

Activator Checklist

It is a requirement of your activator terms and conditions for you to have completed your personal activator checklist and each programme must have at least one fully compliant Main Programme Activator for programmes to appear online for parents to search and book onto. Each club Activator must access their Clubspark account in order to complete their checklist. Please see below for information on completing each section of the Activator checklist. A more detailed version of this guidance, with screenshots is available [here](#) and a video guide is available [here](#).

1. Access your club's Clubspark account

- To access and view your Activator checklist you will need to log in to your account on Clubspark and click into the 'coaching' tab on the left hand side. Log-in here: <https://ecb.clubspark.uk/Admin>

2. DBS check

- If you do not have an ECB DBS speak to your Club or County Safeguarding Officer to initiate the process. Click 'no' followed by 'apply now' for more guidance..
- If you do have one, click 'yes' and the required fields will auto populate with the details you have created your account with. Double check that these match what you have applied for your DBS with (including any middle names) and amend if not. Once you are confident the details match, click 'verify'.

3. Initial Activator training

- If you have previously attended an activator training session with your county board then this will automatically be green. If you haven't attended a session in the past then you can easily book onto one by clicking into the 'book your training' button.

4. Safeguarding training

- This is done through the ECB e-learning platform and will need to be completed every three years to ensure you remain compliant. If you have completed a Safeguarding course through ECB within this time frame then you will just **need to click on the 'complete course' button** which will perform a check of the system and turn this section green for you.
- If you have not completed this or your previous course was more than three years ago then it will add the course onto your Moodle profile and you will be able to complete it. Upon completion this will feed through to the checklist and then turn this section green.

5. E-learning

- This is the National Youth Programmes Activator course which is also completed through the ECB e learning system and will be valid for three years once completed. If you are currently compliant then **clicking into the 'complete course' button** will turn this green and show as complete.

If you have not completed this or your previous course was more than three years ago then clicking into the 'complete course' button will add the course onto your Moodle profile and you will be able to complete it. Upon completion this will feed through to the checklist and then turn this section green.