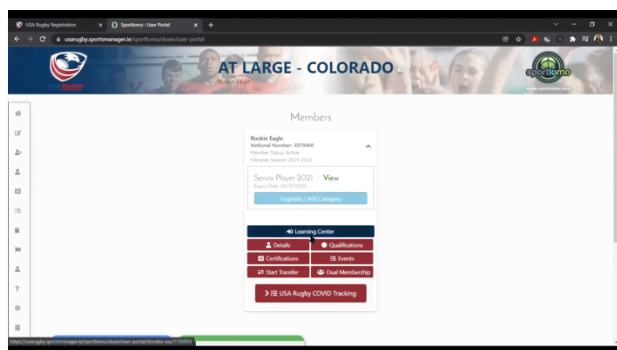


The USA Rugby Learning Center *Registering for a Course*

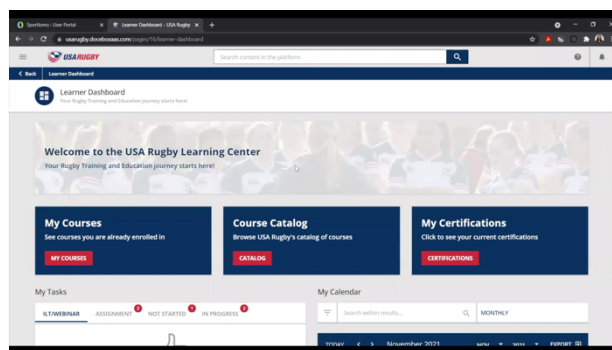
In November 2021, USA Rugby launched the USA Rugby Learning Center (RLC). This new Learning Management System is provided by Docebo, an industry leader in online learning management and will provide a central repository to manage face-to-face offerings from USA Rugby, completion of World Rugby’s own online courses, and new online courses specifically developed this year.

The USA Rugby Learning Center will use a single sign-on process through USA Rugby Member profiles in SportLomo, meaning users won’t require another username or password, they will use their existing USA Rugby Member profile login to access the RLC.

Membership Profile



USA Rugby Learning Center (RLC)



Membership Profile login address:

<https://usarugby.sportsmanager.ie/sportlomo/users/login>

This guide contains the following topics:

1. Being A Member Of USA Rugby
2. Log In To Your USA Rugby Member Profile
3. Accessing The USA Rugby Learning Center
4. Basics Of The USA Rugby Learning Center
5. Select Your Course
6. Select Your Session
7. Click Through The Relevant Screens
8. Your Course Attendance Screen
9. Other Learning You Must Do
10. Completing Your World Rugby Courses

1. BEING A MEMBER OF USA RUGBY

In order to have the individual take control of their learning using the RLC, course registration must be done by the participant concerned, accessed through their USA Rugby Member profile on SportLomo. A participant will **not** be able to be registered to a course by a third party (i.e. have a coach register participants).

This will require an active 2021-22 USA Rugby membership, which is not a new requirement; course participants have always needed active memberships to take courses.

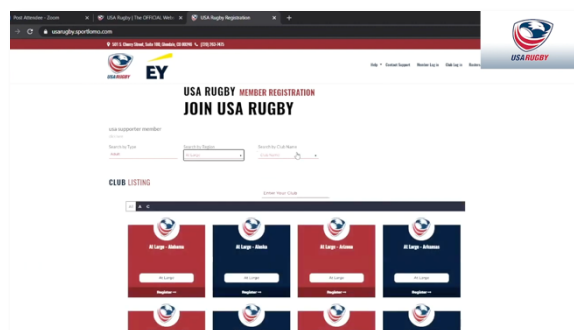
How do I register as a Member?

You can register at:

<https://usarugby.sportlomo.com>

For assistance, view this help video:

<https://www.youtube.com/watch?v=T56VZV4cxms>



What type of registration do I need?

You will need a 2021-22 membership in any category (player, admin, referee, coach, etc) in order to register for a course.

To simply register to attend a course, your category of membership does not need to match the type of course you are registering for. However, you will eventually need a membership in the appropriate category in order to finalize your accreditation.

2. LOG IN TO YOUR USA RUGBY MEMBER PROFILE

Click the “Member Log In” option on the Membership landing page, or go directly to:

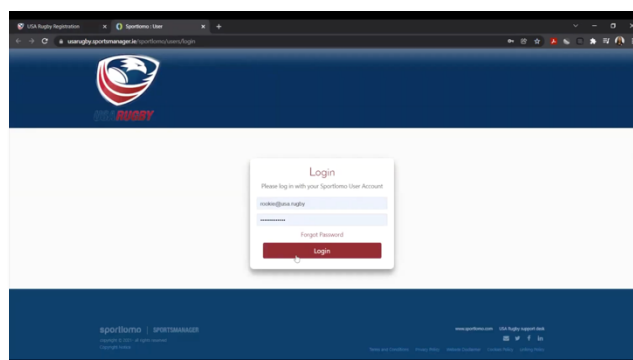
<https://usarugby.sportsmanager.ie/sportlomo/users/login>

Use the ‘Forgot Password’ option as required.

If you are having difficulty accessing your Member Profile, please contact USA Rugby Membership help at:

Email: membership@usa.rugby

Phone: +1 416-236-8925.



3. ACCESSING THE USA RUGBY LEARNING CENTER

Once you have logged in, you will see your membership profile screen as below.

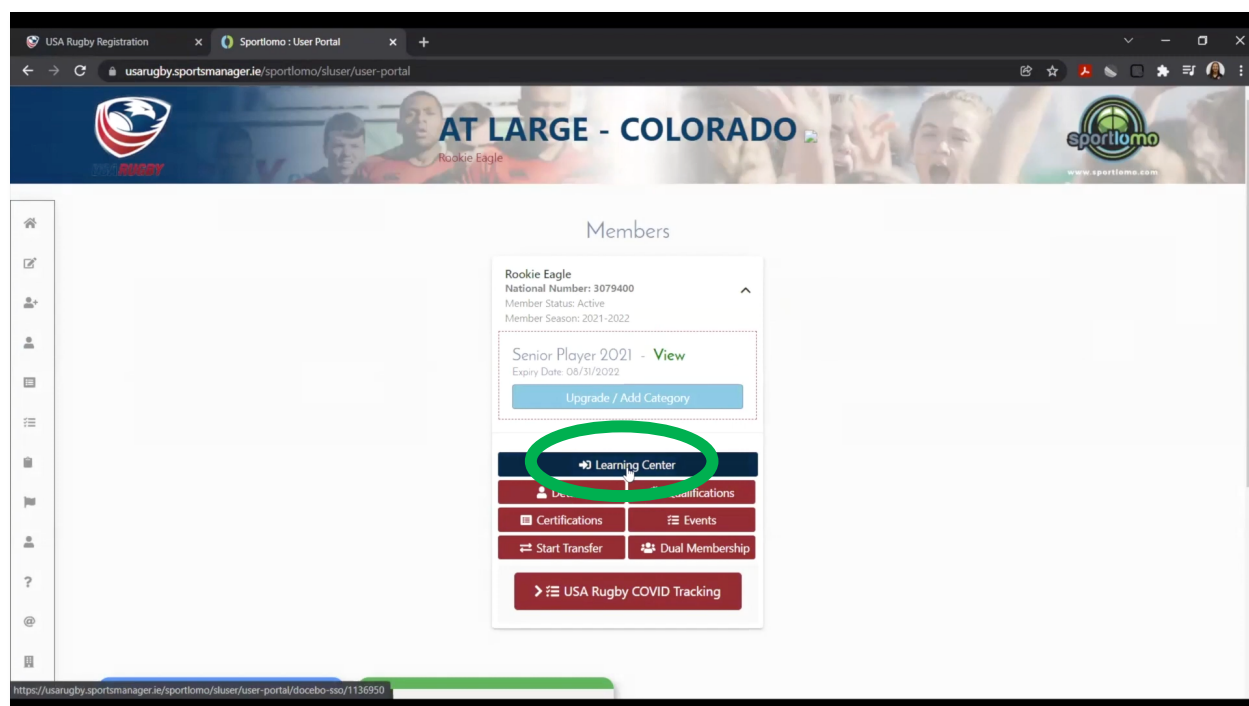
Move over to the RLC

In order to access the USA Rugby Learning Center to you will need to click on the blue 'Learning Center' button (circled in **GREEN** below).

NOTE: In the USA Rugby Learning Center, you can only register **as the person who is logged in**. If you have multiple members attached to your account (e.g. child or family member) your membership profile will have multiple 'cards' showing. Please make sure you click the blue button corresponding to the person whom you are intending to register.

(If you do not have access to the account of the person you are trying to register, do not register yourself and assume you can switch at the course. All of the online coursework that needs to be done for accreditation will then be attached to the wrong account.)

To ensure you have access to the correct accounts, please contact Membership support at membership@usa.rugby or +1 416-236-8925.)



4. BASICS OF THE USA RUGBY LEARNING CENTER

When you arrive in the Rugby Learning Center, you will see 3 main options at the top. These tabs function as follows:

“My Courses”

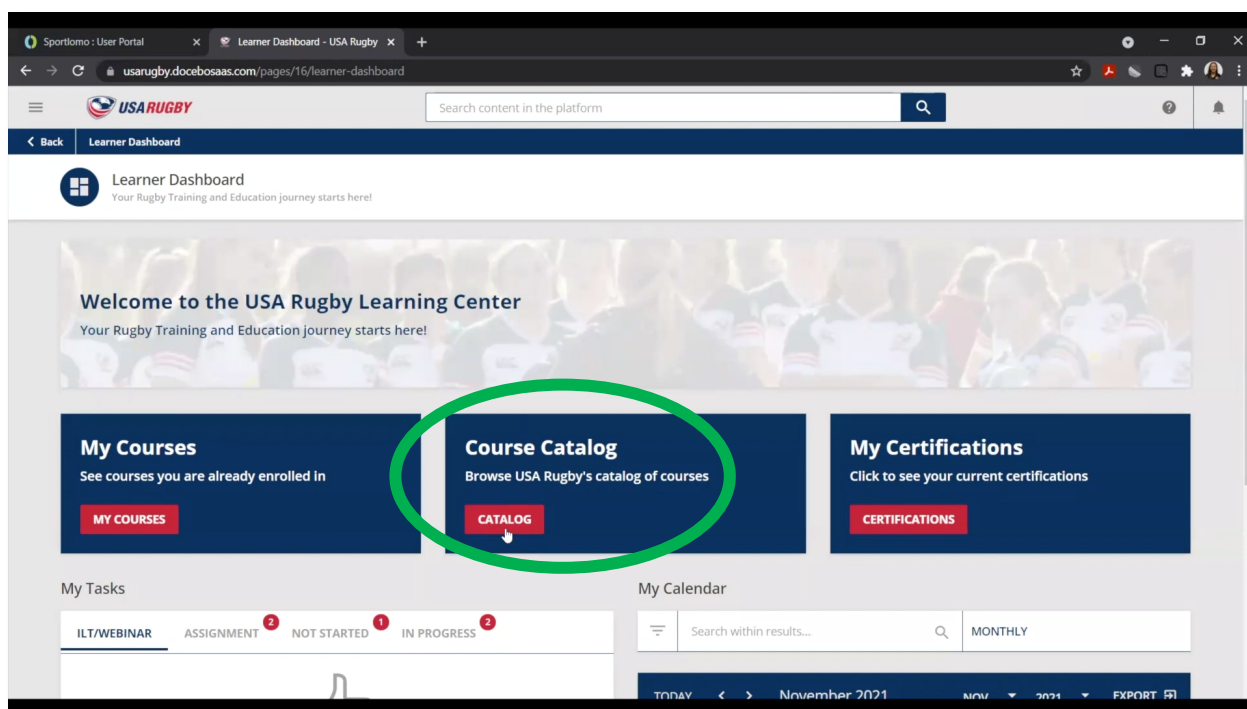
This will show you what online and face-to-face courses or online learning you are already enrolled in or registered for. It will list all the things you need to complete in order to gain your various accreditations.

“Course Catalog”

Listing of online and face-to-face courses or online learning available for you to enrol in or register for. To register for a course, click here (circled in **GREEN** below).

“My Certifications”

Shows your existing Certifications. These have been communicated back to your Member Profile on the Sportlomo system (listed under ‘Credentials’ in that system). You have not successfully gained a Certification until it is listed here.



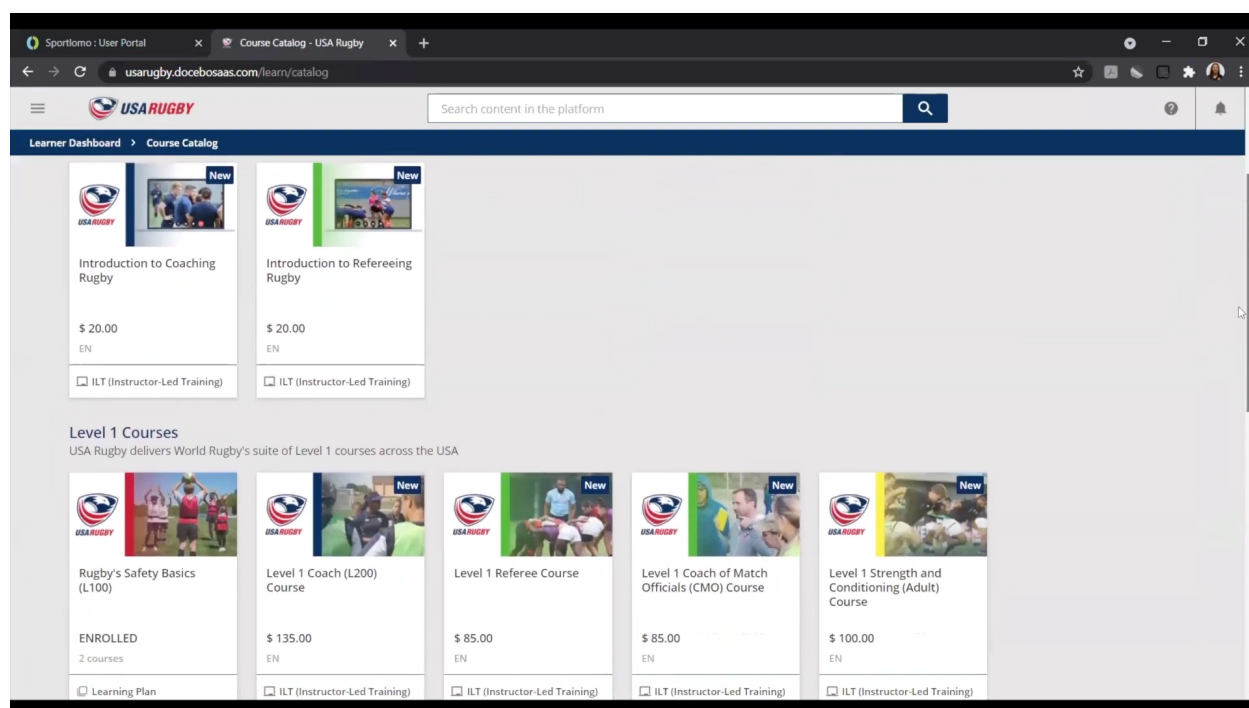
The screenshot shows the USA Rugby Learning Center Learner Dashboard. At the top, there is a search bar and a navigation menu. The main content area is divided into three columns: 'My Courses', 'Course Catalog', and 'My Certifications'. The 'Course Catalog' card is highlighted with a green circle, and a red button labeled 'CATALOG' is visible. Below the main cards, there are sections for 'My Tasks' and 'My Calendar'. The 'My Tasks' section shows a list of tasks with status indicators (ASSIGNMENT, NOT STARTED, IN PROGRESS). The 'My Calendar' section shows a calendar view for November 2021.

5. SELECT YOUR COURSE

Click on the “Course Catalog” option and the full course catalog will appear.

Each box contains a course – this could be a face-to-face course, an online course, a webinar, one of World Rugby’s suite of online courses, or anything else you are able to register for by clicking on this item.

NOTE: The naming convention previously utilized for coaching courses (L200/L300/L400) has ceased, replaced with the World Rugby naming system Level 1 Coach, Level 2 Coach and Level 3 Coach. This brings coaching in line with the naming convention used around the world in coaching, and already used in officiating within USA Rugby.



The screenshot shows a web browser window displaying the USA Rugby Course Catalog. The browser address bar shows the URL usarugby.docebo.com/learn/catalog. The page features a search bar and a navigation menu with "Learner Dashboard" and "Course Catalog".

Two introductory courses are displayed:

- Introduction to Coaching Rugby**: \$ 20.00, EN, ILT (Instructor-Led Training)
- Introduction to Refereeing Rugby**: \$ 20.00, EN, ILT (Instructor-Led Training)

Below these, a section titled "Level 1 Courses" states: "USA Rugby delivers World Rugby's suite of Level 1 courses across the USA".

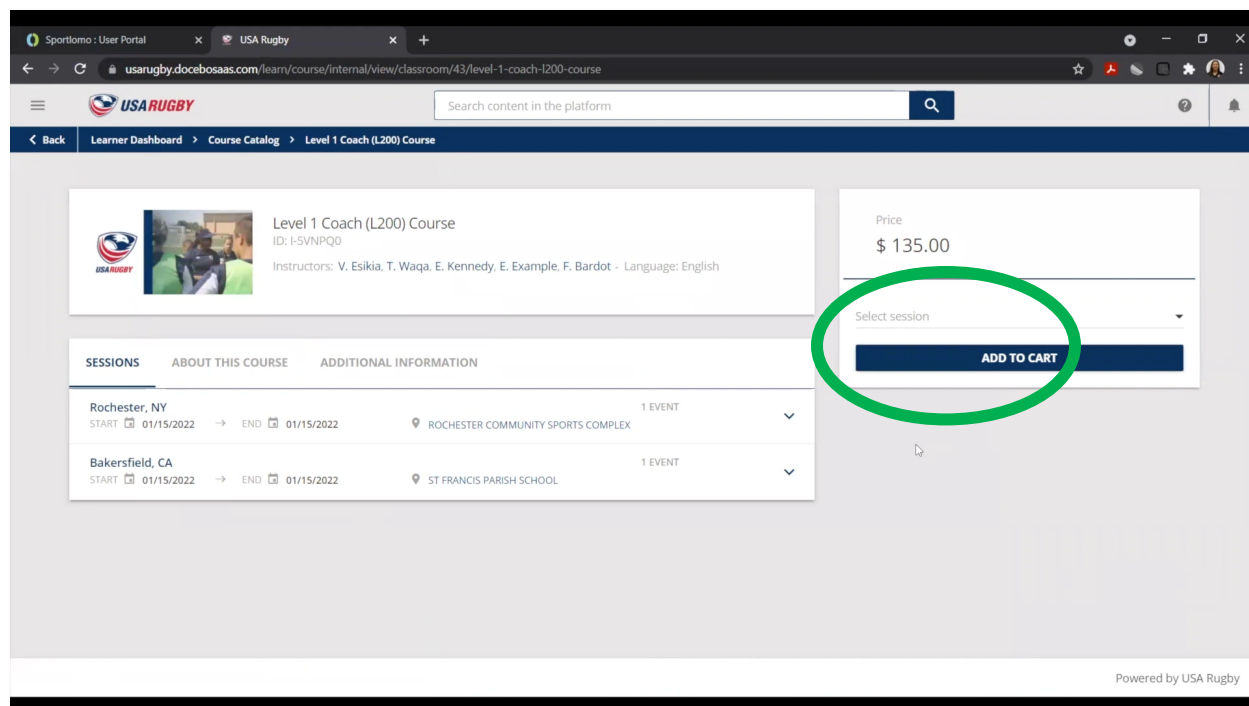
Five Level 1 courses are listed:

- Rugby's Safety Basics (L100)**: ENROLLED, 2 courses, Learning Plan
- Level 1 Coach (L200) Course**: \$ 135.00, EN, ILT (Instructor-Led Training)
- Level 1 Referee Course**: \$ 85.00, EN, ILT (Instructor-Led Training)
- Level 1 Coach of Match Officials (CMO) Course**: \$ 85.00, EN, ILT (Instructor-Led Training)
- Level 1 Strength and Conditioning (Adult) Course**: \$ 100.00, EN, ILT (Instructor-Led Training)

6. SELECT YOUR SESSION

If you click on a course, you will see a list of available sessions of that course with the location and date. Click on a course session to see the start and finish times and location' address.

Once you know which session you would like to register for, select it from the drop-down list on the right (circled in **GREEN** below).



The screenshot shows a web browser displaying the USA Rugby course page. The course is titled "Level 1 Coach (L200) Course" with ID: I-5VNPQD. The price is \$135.00. There are two sessions listed: one in Rochester, NY at the Rochester Community Sports Complex, and one in Bakersfield, CA at St Francis Parish School. A green circle highlights the "Select session" dropdown menu and the "ADD TO CART" button.

SESSIONS	ABOUT THIS COURSE	ADDITIONAL INFORMATION
Rochester, NY START 01/15/2022 → END 01/15/2022 ROCHESTER COMMUNITY SPORTS COMPLEX 1 EVENT		
Bakersfield, CA START 01/15/2022 → END 01/15/2022 ST FRANCIS PARISH SCHOOL 1 EVENT		

7. CLICK THROUGH THE RELEVANT SCREENS

Add your selected course to your 'Cart'.

Click 'View Cart'. (Apply a coupon code if you have been given one.)

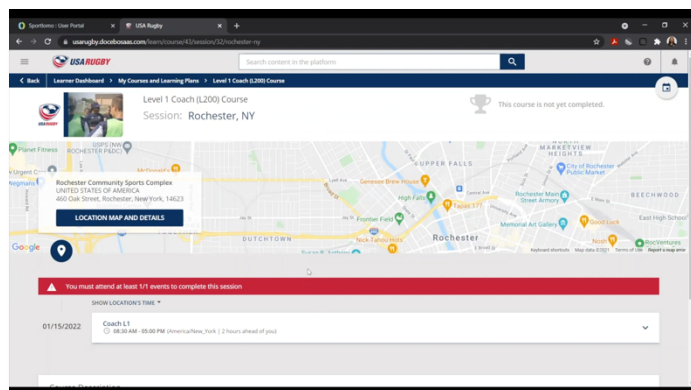
Click 'Checkout.'

On the 'Payment and Billing' screen, enter your billing details on the right hand side.

Click 'Confirm Order'.

On the next screen, enter your Credit Card details (powered by Stripe).

8. YOUR COURSE ATTENDANCE SCREEN



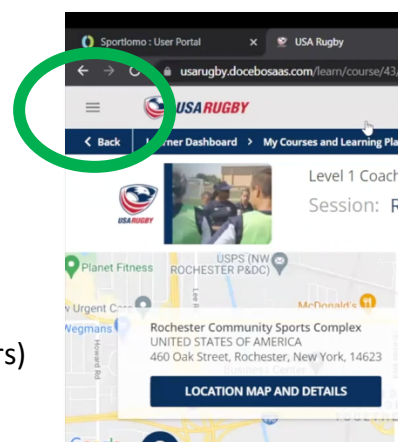
Once you complete your registration, click 'Start Learning Now' and you will see a page with the details of your upcoming course: date, time, location, etc.

9. OTHER LEARNING YOU MUST DO

USA Rugby delivers World Rugby courses, and World Rugby requires a number of online modules are completed as co-requisites to any accreditation. Your course may require you complete various online modules provided by World Rugby.

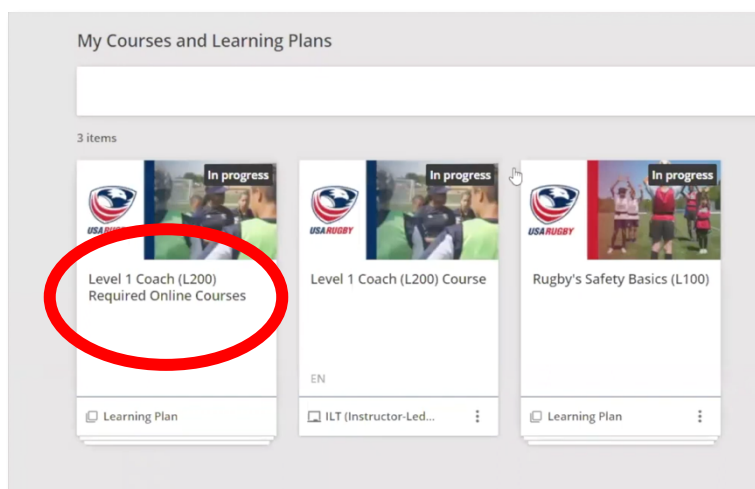
If this is the case, these will be visible on your 'My Courses and Learning Plans' page.

To access this page, click on the 'User Menu' (three horizontal bars) on the top left of the screen (circled in **GREEN** to the right) and select 'My Courses and Learning Plans'.



In addition to the course you have registered for, you may see an added course with the name 'Required Online Courses' (circled in **RED** to the right).

You will need to complete both the Course attendance plus the Required Online Courses in order to gain your accreditation.



10. COMPLETING YOUR WORLD RUGBY COURSES

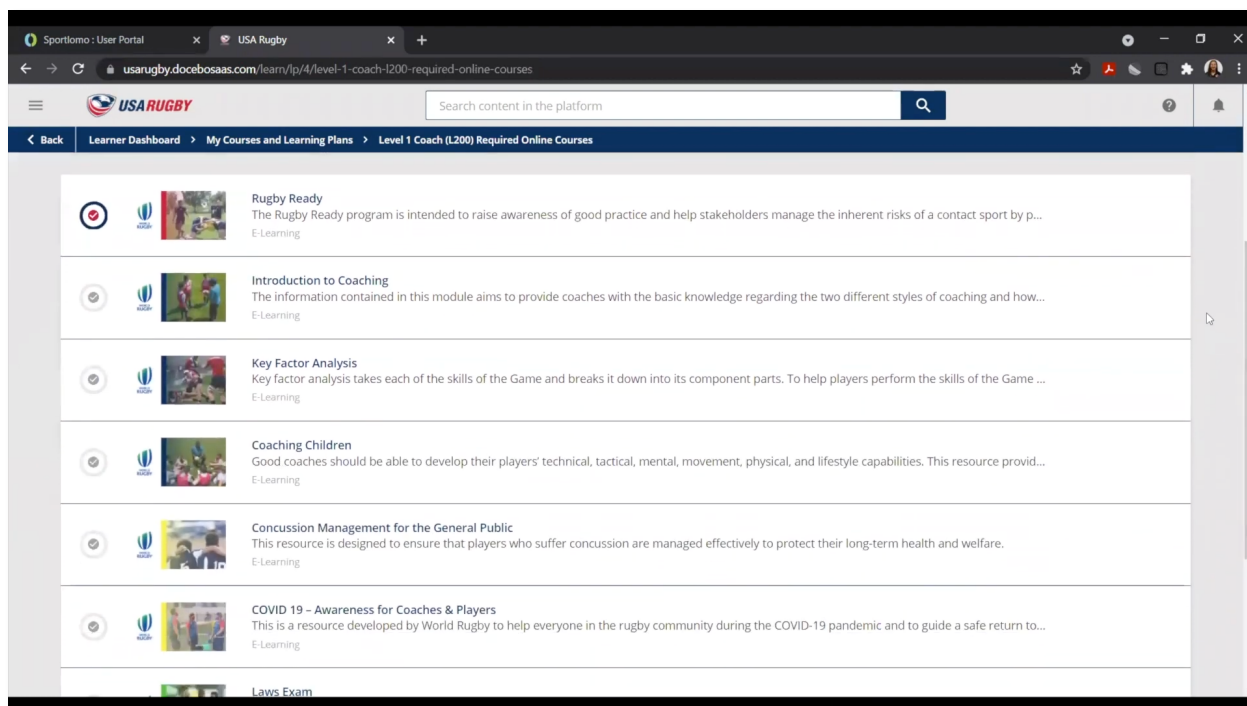
USA Rugby delivers World Rugby courses, and World Rugby requires a number of online modules are completed as co-requisites to any accreditation. Your course may require you complete various online modules provided by World Rugby.

NOTE: You may do these courses before you attend a face-to-face session (recommended), or you may complete them afterward. But, either way, you will not receive your accreditation until they are completed.

These courses must be taken using World Rugby's Passport system. Visit the World Rugby Passport site and either login or register (if possible, please use the same email address associated with your USA Rugby Membership): <https://passport.world.rugby/>

Go to the relevant World Rugby course page (direct links are provided on the RLC). Complete the course by stepping through the screens and completing the Exam questions. Upon course completion, you will presented with a PDF Certificate for download. Download the file to your computer.

Upload the file in the area provided on the USA Rugby Learning Center. Give the upload an 'Assignment Name' and click 'Submit Assignment'. This will submit your PDF and your completion will be credited toward your World Rugby or USA Rugby certifications.



The screenshot displays a web browser window with the URL usarugby.docebo.com/learn/p/4/level-1-coach-l200-required-online-courses. The page header includes the USA RUGBY logo and a search bar. The breadcrumb trail shows: < Back > Learner Dashboard > My Courses and Learning Plans > Level 1 Coach (L200) Required Online Courses. The main content area lists several e-learning modules, each with a circular progress indicator, the USA RUGBY logo, a thumbnail image, a title, a brief description, and the text 'E-Learning'.

Course Title	Description
Rugby Ready	The Rugby Ready program is intended to raise awareness of good practice and help stakeholders manage the inherent risks of a contact sport by p...
Introduction to Coaching	The information contained in this module aims to provide coaches with the basic knowledge regarding the two different styles of coaching and how...
Key Factor Analysis	Key factor analysis takes each of the skills of the Game and breaks it down into its component parts. To help players perform the skills of the Game ...
Coaching Children	Good coaches should be able to develop their players' technical, tactical, mental, movement, physical, and lifestyle capabilities. This resource provid...
Concussion Management for the General Public	This resource is designed to ensure that players who suffer concussion are managed effectively to protect their long-term health and welfare.
COVID 19 - Awareness for Coaches & Players	This is a resource developed by World Rugby to help everyone in the rugby community during the COVID-19 pandemic and to guide a safe return to...
Laws Exam	