

HOW TO COMPLETE NAYS TRAINING MODULES

If you have a NAYS account please update your organization by logging into your account at <https://www.nays.org/user-login>.

Once logged in you can

- *click on the box that says Organizations.*
- *Then click on Manage My Affiliations.*
- *Then on the next screen, you can click on Add Affiliation.*
- *Type Anne Arundel County Rec in the search box, they should populate underneath the search box, click on the circle next to their name to select them and make sure to select your role which is listed to the right of the organization name (Anne Arundel Coach)*
- *You can then proceed to your Training Portal by clicking on the top of your screen where it says My Account.*
- *Click on the box that says My Trainings, then My Training Portal.*
- *If it says Start Training next to your trainings, then you can click there to begin.*
- *If it does not say Start Training, then contact NAYS to reset your trainings.*
- *You can email us as membership@nays.org or click on our Live Chat option to chat with us.*