Confirm your session hours

Sign in to the NCSLSC Hub to confirm your own sessions and hours. Hub hours are a club record, not your official SLS award record.

1

Open your sessions

Tap your initials › My sessions & hours. Select the season › To confirm. Find the session's attendance row.

Open My sessions & hours

2

Mark attendance

Tap Attended or Did not attend. Wait for Saving… to finish, then check the recorded outcome.

Wrong tap? Use Undo while it shows.

3

Correct your hours

On an attendance row, choose Hours. Set the actual Start and End › Save hours. Saving hours also marks an unconfirmed row attended.

Already saved? Choose All, open it › Edit times & note › Save times & note.

4

Correct a logged session

Use All to find the logged session and open it. Tap Request a correction › choose the outcome › change times if needed.

Enter a reason › Send correction request. It shows Pending review until an admin reviews it.

5

Export the record

Check the selected season. Tap Export my hours › Print / Save as PDF. Save the report with your evidence.

Hub hours are a club record, not your official SLS award record.

6

If something looks stuck

Check & retry means the save is unconfirmed. Use it to check again.

Export window missing? Allow pop-ups, then try Export my hours again.

learn.ncslsc.com/guides/confirm-your-session-hours
The printed guide links here. This page is always the current version.

TAF-04 · Club guide v2.1 (4 November 2026) · updated 4 Nov 2026

Sources and help

Source: NCSLSC session-hours guide v1.1 and the club Hub attendance instructions. Hub hours are a club record, not your official SLS award record.

Guide owner: Chair of Education. Reviewed 4 November 2026; next review 1 July 2027. Questions: enquiries@ncslsc.com.

Email the club education contact

Part of

Check your official awards and transcript

Trainer? Open in the Hub (sign-in needed).