



# Become an OVA Coach Academy Contributor

Starting January 4th, the Coach Academy will be open for all members to post their own content and resources. It is your chance to share that great coaching tip you once received or the drill that always keeps your athletes engaged. It is an opportunity to help other Ontario coaches by letting them know about the useful websites, podcasts, or videos that have made YOU a better coach.

**The process to post in the  
Coach Academy is super simple!**

## **PREPARE YOUR FIRST POST**

Collect the links to the resources you would like to share or prepare the documents you want to upload. Gather the information you need for your post to have a title, a short description and a thumbnail image. Choose which section of the Coach Academy your post should go.

**1**

**2**

**3**

## **CREATE AND SHARE UNLIMITED POSTS**

Once you have reviewed the reviewed the process and guidelines, you can make your first post and you will be able to make other posts without having to go through Step 2 again. You will be a Coach Academy contributor.

## **REVIEW POSTING PROCESS WITH OVA STAFF**

Submit the information about your post including title, description, thumbnail image, and any links to [coachacademy@ontariovolleyball.org](mailto:coachacademy@ontariovolleyball.org). An OVA staff member will be in touch with you to review the posting process and guidelines for your first post. Once this is done, we will activate the post function for your account in the Coach Academy.

# HOW TO UPLOAD A POST IN THE ACADEMY

1

## LOGGING IN AND EDITOR FEATURE



- Log in to your profile at [bettercoaches.com/OVA](https://bettercoaches.com/OVA)
- Click the "Editor green pen button in the top right corner"

2

## RESOURCES VS DRILLS POST

Add a Resource +

Browse All →

- Decide if your post is a resource or a drill.
- If you are posting a pdf file (i.e. practice plan) or a video related to virtual training (i.e. sport science, life skills, team building) then your post is considered a resource and you will need to click "Add a Resource" button.
- If you are uploading a post that covers a drill you will need to click the "Add a Drill" button.

3

## NEW POST

- Heading - Include a heading in the appropriate field.
- Levels - There are 3 options for "Levels" – Beginner, Intermediate & Advanced. If unsure of where your content fits in, we recommend selecting all 3.
- Tags - Tags can be used to enable other users to find your content easily and to group posts based on their content. Check out the tag chart below to find out the proper tags you should use when posting a resource.
- Select the appropriate tags based on the content that you are sharing and add any additional tags that might apply.
- Post As – Select "Myself" and other will see that you have posted the content.
- More Details – this menu can be expanded to provide the author with a space for a description of the content
- Click "Save & Next"

4

## VIDEOS, PHOTOS, LINKS & FILES

- These tabs can be used to upload or link the resource that you would like to share. Videos, photos, links & files can be share as stand-alone items or can be combined to create a resource with multiple items. For example, a video explaining a volleyball drill can be uploaded alongside a drill design template that the coach can use and fill out after watching the video.
- Use the tabs along the top to navigate back and forth between these menus and skip any that are not applicable.

5

## PUBLISH TAB

- Once you have uploaded all links and files, navigate to the "Publish" tab.
- Publish It Now? – Choose if you want to publish the resource now or at a later date
- Publish to Groups – Leave this box selected for "OVA Coach Academy Members"
- Click "Publish It"



## COACH ACADEMY

### Tags

When posting a resource on the academy you can use the appropriate tag as shown in this chart, so that your post content appears under the right section(s), if applicable. You can add any other tags that apply to your content. (i.e. "Virtual Training" "Zoom Session" "Serving" )

<b>RETURN TO PLAY - RETURN TO PLAY DRILLS</b>	Tag: "Adapted Drills"
<b>VIRTUAL TRAINING - VOLLEYBALL</b>	Tag: "Virtual Volleyball "
<b>VIRTUAL TRAINING - SPORT SCIENCE</b>	Tag: "Sport Science"
<b>VIRTUAL TRAINING - TEAM BUILDING</b>	Tag: "Team Building"
<b>VIRTUAL TRAINING - LIFE SKILLS</b>	Tag: "Life Skills"
<b>SKILLS</b>	Tag: "Skills"

# HOW TO DELETE A POST IN THE ACADEMY

1

## LOG IN TO THE ACADEMY

- Head over to the Academy Webpage by going to [bettercoaches.com/ova](https://bettercoaches.com/ova) and logging into your profile.

2

## EDIT FEATURE



- After logging in click on the "Editor" green pen button in the top right corner.
- This is where you can find and edit any posts you have already uploaded.
- You can scroll to find the post you are looking for, or you can use the search bar. Once you find the right post, click the post to bring up the editing resource page.

3

## EDIT RESOURCE PAGE



- In the editing resource page scroll to the bottom of the page and click "Delete Resource".
- Please remember if you delete a resource, the analytics of that resource such as views, comments, and clicks will also be removed.
- If you would still like to delete the resource click okay when prompted.

# HOW TO MAKE A POST INACTIVE IN THE ACADEMY

1

## LOG IN TO THE ACADEMY

- Head over to the Academy Webpage by going to [bettercoaches.com/ova](https://bettercoaches.com/ova) and logging into your profile.

2

## EDIT FEATURE



- After logging in click on the "Editor" green pen button in the top right corner.
- This is where you can find and edit any posts such as drills or resources you have already uploaded.
- You can scroll to find the resource you are looking for, or you can use the search bar. Once you find the right post, click the post to bring up the editing post page.

3

## PUBLISH TAB

Step 3) Photo(s)

Step 4) Links & Files

Step 5) Publish

- From the editing post page switch over to the publish tab and uncheck the "Published" box.
- Click Save to make your post inactive so it is not visible by other academy members. If you would like to make your post active again, just follow these steps and make sure you check the "Published" box.



# OVA COACH ACADEMY POSTING STANDARDS

**THE OVA COACH ACADEMY OFFERS OUR MEMBERS ACCESS TO RESOURCES, VIDEOS, DOCUMENTS, WEBINARS, AND ONLINE DISCUSSION FORUMS. THESE FORUMS ARE FOR THE PURPOSE OF DEVELOPING RELATIONSHIPS, SHARING INFORMATION, MAKING SUGGESTIONS FOR FUTURE POSTS AND ASKING QUESTIONS. THESE FEATURES ARE FOR THE USE AND ENJOYMENT OF ALL OUR USERS.**

**ALL USERS OF THE OVA COACH ACADEMY MUST STRICTLY ADHERE TO THE OVA'S CODE OF CONDUCT.**

**ALL CONTENT IN THE FORUMS AND RESOURCES IS MODERATED, WHICH MEANS THAT POSTS ARE MONITORED BY OUR MODERATORS.**

## **ALWAYS ADHERE TO THESE ETHICAL RULES OF ENGAGEMENT:**

Use our forums to ask advice, provide insight, and develop strong relationships with other coaches. All posts should be respectful, practical, and relevant. Casual conversation is accepted and encouraged. The more you post, the closer you will become to other coaches in the community

Maintain your authenticity. Display your real name and truthful information you would like to share. Do not use pseudonyms or another person's account for posting purposes.

You are responsible for your own communications and the consequences of your postings to this site. It is not appropriate to copy and post articles, emails or other information without the express permission of the author. However, it is acceptable to include the link to an online article or reference a particular print article. Material protected under copyright may only be shared or reproduced with the express permission of the copyright owner. If you are posting outside material on this site, always get the approval of the writer and/or organization and attribute them.

## **WHEN POSTING RESOURCES TO THE ACADEMY:**

All posts should have a title that clearly outlines the topic of the resource

Editable documents such as drill plans in excel should not contain any personal information (i.e. athlete's names)

The post description should be short and clear. It should describe the learning objective of the post or highlight who may be interested in the content

You are responsible for maintaining the confidentiality of your user name, password, and any other account access information that may be provided to you. Do not provide your user name and password to others. Our forums and their benefits are for you. More importantly, by keeping your password private, you will help ensure that your identity will not be used by other people in a way that does not represent you well.

Do not send other members any kind of junk mail including spam, any type of unsolicited mass mail, marketing and sales pitch, or other kind of inappropriate e-mail.

Always conform to electronic etiquette. Please keep your content constructive, respectful, practical, and relevant. Do not violate any applicable law or infringe the rights of any other person. Never use language that may be considered harmful, profane, obscene, discriminatory, defamatory, hateful, abusive, threatening, or otherwise offensive to other members.

Videos should be filmed landscape and minimum 1080p is preferred

Correct grammar and spelling

All posts must have a thumbnail image. When a video is posted from YouTube, the thumbnail of the post will automatically be the thumbnail of the YouTube video. For any other resource, coaches must upload their own thumbnail image

To ensure that the rules of engagement are enforced, moderators have the ability to edit, rename or delete any and/or all content posted to the forums. Repeat offenders will have their membership and/or all access to the sites revoked by OVA.

THANK YOU FOR MAKING THE COACH ACADEMY FORUM A FUN AND SAFE PLACE TO SHARE