

Paying a Batch Enrolment

1. Please search for the course with the reference number. E.g. 36304 this is found on the left side of your screen.
2. When the search results come up please click on the number which relates to your search

Search

Search All ▼

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Training Course Detail
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Information

Course Ref	36304	Course Status	Closed
Course Type	SLSCB Surf Lifeguard	Approval Status	Approved
Region	Cornwall	Assessment Completed	0
Club	Gyllyngvase SLSC	Places Taken	7
Course Location Address	The Town House, Falmouth	Places Remaining	1
Trainer Current CRBT	Yes	Course Start Date	05/07/2015
Course Trainer	MIS7892	Course Fee	£30.00
Course Trainer Name	Rob Dick		
Trainer SLSCB No.	52074		
Course Trainer Email	rod@slscb.co.uk		
Course Location			

Course Organiser Details

Course Organiser	Rob Dick	Telephone No (Day)	01872 240203
Correspondence Address	60 Chelver Road, Truro, Cornwall, TR1 1LR	Course Organiser Email	rod@slscb.co.uk

Communication Requirements

Display course on public website Only Organiser/Trainer get reminders
 Display course organiser email public
 Certificate Printing Option Course organiser will receive hard copies of award certificates, candidates will receive the electronic copies.

Course Attendee Requirements

Max number on course	6	Min number on course	5
Course Age Criteria	<input checked="" type="checkbox"/>	CRB Cert Required?	<input type="checkbox"/>
Lower Age Limit	15	Upper Age Limit	
Limited to Club Only	Gyllyngvase SLSC	Limited to Region only	<input type="checkbox"/>
Prerequisite Course		Other Prerequisite	<input type="checkbox"/>
Existing course prerequisite 1		Existing course prerequisite 2	
		Existing course prerequisite 3	

Training Course Dates

Proposed Assessment date	08/08/2015	Assigned RLSO	MIS49200
RLSO Name	Matthew Stone	RLSO Member Number	20231
Lead Assessor Name	Martyn Ward	Assessor 2	
Assessor 2 Name			
Open Water Training Location	Gyllyngvase	Pool Training Location	Truro
Theory Training Location	The Townhouse Falmouth		

Training course dates

Training course dates	Dates from	Dates to	Start time	Finish time	Total Training days	Total Training hours
Pool Training Location						
Truro						
Theory Training Location						
The Townhouse Falmouth						
Open Water Training Location						
Gyllyngvase						

3. This should the open up the course information. Like this
4. Once your page is opened please scroll to the enrolments section

Action	Enrolment #	Member Name	Member Club	Status	Payment Received	Award Marked?	Created Date	Batch Enrolment
Edit	EN-53182	Lois Leonard	Gyllyngvase SLSC	Payment Pending	<input type="checkbox"/>	<input type="checkbox"/>	12/08/2015	BE-7982
Edit	EN-53183	Jason Longhorn	Gyllyngvase SLSC	Payment Pending	<input type="checkbox"/>	<input type="checkbox"/>	12/08/2015	BE-7982
Edit	EN-53184	Marisa Nicholls	Gyllyngvase SLSC	Payment Pending	<input type="checkbox"/>	<input type="checkbox"/>	12/08/2015	BE-7982
Edit	EN-53185	Marc Thomas	Gyllyngvase SLSC	Payment Pending	<input type="checkbox"/>	<input type="checkbox"/>	12/08/2015	BE-7982
Edit	EN-53186	Garth Stone	Gyllyngvase SLSC	Payment Pending	<input type="checkbox"/>	<input type="checkbox"/>	12/08/2015	BE-7982

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5. On the right hand side of the candidate there should be a number starting with BE. This is their batch enrolment.
6. Click on this number which will then open this page

[Back to Training Course: 36304](#)

Batch Enrolment
BE-7982 [Printable View](#)

[Back to Training Course: 36304](#)

Batch Enrolment Detail
[Edit](#) | [Pay Batch Enrolment](#) | [Enrol On This Course](#) | [Go To Course](#)

Batch Enrolment Name	BE-7982	Owner	Lottie Braithwaite [Change]
Number of Enrolments	7	Total Batch Fees	£210.00
Submitted cheque	<input type="checkbox"/>	Training Course	36304
Paid by BACS	<input type="checkbox"/>		
Paid by PayPal	<input type="checkbox"/>		
Payment Received	<input type="checkbox"/>		
Payment Made	No		
Discount Amount			
Discount Comments			
Created By	Lottie Braithwaite, 12/08/2015 12:21	Last Modified By	Lottie Braithwaite, 12/08/2015 12:24

[Edit](#) | [Pay Batch Enrolment](#) | [Enrol On This Course](#) | [Go To Course](#)

Enrolments

Action	Enrolment #	Member Name	Member Club	Membership Number	Status
Edit	EN-53182	Lois Leonard	Gyllyngvase SLSC	21185	Payment Pending
Edit	EN-53183	Jason Longhorn	Gyllyngvase SLSC	35088	Payment Pending
Edit	EN-53184	Marisa Nicholls	Gyllyngvase SLSC	22287	Payment Pending
Edit	EN-53185	Marc Thomas	Gyllyngvase SLSC	52045	Payment Pending
Edit	EN-53186	Garth Stone	Gyllyngvase SLSC	28385	Payment Pending

[Show 2 more »](#) | [Go to list \(7\) »](#)

Notes & Attachments
[New Note](#) | [Attach File](#)

No records to display

Always show me [▼](#) more records per related list

Paying a Batch Enrolment

7. On this page there is 4 grey buttons which are – Edit, Pay Batch Enrolment , Enrol on this course, Go to course
8. Please click on Pay Batch Enrolment.
9. This should then give you the options to choose your payment method.
10. Then each page will instruct and direct you to the next step.