

How do I manage Course enrolments?

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View Members

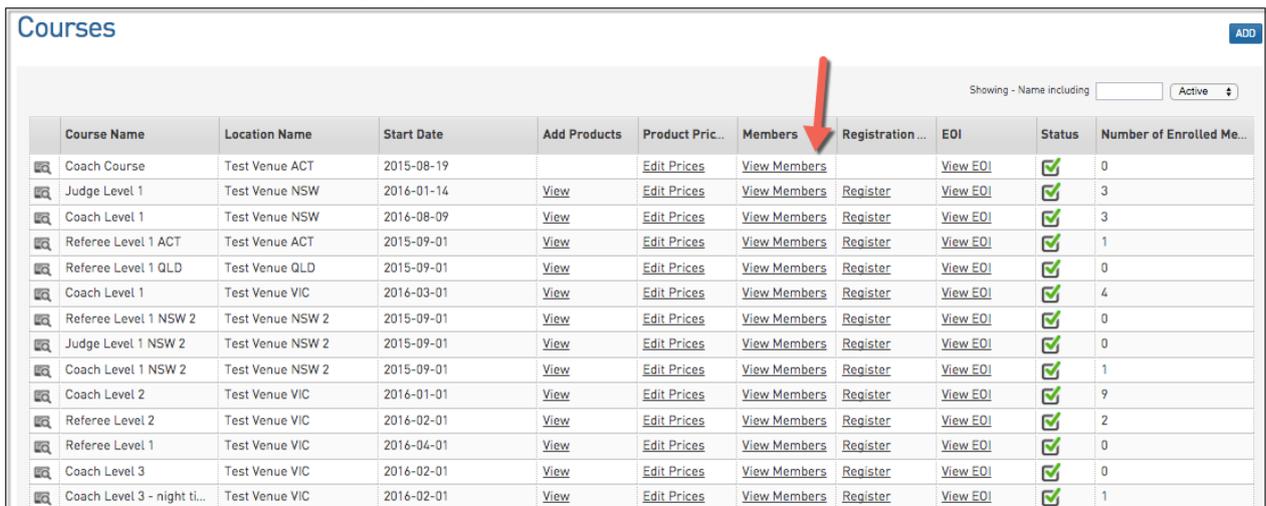
Please note: For this task you will need to have members registered a course. You can do this via the public course finder or at course level with the database by going to *Courses* and then clicking on the register link for the course and completing registration.

From Centre Level - Go to '**Courses**'.



The screenshot shows the 'Test QMS Center' dashboard. At the top, there is a navigation bar with 'LEVEL SELECTION' and 'Test QMS Center'. Below this is a menu with items: Dashboard, Members, Communications, Registrations, Reports, **Courses**, and Venues. A red arrow points to the 'Courses' menu item. Below the menu, there is a section for 'Test QMS Center' with a shield icon and a warning sign, and details for the center's address: Opera House, Sydney, NSW, AUSTRALIA, 2000.

1. To view members currently registered to the course click on '**View Members**'.



The screenshot shows the 'Courses' page with a table of courses. A red arrow points to the 'View Members' link in the 'Members' column of the first row. The table has the following columns: Course Name, Location Name, Start Date, Add Products, Product Pric..., Members, Registration..., EOI, Status, and Number of Enrolled Me... The table contains 14 rows of course data.

Course Name	Location Name	Start Date	Add Products	Product Pric...	Members	Registration ...	EOI	Status	Number of Enrolled Me...
Coach Course	Test Venue ACT	2015-08-19		Edit Prices	View Members		View EOI	✓	0
Judge Level 1	Test Venue NSW	2016-01-14	View	Edit Prices	View Members	Register	View EOI	✓	3
Coach Level 1	Test Venue NSW	2016-08-09	View	Edit Prices	View Members	Register	View EOI	✓	3
Referee Level 1 ACT	Test Venue ACT	2015-09-01	View	Edit Prices	View Members	Register	View EOI	✓	1
Referee Level 1 QLD	Test Venue QLD	2015-09-01	View	Edit Prices	View Members	Register	View EOI	✓	0
Coach Level 1	Test Venue VIC	2016-03-01	View	Edit Prices	View Members	Register	View EOI	✓	4
Referee Level 1 NSW 2	Test Venue NSW 2	2015-09-01	View	Edit Prices	View Members	Register	View EOI	✓	0
Judge Level 1 NSW 2	Test Venue NSW 2	2015-09-01	View	Edit Prices	View Members	Register	View EOI	✓	0
Coach Level 1 NSW 2	Test Venue NSW 2	2015-09-01	View	Edit Prices	View Members	Register	View EOI	✓	1
Coach Level 2	Test Venue VIC	2016-01-01	View	Edit Prices	View Members	Register	View EOI	✓	9
Referee Level 2	Test Venue VIC	2016-02-01	View	Edit Prices	View Members	Register	View EOI	✓	2
Referee Level 1	Test Venue VIC	2016-04-01	View	Edit Prices	View Members	Register	View EOI	✓	0
Coach Level 3	Test Venue VIC	2016-02-01	View	Edit Prices	View Members	Register	View EOI	✓	0
Coach Level 3 - night ti...	Test Venue VIC	2016-02-01	View	Edit Prices	View Members	Register	View EOI	✓	1

2. On this screen you can withdraw users who no longer will take part in the course by click '**Withdraw**'.

LEVEL SELECTION Test QMS Center CENTER

Dashboard Members Communications Registrations Reports Courses Venues

Members in Judge Level 1

	Family name	First name	Date of Birth	Mobile	Email	New Enrolment	Withdraw	Transfer	Certificate
	BUCKETS	Jimmy	2003-07-06				Withdraw	Transfer	Certificate
	TERRY	Killa	2010-04-04			<input checked="" type="checkbox"/>	Withdraw	Transfer	Certificate
	LKJLKJL	JKjle	2007-05-03			<input checked="" type="checkbox"/>	Withdraw	Transfer	Certificate

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

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View Expressions Of Interest (EOI)

Once a course has reached its maximum participants the public course finder will switch from a "Register" option for the course to a "Register Interest" button where users can register their details in case of an opening or a similar course is available.

From Centre Level:

1. Click '**Courses**'.

LEVEL SELECTION Test QMS Center CENTER

Dashboard Members Communications Registrations Reports Courses Venues

Test QMS Center

 [Details](#) [Edit](#)

Address
Opera House
Sydney
NSW, AUSTRALIA, 2000

[Edit Logo](#)

2. Click '**View EOI**' for the relevant course.

Courses

ADD

Showing - Name including Active ↓

Course Name	Location Name	Start Date	Add Products	Product Pric...	Members	Registration ...	EOI	Status	Number of Enrolled Me...
Coach Course	Test Venue ACT	2015-08-19		Edit Prices	View Members		View EOI		0
Judge Level 1	Test Venue NSW	2016-01-14	View	Edit Prices	View Members	Register	View EOI		3
Coach Level 1	Test Venue NSW	2016-08-09	View	Edit Prices	View Members	Register	View EOI		3
Referee Level 1 ACT	Test Venue ACT	2015-09-01	View	Edit Prices	View Members	Register	View EOI		1
Referee Level 1 QLD	Test Venue QLD	2015-09-01	View	Edit Prices	View Members	Register	View EOI		0
Coach Level 1	Test Venue VIC	2016-03-01	View	Edit Prices	View Members	Register	View EOI		4
Referee Level 1 NSW 2	Test Venue NSW 2	2015-09-01	View	Edit Prices	View Members	Register	View EOI		0
Judge Level 1 NSW 2	Test Venue NSW 2	2015-09-01	View	Edit Prices	View Members	Register	View EOI		0
Coach Level 1 NSW 2	Test Venue NSW 2	2015-09-01	View	Edit Prices	View Members	Register	View EOI		1
Coach Level 2	Test Venue VIC	2016-01-01	View	Edit Prices	View Members	Register	View EOI		9
Referee Level 2	Test Venue VIC	2016-02-01	View	Edit Prices	View Members	Register	View EOI		2
Referee Level 1	Test Venue VIC	2016-04-01	View	Edit Prices	View Members	Register	View EOI		0
Coach Level 3	Test Venue VIC	2016-02-01	View	Edit Prices	View Members	Register	View EOI		0
Coach Level 3 - night ti...	Test Venue VIC	2016-02-01	View	Edit Prices	View Members	Register	View EOI		1
Modified Games Coachi...	Test Venue NSW	2015-12-09	View	Edit Prices	View Members	Register	View EOI		1

3. A list of members will appear.

Family name	First name	Date of Birth	Phone	Email
	Matt	2015-04-05	44444444	
	Jeremy	1984-10-27	0434411431	