



# Adding the Dive Into a Coach Approach™ Level 1 to LinkedIn

1. Login to your LinkedIn account ([www.Linkedin.com](http://www.Linkedin.com))
2. Navigate to your profile. Either:
  - a. Click your name or picture —OR—
  - b. From the top navigation bar, click on the “Me” dropdown menu, then click “View Profile”
3. Next, click on the “Add profile section” button (located just under your name):
  - a. A menu will pop up.
  - b. Click on Recommended, then [Add licenses & certifications](#).
  - c. A menu will appear to add your certification. Complete the following:

Name of the certification ([Dive Into a Coach Approach™ 1.- LEVEL 1 \(12 hours\)](#))

ii. Issuing organization: type/select [Function First Coaching](#)

iii. Issue date: enter the date from your certificate

We recommend leaving the four following fields blank as it prevents the ‘Show credential’ button from displaying (Expiration date, Credential ID, Credential URL, Skills)

— If you prefer to include a link, input the URL for the certification overview:<https://www.functionfirstcoaching.com/dica-1/>

- d. Click [Save](#). Your certification will be displayed in your list of Licenses & certifications