

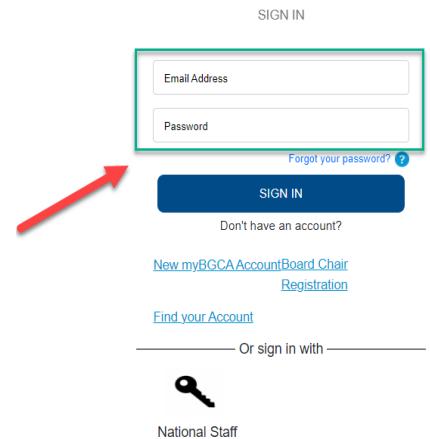
Spillet Leadership University – Quick Reference Guide

Getting Started

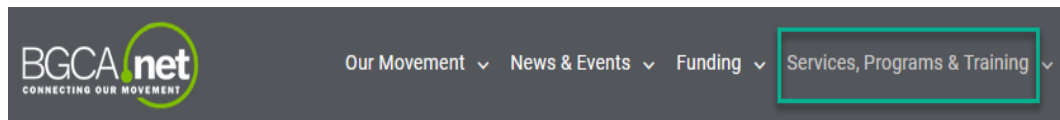
Access to Spillet Leadership University requires that you have a mybgca.net account. If have not registered for mybgca.net, please sign up and once your account is approved by your CEO or their assigned delegate you may then use myBGCA.net to access Spillet Leadership University.

BGCA.net Login

1. Go to BGCA.net
2. Enter your BGCA.net username and password
3. Click Sign in
4. Access the Services, Programs & Training page from the menu across the top



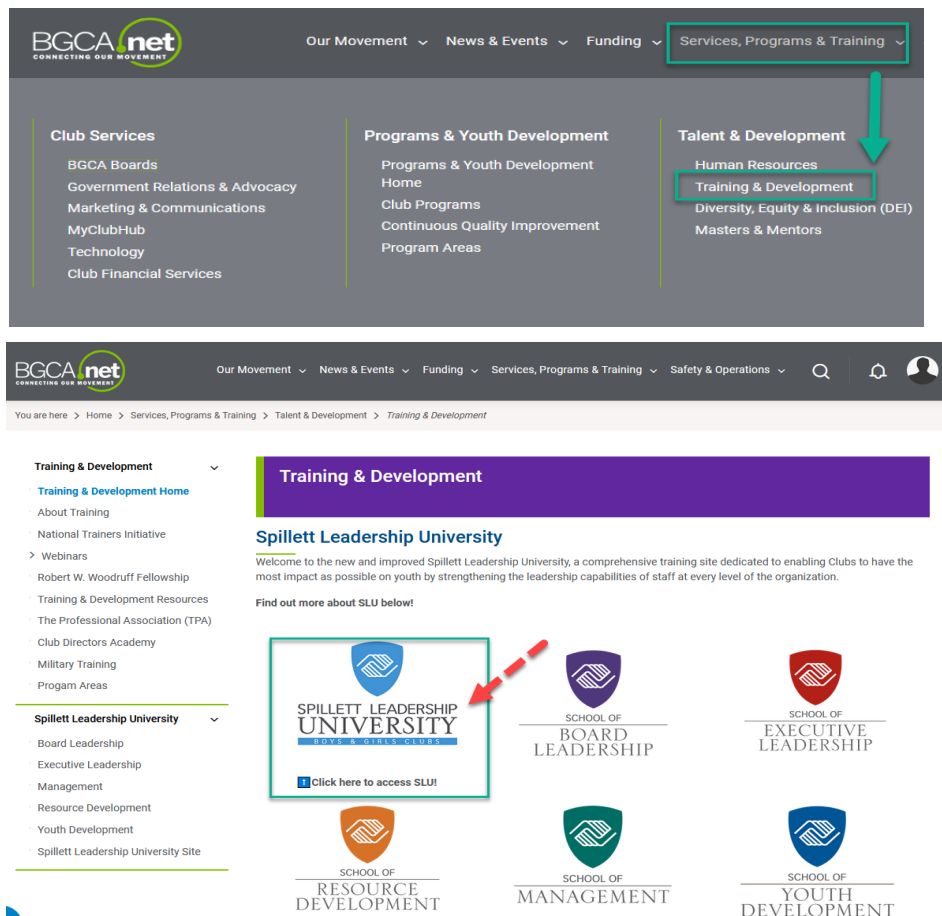
The image shows the BGCA.net Sign In page. At the top right is the text "SIGN IN". Below it is a form with two input fields: "Email Address" and "Password". To the right of the Password field is a link "Forgot your password?". Below the form is a blue button labeled "SIGN IN". Below the button is the text "Don't have an account?". Below that are two links: "New myBGCA Account/Board Chair Registration" and "Find your Account". At the bottom is a section "Or sign in with" followed by a key icon and the text "National Staff". A red arrow points from the "Sign in" button in the list above to the "SIGN IN" button on the form.



Spillet Leadership University Access

Note: Due to recent updates Cornerstone recommends that if using Google Chrome you update to the most recent version Chrome v111. Please refer to Appendix A for instructions on how to identify your current version and reinstall the most recent version.

5. Locate and click the **Training & Development** link from the dropdown menu page.



The image shows the Spillet Leadership University Access page. At the top is the BGCA.net navigation bar. The "Services, Programs & Training" dropdown menu is open, showing three columns of links. The "Training & Development" link is highlighted with a green box. Below the navigation bar is a breadcrumb trail: "You are here > Home > Services, Programs & Training > Talent & Development > Training & Development". Below the breadcrumb trail is a sidebar with a "Training & Development" section. The "Training & Development" section has a dropdown menu with "Training & Development Home" selected. Below the sidebar is a main content area with a purple header "Training & Development". Below the header is the "Spillet Leadership University" section. The "Spillet Leadership University" section has a welcome message and a link "Click here to access SLU!". Below the link is a grid of logos for the "SCHOOLS OF LEADERSHIP": "SCHOOL OF BOARD LEADERSHIP", "SCHOOL OF EXECUTIVE LEADERSHIP", "SCHOOL OF RESOURCE DEVELOPMENT", "SCHOOL OF MANAGEMENT", and "SCHOOL OF YOUTH DEVELOPMENT". A red arrow points from the "Click here to access SLU!" link to the "Spillet Leadership University" logo.

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6. First time users will be required to complete the member profile information as follows, all others skip to step 7:

a. Review / update your mybgca.net member profile captured on the left

NOTE: Please verify your affiliation and position and update if necessary. This information automatically populates the Professional Category noted on the right and the school you are aligned to in the university. Depending on the Professional Category associated, you may be asked to respond to a follow up question.

b. Complete the fields to the right and click the Submit button.

c. Verify the accuracy of the information entered and click Confirm.

The screenshot shows the 'Spillet Leadership University Member Profile Editor' for user 'Troy Alexander'. The form is divided into two main sections: 'Personal Information' on the left and 'Professional Information' on the right. The 'Personal Information' section includes fields for First Name, Middle Name, Last Name, Email Address, Username, Password, and a 'Submit' button. The 'Professional Information' section includes dropdown menus for Professional Category, Is Site Director?, Date Entered Movement, Time Zone, Gender, Ethnicity, Birthdate, Education Level, Organization, Region, and Director of Organizational Development. A 'Confirm' button is at the bottom right.

7. You will be logged into Spillet Leadership University and taken to the appropriate welcome page.

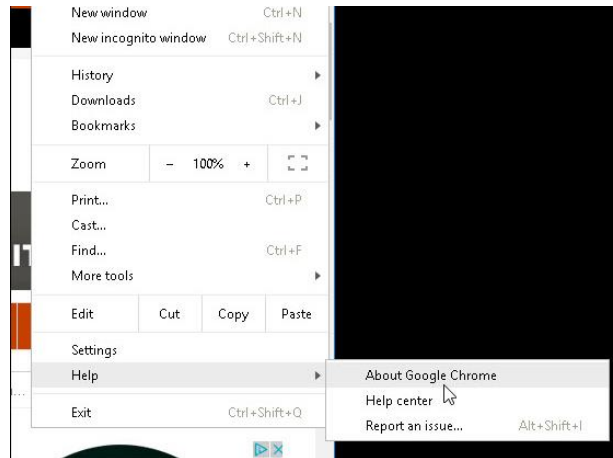
The screenshot shows the Spillet Leadership University dashboard for a user named Troy Thomas. The dashboard has a top navigation bar with the university logo and a user profile. Below the navigation bar, there is a 'MY TRAINING' section with links to 'Teen Accelerator 2.0', 'Club Directors Orientation Program', and 'Club Directors Academy Program Curriculum'. To the right, there is a 'Abuse Prevention Training Now Available' banner with a 'LAUNCH' button. Below the training section, there is a 'BROWSE TRAINING' section with tabs for 'FEATURED', 'POPULAR FOR MY ROLE', 'CHILD SAFETY', 'CLUB EXPERIENCE', 'LEADERSHIP', and 'ALL TRAINING'. The 'FEATURED' tab is selected, showing a list of training modules: 'Child & Club Safety 101 VIRTUAL Session', 'Athlete Protection, Part 2', 'Athlete Protection, Part 1', 'Preventing Bullying in Youth Organizations', and 'Social Media Safety'. Each module has a 'COMMITMENT TO SAFETY' badge and a star rating.

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Appendix A: Google Chrome Update

Due to recent technical issues recently identified, Spillett Leadership University recommends that learners install the latest google chrome update as this includes coding to correct previously identified bugs. Please following the instructions noted below to verify current version and install most recent version if needed.

To manually update to the latest version click the *Options > Help > About Google Chrome*.



There you'll see the current version you're running and that an update is available. Click *Relaunch*, and it will update it to the latest version which should be v111.

About Chrome

