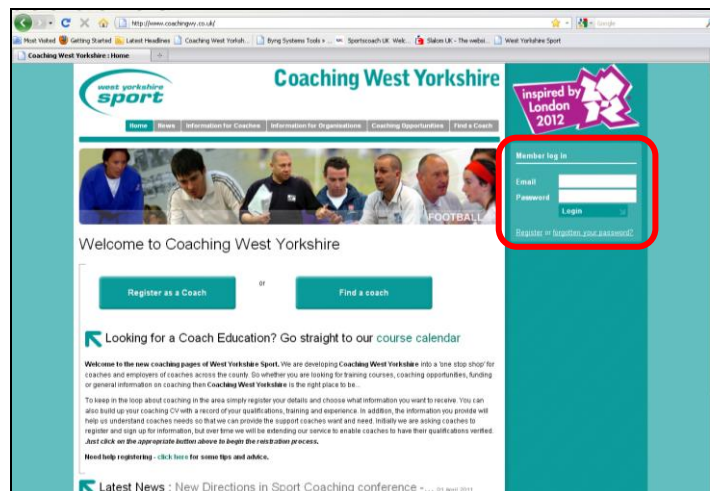


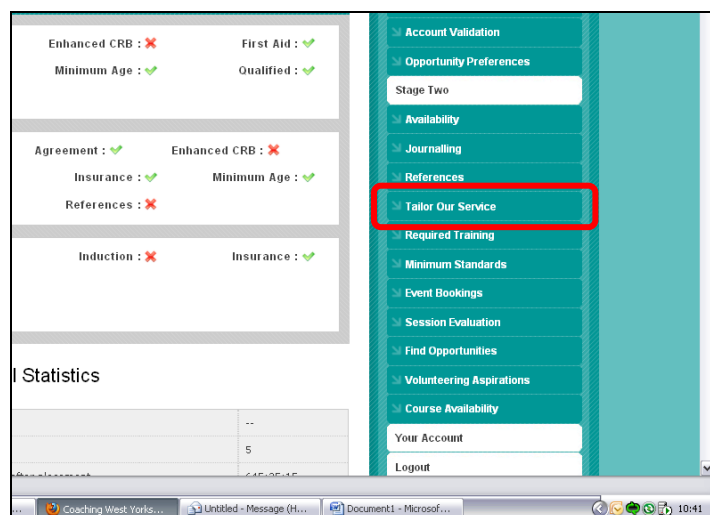
How to link to a partner on Coaching West Yorkshire

On Coaching West Yorkshire, coaches can choose to link to local partners (e.g. local authorities or National Governing Bodies) who are using the system. By linking to a partner the coach is giving the partner permission to see the data in their coaches profile, and agreeing to receive information from the partner (e.g. updates, training details or coaching opportunities).

Go to the Coaching West Yorkshire website (www.coachingwy.co.uk) and either **log in** to your profile as normal or **Register** on the website (this takes 2 minutes).

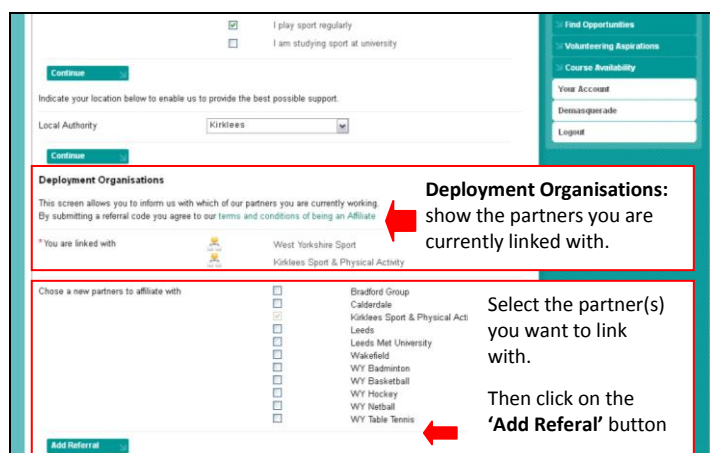


Once logged on, scroll down the navigation on the right hand side and select **'Tailor our Service'**



On the **'Tailor our Service'** page:

- Scroll down to the Deployment Organisations section. This shows the partners you are currently linked with.
- To link to additional partners, simply select the box by their name and click on the **'Add Referral'** button



How do I unlinking from a partner?

Coaches are not able to do this themselves. To unlink from a partners group email les.ford@wysport.co.uk stating your name email address and the partner(s) you no longer want to be linked with. You will no longer receive information from partners you are not linked to.