

## Setting up a New course...

1. Log in to the MIS.
2. Now you are on the home page please click the tab "Training courses"

Qualifications & Awards

Home Training Courses Qualifications Manual Orders Contact Us MIS Help

Logout  
Logged in as Test Assessor (assessor@slsqb.org.uk)

SurfLifeSavingGB

Welcome to the SLSGB MIS: Awards and Qualifications

Here you can:

- set-up and view training courses
- enrol members onto courses
- mark and verify assessments
- order course manuals

Search

Search All

Go

Advanced Search...

Click Here – Training courses

3. This should now bring up this screen

Qualifications & Awards

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Training Courses  
Search Courses

Keywords Start Date From To

01/01/2015

Hide Advanced Options

Award Name Course Status Club/Centre

All All All

Trainer Name Assessor Name Lead Verifier Name Region Cost

All All All All All

My Courses Only?

Search Blank New Course

Show 50 Records Per Page Previous Page Next Page Page 1 of 17

Actions	Course Ref	Award Name	Trainer	Approval Status	Club	Venue	Region	Start Date	Assessment Date	Status
Edit	17927	SLSGB Level 2 Swim Surf Competency	Mark Durrell	Approved	Cresley Town Lifesaving Club	Brighton Sailing Club	East	23/02/2015	23/02/2015	Closed
Edit	18339	SLSGB Surf Coach Safety & Rescue	David Green	Approved	The North Devon Surf School	The North Devon Surf School Ltd	Devon	07/03/2015	08/03/2015	Closed
Edit	18255	SLSGB Surf Coach Safety & Rescue	Stephen Bowers	Approved	H2O Training	Dunbar, East Lothian	Scotland	26/03/2015	26/03/2015	Closed
Edit	18884	SLSGB Coasteering Safety and Rescue Qualification	Stephen Bowers	Approved	H2O Training	The Venture Centre, IOM	Other/Central	07/04/2015	10/04/2015	Closed
Edit	18900	SLSGB Surf Coach Safety & Rescue	Stephen Bowers	Approved	H2O Training	Thurso	Scotland	17/04/2015	20/04/2015	Closed

4. Click **NEW COURSE**
5. The next page is where you will need to enter the course information. The boxes with red next to them are mandatory fields and cannot be saved without this information.
6. **Course Information**

Course Information

Course Type \*

Course Start Date \* [ 14/12/2015 ]

Region \* --None--

Course Location Address \*

Course Location (Latitude) \*

Course Location (Longitude) \*

Payment Deadline Date \* [ 14/12/2015 ]

Club \*

**Course type**- if you click on the magnifying glass the list of SLSGB courses will come up to

choose from (any boxes with this symbol  next to them will mean when you click into the box you will open a window where you can select the correct person. The only people that will show up are people able to be a trainer or assessor.

**Course Start date** – this is the date that the candidates will begin the course

**Course Location Address** – if this is an educator course this will be the address that manuals will be delivered to also if not this is where the course will be taking place

**Payment Deadline Date** – Please ensure this is a date before the course starts

7. You can now fill in the next section Course organisers details, Communication requirements, Course attendee's information and assessment information.
8. If when entering a trainer or assessor and their names don't appear when clicking in the box then there could be a reason why for this, please contact the office.

## Setting up a New course...

9. Now click save on the course.

10. Any parts missed out will mean it will not save but this will show in red stating the error.

The screenshot shows the 'New Training Course' form with several error messages in red text. The errors are: 'Error: Course Type: You must enter a value', 'Error: You must enter a value' (for Course Start Date), 'Error: You must enter a value' (for Region), 'Error: You must enter a value' (for Course Location Address), and 'Error: You must enter a value' (for Club). A note at the top right states 'Payment Deadline Date must be no more than 48 hours after Course Start Date.' The form includes sections for Course Information, Course Organiser Details, and Communication Requirements.

11. Once you have saved this you will then see this message, which is confirming that you will need to submit your course – this means that it will be sent to SLSGB to get approved which will mean it is registered.

The screenshot shows the 'New Training Course' form after saving. A yellow warning box with a triangle icon is displayed in the center, containing the text: 'Course must be submitted for approval before it will be available for candidate enrolment. You can save your course at any stage before submitting it. Once complete, please click on the Submit for Approval button along the top toolbar. Continue'. The form fields are now populated: Course Type is 'SLSGB Inland Waters S...', Course Start Date is '14/12/2015', Region is '--None--', Course Location Address is 'N/A', Course Location (Latitude) is empty, Course Location (Longitude) is empty, Course Organiser is empty, Correspondence Address is empty, Postcode is empty, Telephone No (Day) is empty, Email Address is empty, Only Organiser/Trainer get reminders is checked, Display course on public website is checked, Max No of Candidates is '10', Min No of Candidates is '10', Lower Age Limit is empty, Limited to Club Only is empty, CRB Cert Required? is empty, Proposed Assessment Date is '04/01/2016', Course Trainer is 'Adnan Mayhew', Assessor 2 is empty, Pool Training Location is 'n/a', Open Water Training Location is 'N/a', Assigned RLSO is 'James Hood', Lead Assessor is 'Adnan Mayhew', and Theory Training Location is 'n/a'. A note at the bottom right states 'If a Training Location is not applicable, please enter 'N/A''. The form includes sections for Course Information, Course Organiser Details, Communication Requirements, Course Attendee Requirements, and Assessment Information.

12. When you click continue you will then see the course set up along with some extra options now. These will be grey buttons just above the training course information.

13. One of these will be Submit for approval, please click this so it will get sent to SLSGB for approval..

14. Once approved you can then enrol candidates on the course.