## Checklist & intructions

Hey Live streamer! Find below the checklist of items to tick off in order to receive your Statement of Attendance for livestreaming your training event:

**Register for Live streamer**

Register and receive registration link

Admin/WOW team will record your registration in the TCI Student Management system

**Live streamers are required to:**

Attend the full training to receive a statement of attendance

Provide three key learning for each day of the training event

Provide unique codes for each day. (Two codes will be shared by the trainer on each day. Morning and afternoon, at no particular set times)

**Submit evidence to The Coaching Institute**

One you’ve completed the form, please submit via email

Emailed: [wowadmin@thecoachinginstitute.com.au](mailto:wowadmin@thecoachinginstitute.com.au)

###### For Office use only:

1. Once you submitted. The Compliance team will review, record your submission and respond within 14 days
2. If you are eligible to receive the statement of attendance, you will be notified via email l
3. You will receive your statement of attendance via mail within 14 days

|  |  |
| --- | --- |
| Review by Name: |  |
| Date: |  |
| Result: | Satisfactory Not Yet Satisfactory |
| Comment: |  |
| Date Statement sent: |  |

## Student to COMPLETE

|  |  |
| --- | --- |
| Title of LIVE event: |  |
| Student Name: |  |
| Date of Submission: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| LIVE STREAMER TRAINING EVENT  ALL DAYS REQUIRED | | | |
| Training Day | **Date** | **Code 1 & 2** | **Attendance** |
| 1. Day 1: |  |  | Tick to confirm attendance |
| Three Key Learnings: | | | |
| 1. Day 2: |  |  | Tick to confirm attendance |
| Three Key Learnings: | | | |
| 1. Day 3: |  |  | Tick to confirm attendance |
| Three Key Learnings: | | | |
| 1. Day 4: |  |  | Tick to confirm attendance |
| Three Key Learnings: | | | |
| 1. Day 5: |  |  | Tick to confirm attendance |
| Three Key Learnings: | | | |