



How do I create a Course?

Last Modified on 06/12/2023 11:02 am AEDT

Create New Course

From Centre level:

1. Click '**Courses**'.

The screenshot shows the 'Test QMS Center' dashboard. The 'Courses' tab is selected in the navigation menu. The main content area displays the center's details, including the address (Opera House, Sydney, NSW, AUSTRALIA, 2000) and email (m.maden@foxsportspulse.com). A red arrow points to the 'ADD' button in the top right corner of the 'Courses' section.

2. Click '**Add**'.

The screenshot shows the 'Courses' page. A red arrow points to the 'ADD' button in the top right corner. Below the button is a table listing existing courses. The table has columns for Course Name, Location Name, Start Date, Days Run, Product Pr..., Members, Registrati..., EOI, Statu..., Number of Enrolle..., Modules, and Module ...

Course Name	Location Name	Start Date	Days Run	Product Pr...	Members	Registrati...	EOI	Statu...	Number of Enrolle...	Modules	Module ...
Coach Course	Test Venue ACT	2015-08-19	Friday	Edit Prices	View Mem..	Register	View EOI	<input checked="" type="checkbox"/>	0		
Judge Level 1	Test Venue NSW	2016-01-14	TBD	Edit Prices	View Mem..	Register	View EOI	<input checked="" type="checkbox"/>	2		
Coach Level 1	Test Venue NSW	2016-08-09	TBD	Edit Prices	View Mem..	Register	View EOI	<input checked="" type="checkbox"/>	3		
Referee Level 1 ACT	Test Venue ACT	2015-09-01	TBD	Edit Prices	View Mem..	Register	View EOI	<input checked="" type="checkbox"/>	1		
Referee Level 1 QLD	Test Venue QLD	2015-09-01	TBD	Edit Prices	View Mem..	Register	View EOI	<input checked="" type="checkbox"/>	0		
Coach Level 1	Test Venue VIC	2016-03-01	TBD	Edit Prices	View Mem..	Register	View EOI	<input checked="" type="checkbox"/>	4		

3. Select the Template for the Course you wish to create.

(Note: If a required course template is not appearing contact your national body as they may need to accredit your center to run this course type.)

LEVEL SELECTION Test QMS Center CENTER

Dashboard Members Communications Registrations Reports Courses Venues

ADVANCED SEARCH

Courses

Choose which type of Course you wish to create:

Club Administrator - Leaguesnet (96) (ages 0 and under)

Create Course

© Copyright FOX SPORTS PULSE Pty Ltd & SportingPulse International Pty Ltd 2014. All rights reserved. POWERED BY SportingPulse

4. Select *Location Type* and then in *Location* choose the venue for the course.

Add New Course

[Click here](#) to return to list of Courses

To modify, change the details in the boxes below. When you have finished, press the 'Create Course' button.

Note: All boxes marked with a ⊗ must be filled in.

Course Details

Course Name

Course Details

Active? ☒

Location Type ⊗

Location ⊗

Age Details

Youngest Suggested Age

Oldest Suggested Age

Oldest DOB

5. Ensure you set a start date/time in the future. Next set a course capacity (maximum number of registrants). Once the capacity is hit the public course finder will disable registrations and switch to an Expression of Interest form which will capture people interested in the course in the event that places become available.

6. Managing Session information will allow you to provide information on the schedule for the course. This will be emailed to members when they register and will display on the public course finder.

Session Details

Start Date

Start Time : :

Capacity

Manage Sessions	Name	Start Date	Start Time	End Date	End Time	
	Classroom Session 1	12/11/2016	10:00 AM	to	12/11/2016	12:00 PM <input type="button" value="Remove"/>
	Classroom Session 2	12/11/2016	01:00 PM	to	12/11/2016	02:00 PM <input type="button" value="Remove"/>
	Practical Evaluation	12/11/2016	02:30 PM	to	12/11/2016	04:00 PM <input type="button" value="Remove"/>
	Classroom Session 2	13/11/2016	10:00 AM	to	12/11/2016	11:30 AM <input type="button" value="Remove"/>
	Written Exam	13/11/2016	12:30 PM	to	13/11/2016	02:00 PM <input type="button" value="Remove"/>
	<input type="button" value="Add"/>					

7. If configured, certain courses will have roles to which instructors can be assigned by clicking the box next to the role name and a list of eligible staff will appear. For an instructor to display for allocation to a course they must meet the qualification prerequisites of the role and be registered as a member within the center as well as assigned to the staff contact details in the center locator.

Age Details

Youngest Suggested Age

Oldest Suggested Age

Oldest DOB

Allow Oldest DOB exceptions? ☐

Youngest DOB

Allow Youngest DOB exceptions? ☐

Module Details

Start Date

Start Time

Capacity

Roles

Add Course Instructor






Add test

Choose Course Instructor

Available Members

Family name	First name	Action
NIPPERESS	Shaun	<input type="button" value="Choose"/>
NIPPERESS	Shaun	<input type="button" value="Choose"/>
NIPPERESS	Shaun	<input type="button" value="Choose"/>

8. Select *Days Run* if relevant.

Oldest DOB	<input type="text"/>
Allow Oldest DOB exceptions?	<input checked="" type="checkbox"/>
Youngest DOB	<input type="text"/>
Allow Youngest DOB exceptions?	<input checked="" type="checkbox"/>
Module Details	
Start Date	<input type="text"/> 
Start Time	<input type="text" value="00"/>  : <input type="text" value="00"/>  24 hour time 
Capacity	<input type="text"/> 
Days Run	
Please ensure that the day of week matches your start date.	
Monday?	<input type="checkbox"/>
Tuesday?	<input type="checkbox"/>
Wednesday?	<input type="checkbox"/>
Thursday?	<input type="checkbox"/>
Friday?	<input type="checkbox"/>
Saturday?	<input type="checkbox"/>
Sunday?	<input type="checkbox"/>

9. Enter Course T&C's if relevant (these will appear on the course registration form in addition to the T&C's already configured by your governing body)

Registration Details	
Terms and Conditions Header	<input type="text"/>
Terms and Conditions Text	<div><div></div></div>
Create Course	
Click here to return to list of Courses	

10. Once the fields are completed and you are satisfied with the setting click **Create Course**'.