Managing Your Own (Instructor) Profile

The Instructor Profile section allows you to manage your own biography, contact details and picture and allows you to keep track of your qualifications.

You will be able to list Training Centres you work for and what Clubs you are a member of. Your biography and photo will appear on the profile of any organisation you are a member off and you can be registered as instructor on any courses they have scheduled to run.

This section will guide you through editing and adding information to your ISA profile page. You will be able to;

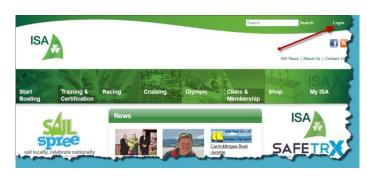
- Add your own personal biography
- Add photos of yourself
- Become a member of various clubs and training centres

3.1 Viewing "My Qualifications"

Step 1 – Login In To ISA Website

Go to homepage www.sailing.ie.

Login with your user name and password



Step 2 - My ISA

Click on the My ISA icon at the top right of the page



Step 3 – My Qualifications

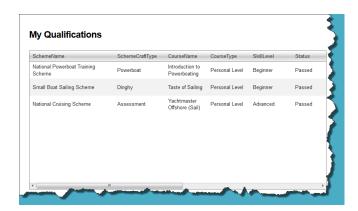
Click on the My Qualifications option on the left hand side of the page to view your personal proficiency and instructor qualifications and also any ICC or commercial endorsement certificates.



Step 4 – Viewing My Qualifications

You can view:

- Scheme name;
- Craft type;
- Course name;
- Course type;
- Skill level; and
- Status of your qualifications.



If you have any queries or concerns regarding your qualifications listed please contact Nuala in the ISA Office 01 271 0114 or training@sailing.ie

Step 5 – Logout

When you are finished please logout.

3.2 Adding your Biography and Photo

Step 1 – Login In To ISA Website

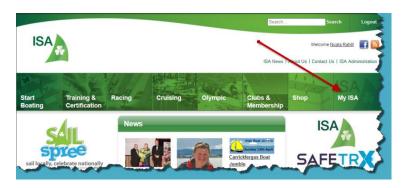
Go to homepage www.sailing.ie.

Login with your user name and password



Step 2 – My ISA

Click on the My ISA icon at the top right of the page



Step 3 - My Photo and Bio

Click on the My Photo and Bio option on the left hand side of the page to view your personal details.



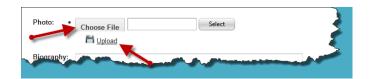
Step 4 – Adding or Changing Your Personal Photo

Before adding photographs to your online profile you must have first saved them to a folder on your own computer. Please note also that photographs must be saved in the format of jpg;.png;.gif with a maximum file size of 976kb.



To upload or change a photo click on the Change button.

Click on Choose File button to search for saved photos on your computer.



Once you have searched and selected your saved photo click upload.

Step 5 – Edit your Biography

On this page you can write a short biography of yourself and your experience as an instructor, where you sail, where you did your instructorship, what clubs you are in etc. You can also add a photo of yourself.

Enter the text you wish people to see/read.



Once you are happy with both your Photo and Bio content click save.

Step 5 – Logout

When you are happy with your editing and amendments please logout.