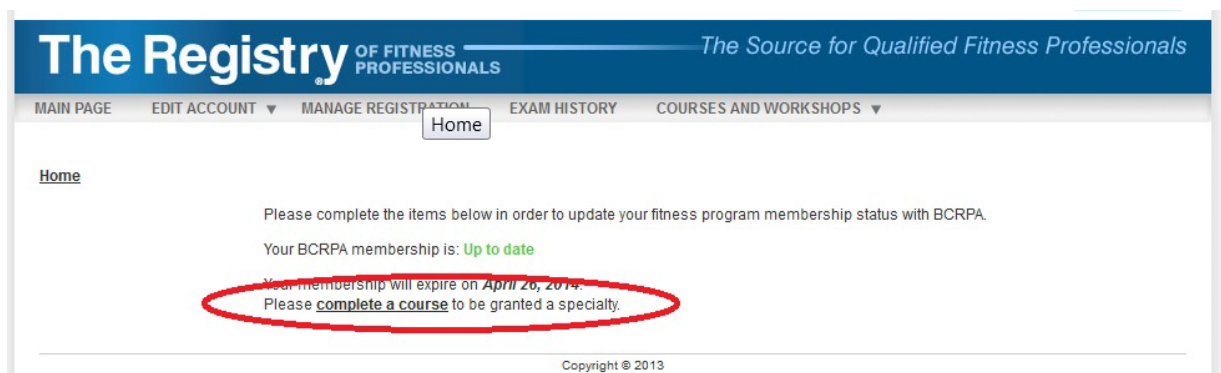
Once you have completed these two requirements, you're ready to purchase your first registration as a fitness leader. Go to your MANAGE REGISTRATION page, which always tells you if there is anything needing your attention, and you'll see the following:



You have one year from the date you passed the BCRPA Fitness Theory exam to purchase your one-year initial fitness leader registration. To do so, click the 'Purchase' link and go through the process of completing the transaction. Once you've done so, and you return to your MAIN PAGE, you'll see this:



Your MANAGE REGISTRATION page, which tells you what needs your attention, now says the following:



You have until the expiry date of your one-year registration to complete your first specialty (ie in Group Fitness, Aquatic Fitness, Yoga Fitness, Aquatic Fitness or Weight Training). Your MANAGE REGISTRATION

page will keep reminding you of that next step until you have achieved it or until your first registration expires.

Because you now hold a valid registration, you can publish your first profile if you wish.

You can choose to 'publish' it so that it can be seen by all those who use The Registry® to find and confirm credentials of fitness leaders (i.e.: your employer, clients and the public). Your public information can only be made visible if all of the following conditions are met:

- 1) Your BCRPA registration is current;
- 2) Your CPR is current and is not in the process of being audited (more about this in the user manual);
- 3) Your First Aid is current and is not in the process of being audited (more about this in the user manual); and
- 4) You choose to make it visible by checking the "listed" button on your Edit Profile page.

The screenshot shows the 'Profile' tab of a user's account on 'The Registry of Fitness Professionals' website. The user is logged in as 'Maxwell'. The page has a blue header with the site name and tagline 'The Source for Qualified Fitness Professionals'. Below the header is a navigation bar with links: MAIN PAGE, EDIT ACCOUNT, MANAGE REGISTRATION, EXAM HISTORY, and COURSES AND WORKSHOPS. On the left, there's a sidebar with a user icon and a list of 'LEADER FUNCTIONS' including View Profile, Edit Profile, Main Page, Course History, Exam History, Order History, Registration History, and Change Password. The main content area has tabs for Main, Password, Profile (selected), Exam history, Course history, and Orders. A message states: 'Please enter in the information below that you would like to have appear on your public profile page. Mandatory fields are marked with a red star, *'. Below this, it says 'Your profile is unpublished by default. Once you are happy with your information below, set your profile to Published.' and 'Your profile will only be visible in the Registry search if your profile is set to published and all of your required accreditations are up to date.' A note mentions that all information entered will be visible to the public when the profile is set to Published. There are input fields for 'First name: *' (containing 'Maxwell') and 'Last name: *' (containing 'Eleven'). Below these is a 'Public profile' section with a red box highlighting the text: 'Your public profile is not visible to members of the public while it is unlisted. If you select listed, your profile will be searchable in The Registry™ as long as all of your membership prerequisites are met.' There are two radio buttons: 'unlisted' (selected) and 'listed'. At the bottom, there's a collapsed section for 'Personal contact info (for administrative purposes only)' with a note that this information will not be displayed on the public profile.

On the Profile screen, check the 'listed' button and then click 'save' at the bottom of the page. As long as all of the above conditions have been met, your public profile will now be visible to those who use the search function on the home page (see the user manual for The Registry® for more information about the search function).

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This **Getting Started Reference Manual for The Registry® of Fitness Professionals** walks those wanting to become fitness leaders through the process of obtaining that initial registration.

For more information, please view [The Registry® of Fitness Professionals – User Manual](#).