



## RETSORG PROFILE TIPS FOR RIDERCOACHES

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The “Profile” section of RETSORG is one of the most important sections of the site. This section has been designed so you can update your contact information at any time. It is especially important to keep your email address current so that you do not miss any communications from MSF.

- **To access your profile**, go to [www.retsorg.org](http://www.retsorg.org) and login with your RiderCoach number (User Name) and password. If you are entering for the first time, your password will be your RiderCoach number.
- **To change your primary or shipping address**, simply edit the current information in the appropriate areas and click the “Save” button on the top right portion of the screen.
- **Recertification requirements** are found on page 139 of the RiderCoach Guide.
- **Recertification process:** Three months prior to expiration you will receive a recertification reminder email from MSF. Once the reminder email is sent, a “Self Report” link will automatically appear in your profile. Click the link and follow the steps to fill out and submit the recertification survey form. Your state or military administrator will be contacted by MSF to verify the survey information. RiderCoaches who do not complete the survey prior to their expiration date will be deactivated.

*Note: Be prepared to report the number of complete courses conducted in each year, sorted by type of course. Have your teaching location information (including RERP number) ready before filling out the recertification form. The form will “time out” after 20 minutes, and if not completed within the time allowed it will be necessary to start over.*

Once the survey is received by MSF you will be sent a confirmation email. If you do not receive this email, contact Laurie Longville at 949-727-3227 ext. 3002 for assistance.

- **A RiderCoach card** will be mailed to you in approximately 30 days. If you do not receive your card, please contact MSF to confirm your certification status.
- **Explore the rest of RETSORG** and its other features including the Library, Best Practices, the online forum, the RiderCoach/Sponsor “Member Finder” and more.