



Coach Registration & Licensing FAQs

Overview

These FAQs answer many questions to assist our coaches navigating registration and licensing with the Arizona Cycling Association. These questions are divided into two sections:

- [Coach Registration](#)
- [Coach Licensing](#)

As a coach, you may occasionally visit the following web pages. We recommend creating bookmarks for these in your web browser:

- ACA Registration | [Link to page](#) |
- CCN Account Login | [Link to page](#) |
- Coach Resources | [Link to page](#) |

If you have a question that is not addressed in this FAQ guide, please send an email to registration@arizonacycling.org.

Coach Registration Summary

CCN is the registration platform utilized by the Arizona Cycling Association. It incorporates all registration facets: student-athlete registration, race registration, *coach registration*, and team registration.

As a volunteer coach, you have (or will create) your own unique CCN Profile and an associated CCN Account. There can be multiple profiles associated with a single CCN Account (e.g. spouses who manage each other's profiles, or a parent managing their kid's profile). You login to a CCN Account using the account holder's (i.e. *primary profile's*) email address.

 *It is important to know what your CCN Account email is, and to consistently use this email to login!* 

FAQ's

- [How do I register as a coach with a team?](#)
- [How much does it cost to become a coach?](#)
- [How do I confirm my coach registration?](#)
- [How do I complete my background check?](#)
- [Can I view a team roster?](#)

How do I register as a coach with a team?

From the [ACA Registration page](#), select your team from the dropdown menu in the *Coaches* section and click "Register". You will need your team Pass Code from your Head Coach or Team Director. CCN Provides step-by-step instructions on how to register. | [Link to instructions](#) |

How much does it cost to become a coach?

While we keep our fees as low as possible, there are costs associated with insuring and training our volunteer coaches. These fees ensure our programs remain sustainable over time. All coach participation fees are outlined on our website. | [Participation Fees](#) |

How do I confirm my coach registration?

You should receive a confirmation receipt in your email. Additionally, you should receive an email with instructions on how to complete your Sterling Volunteers background check.

How do I complete my background check?

Once you complete your registration, you should receive an email from info@ccnbikes.com with a link to order your background check through

Sterling Volunteers. *You must use this unique link to order your background check.*

If you did not receive an email you can check your spam folder or login to your [CCN Membership Profile](#) to retrieve your unique link.

1. Click on the red “Action Needed” button that corresponds to your Level 1 license.
2. Click the “How to Complete” link that corresponds to your Background Check.
3. Follow the link and order your background check through Sterling Volunteers.

There is a background check fee. | [Link to participation fees](#) |

Can I view a team roster?

Only Team Admins (the Head Coach and Team Director) can view complete team rosters through the CCN Dashboard.

For a quick view of names (and membership status') affiliated with a specific team, anyone can use the “[Search Athlete Status](#)” or “[Search Coach Status](#)” links on the [ACA Registration Page](#). Here's how that's done:

1. Click the “[Search Coach Status](#)” page, click “Select Affiliate” and select your team from the drop down menu.
2. Click “Apply.”
3. Here you'll see an alphabetical list of registered coaches affiliated with that team.

The same steps apply to view a list of registered Student Athletes affiliated with a specific team.

Coach Licensing Summary

All coaches should review the ACA Coach Licensing Program on the website. There are certain requirements that need to be completed annually to renew a coach license. | [Link to website](#) |

 *All coaches must have a Level 1 license issued (i.e. "Practice Ready!") to be eligible to attend practices and work with Student-Athletes.* 

FAQs

- [How do I quickly view my current license status?](#)
- [How do I complete my pending requirements?](#)
- [I thought I completed my Canvas courses, but CCN has it listed as incomplete. What should I do?](#)
- [How do I view my membership card?](#)
- [How do I view requirements I've already completed?](#)

How do I quickly view my current license status?

You can check your license status by using the "Search Coach Status" button on the ACA Registration. | [Link to page](#) |

● #ACA0001 - Status: **PENDING REQUIREMENTS**
Organization: Arizona Cycling Association Coach Level 3
Type: Coach Level 3
Sub-type/s: Coach Level 3

● #ACA0001 - Status: **PENDING REQUIREMENTS**
Organization: Arizona Cycling Association Coach Level 2
Type: Coach Level 2
Sub-type/s: Coach Level 2

● #ACA0001 - Status: **ISSUED**
Organization: Arizona Cycling Association Coach Level 1
Type: Coach Level 1
Sub-type/s: Coach Level 1

If you have a license issued, it'll say "Issued" in green. If your "Level 1" status is "Pending Requirements," you will need to finish your requirements before you can attend team practice.

How do I complete my pending requirements?

Once you've completed your ACA coach registration, login to your CCN Account to view your next steps. | [CCN Home](#) |

From here, follow these steps:

1. Login to your [CCN Home](#)
2. Navigate to the "Memberships & Licenses" section
3. Make sure you have *your profile* selected from the dropdown menu
4. Click on the *Action Needed* button that corresponds to the license level you are aiming to complete.
5. Click "How to Complete" next to each requirement listed
6. Follow the steps.

I thought I completed my Canvas courses, but CCN has it listed as incomplete. What should I do?

You likely have a quiz or assignment remaining to complete. Please [log into Canvas](#) and carefully finish your learning modules and quizzes. When you complete a Canvas course, your grade will automatically update in CCN.

To view what you still need to complete, click the "Card View" in your Canvas Dashboard. The items you have remaining to complete will appear in the "To do" section on the right.

We have a guide to help coaches navigate through Canvas to NFHS to complete their Concussion and Abuse Prevention courses. | [Link to guide](#) |

How do I view my membership card?

Membership cards are no longer needed.

How do I upload requirements into CCN?

You start by logging into your CCN Account, and navigating to your Membership Profile. | [Login to CCN](#) |

Click the "How to complete" button that corresponds to the missing requirement. Here are the requirements that require a CCN upload:

- Field hours (20 Hours)
- Field hours (80 Hours)
- First Aid / CPR cards

- CEU Certificates (not required for any ACA clinics or leadership summit)

Note that the upload process looks similar to an event registration process, and you will be required to 'Checkout' to finish the submission.

How do I view the requirements I've already completed (e.g. First Aid)?

This information is available in your CCN Account. | [Link to login](#) |