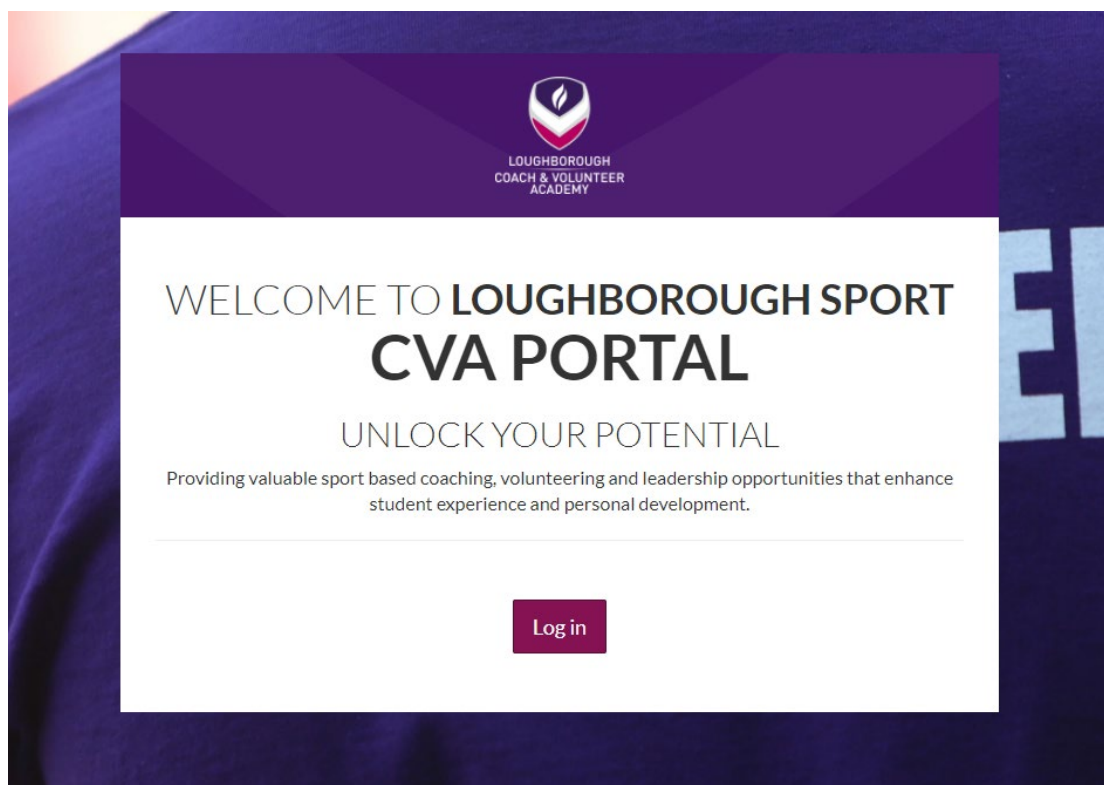


Introductory Guide to using the CVA Portal

Step 1: Creating a log in

The fastest way to find the website, is by typing '[CVA Portal](#)' on Google and it should be the first option that pops up. This is what you should see:



Click the “Log in” button and you will then see this new interface:

*Note: Operating the CVA portal is best on Google Chrome, but other explorers work as well



LOUGHBOROUGH
COACH & VOLUNTEER
ACADEMY

Please be sure to use the correct email address.

Some users have accidentally created multiple accounts with different email addresses.

You should use one account only so that we can accurately track your logged hours. If you are having problems logging in you may need to confirm your email address (check your inbox for our email), or reset your password.

Email

Password

 Sign In

[Reset your password](#)

[Sign up to the CVA](#)

If you already have log in details, just enter them and press the “Sign in” button. If not, then click on the “Sign up to the CVA” button. This will prompt you to complete some details as shown below:

If you already have an account please click back and login with those details.

If you sign up with a new email address, any information on your previous account will not appear on the new account. If you are having problems logging in you may need to confirm your email address (check your inbox for our email), or reset your password.

First Name

Last Name

Email

☒ Sign up as a Loughborough University or College Student

☐ Sign up as a Non - Student

Student Number

Password

Confirm password

Are you a Tier 4 Visa Student?

☐ Yes ☒ No

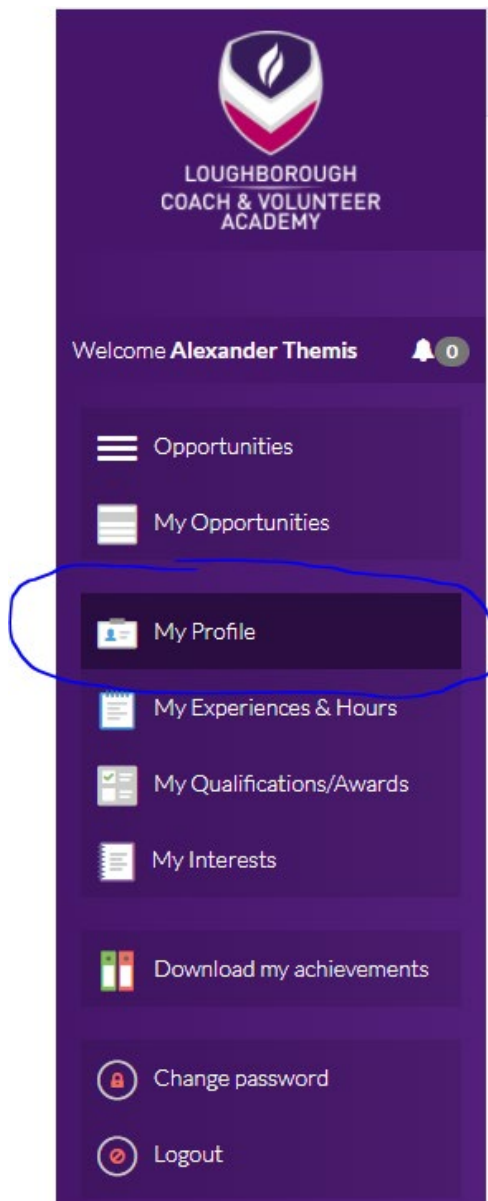
Tier 4 visa students include any student who requires a visa to study in the UK and lives outside of the UK, European Economic Area (EEA) or Switzerland

Anyone can sign up to the CVA portal. Non-Students are classed as community volunteers who can also access the benefits the CVA has to offer but not always the same as students.

Once you create your log in, you should receive an activation email on the email address you have provided. This may take time, and **please make sure to check your junk folder as well**. If you do not receive your activation email, try logging in with the details you have entered anyway.

Step 2: Using the portal

On successful log in, you will then be prompted to fill in your profile details:



You will not be able to move onto the functionality of the portal until you complete your profile.

Step 3: Registering to An Opportunity

You can register to any opportunity that you are interested in but be advised to make sure to read the description of each opportunity carefully. To view opportunities, click on the “Opportunities” tab. You should see something like this:

Opportunities

Do you know what you are entitled to through the CVA? Do you know what counts towards CVA hours or how to get your CVA kit? Head over to the [CVA website](#) to find our terms and conditions documents or check out our [terms and conditions](#) document.

Opportunities search

Search for...

Deadline date from
16.08.2021

Deadline date to
16.08.2023

Opportunity type
☒ Position
☒ Qualification
☒ Masterclass/Workshop

Strand
☒ Coaching/Teaching
☒ Refereeing/Officiating
☒ Event Management
☒ Media, Marketing & Communications
☒ Performance Support
☒ Volunteer Zambia
☒ Sport Committee Positions
☒ Sport Coordinators/Ambassadors
☒ Sport Management, Business & Administration

Title	Strand	Deadline	Opportunity type
Futsal Media, Marketing & Communications Volunteer	Media, Marketing & Communications	27.08.2021	Position View
Futsal Performance Analyst Volunteer	Performance Support	27.08.2021	Position View
2021 School Games National Finals - Event Volunteer	Event Management	31.08.2021	Position View
Hockey Performance Analysis Volunteer	Performance Support	13.09.2021	Position View
Emergency First Aid at Work	Coaching/Teaching	15.09.2021	Masterclass/Workshop View
Safeguarding and Protecting Children - UK Coaching Certification	Coaching/Teaching	15.09.2021	Masterclass/Workshop View
Athletic Union Coach Co-ordinator	Coaching/Teaching	30.09.2021	Position View
Emergency First Aid at Work	Coaching/Teaching	05.10.2021	Masterclass/Workshop View
Emergency First Aid at Work	Coaching/Teaching	06.10.2021	Masterclass/Workshop View
Safeguarding and Protecting Children	Coaching/Teaching	06.10.2021	Masterclass/Workshop View

In this tab, all the opportunities are listed. You can use the filter function on the left, to find exactly what you are looking for. To register to an opportunity, all you have to do is click “view” and then you will see all the details. There is a button at the bottom of the page “register”. Click this. You have now registered and often the next step is to wait for a staff member to get in contact with you.

Please search ‘BUCS Big Wednesday 2025 Event Assistant (24th/25th March 2026)’

This was a quick introductory guide to using the CVA Portal. Should you have any questions, please contact the CVA at cva@lboro.ac.uk.