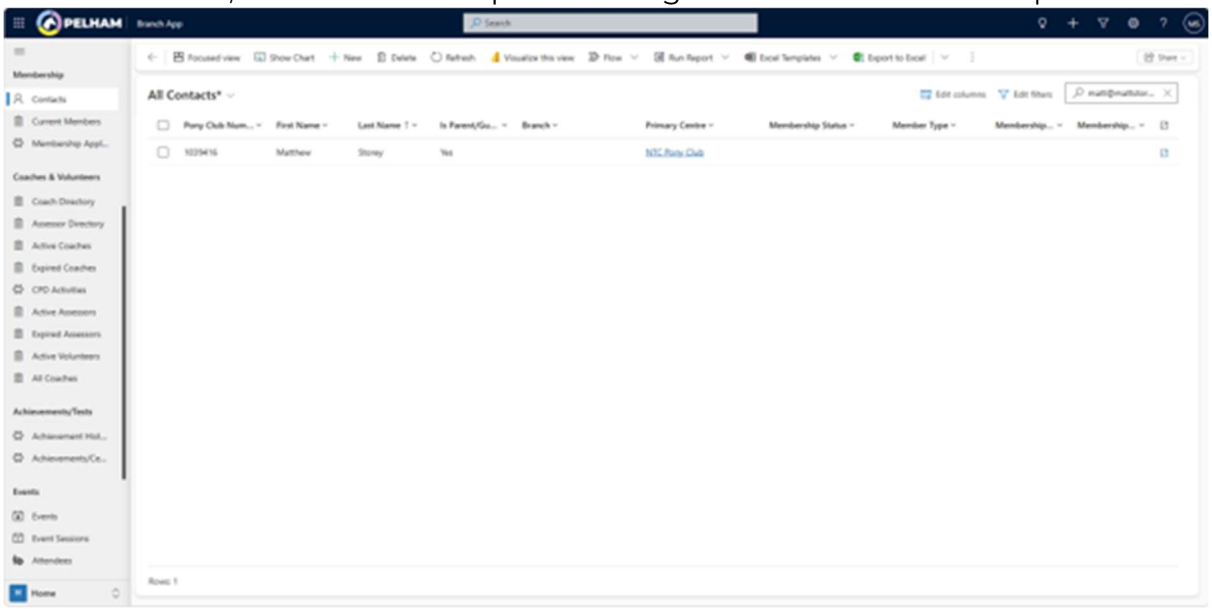
Adding a Range Conducting Officer and RCO Certificate

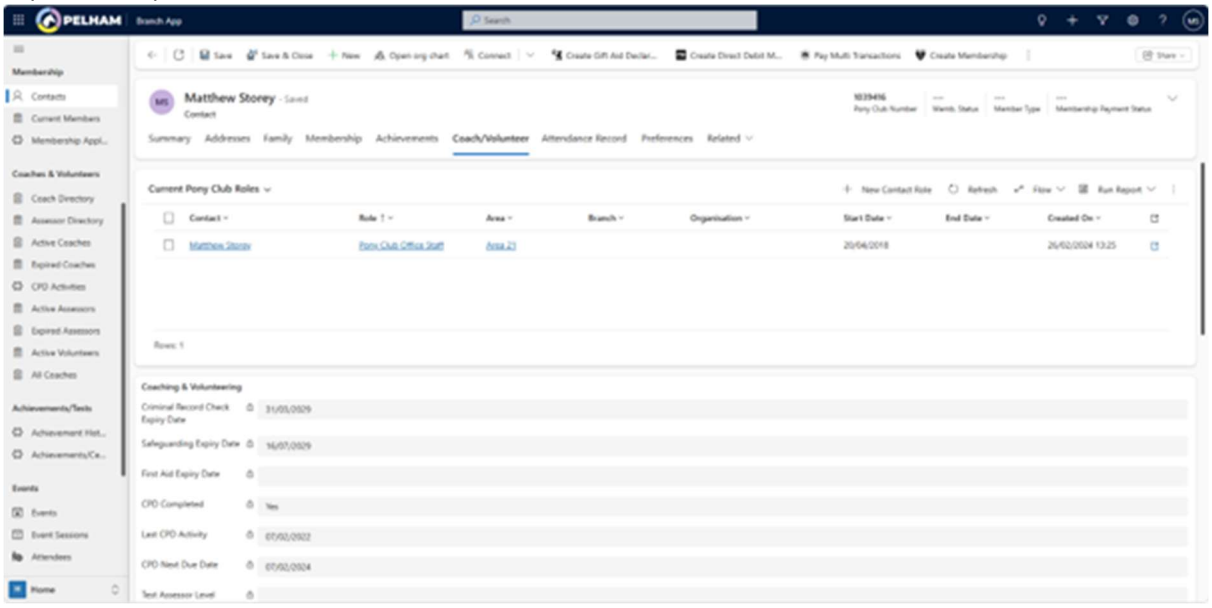
Step-by-step instructions for adding an RCO contact role and recording an RCO qualification.

Add the Range Conducting Officer role

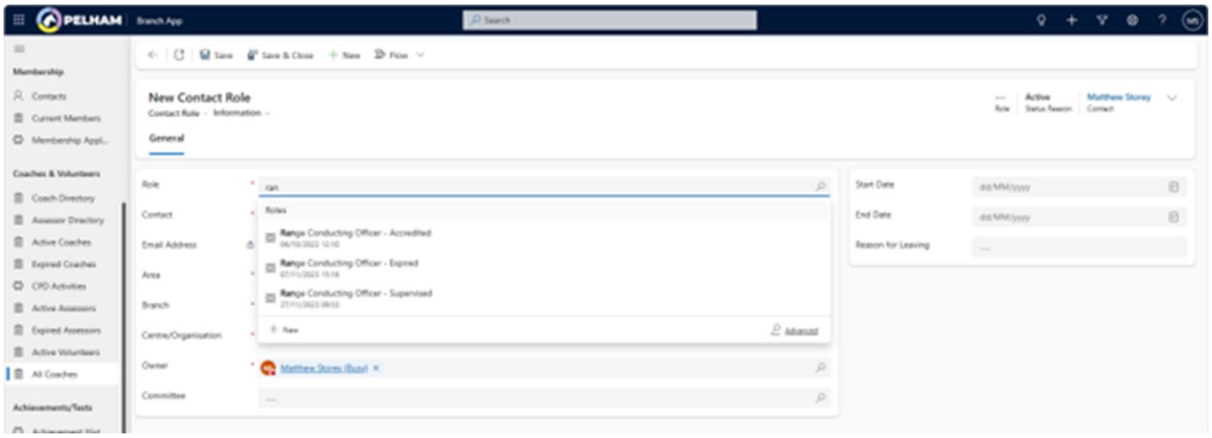
1. Go to **Contacts**, or search for the person using the search bar at the top.



2. Open the person's record and select the **Coach / Volunteer** tab.



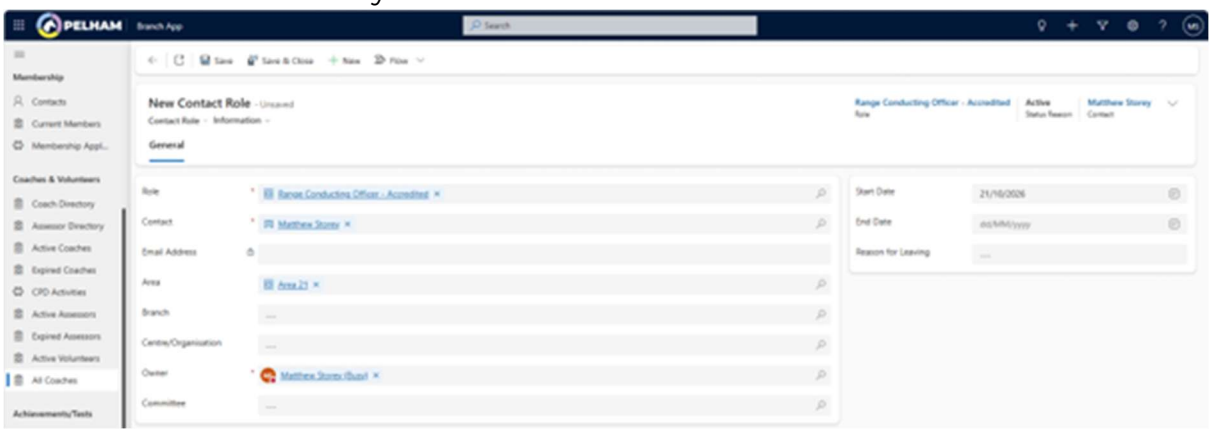
3. If the person does not already have a Range Conducting Officer role, select **+ New Contact Role**.



4. Select the relevant role. The classification may change automatically after a few hours if the person does not have all required DBS, Safeguarding, First Aid and RCO certificate records.

5. Select the relevant **Branch**, **Centre** or **Area**.

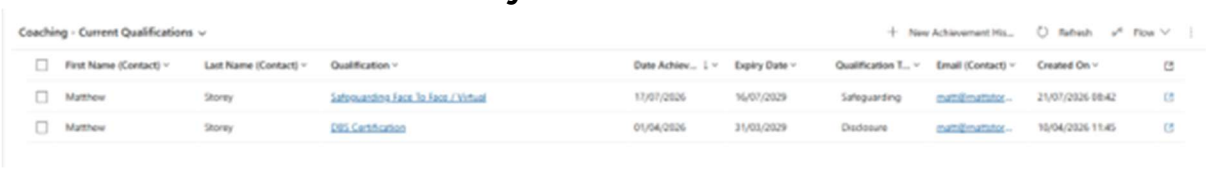
6. Set the start date to today's date.



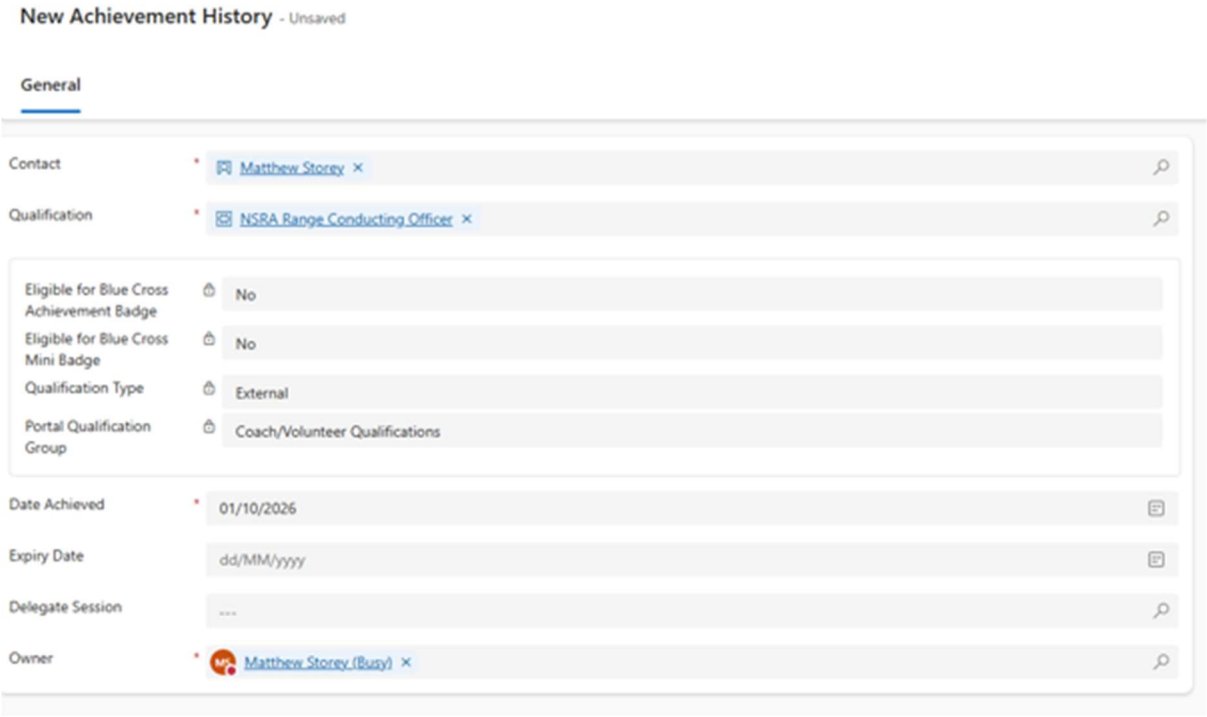
7. Select **Save & Close**.

Add the RCO certificate

1. On the **Coach / Volunteer** tab, scroll to **Coaching – Current Qualifications** and select **+ New Achievement History**.



2. In the **Qualification** field, start typing **NSRA** and select the appropriate qualification.
3. Set **Date Achieved** to the date shown on the issued certificate.



4. Select **Save & Close**.

Automatic processing and RCO status

A background process updates the qualification expiry date and rolls the RCO expiry date up to the person's record. This can take a few hours. The person will then be classified automatically as **Accredited**, **Supervised** or **Expired**.

- **Accredited:** DBS, Safeguarding, First Aid and the RCO course must all be in date.
- **Supervised:** DBS, Safeguarding and the RCO course must all be in date.
- **Expired:** One or more of the requirements for Supervised status is not in date.