How do I manage Course enrolments?

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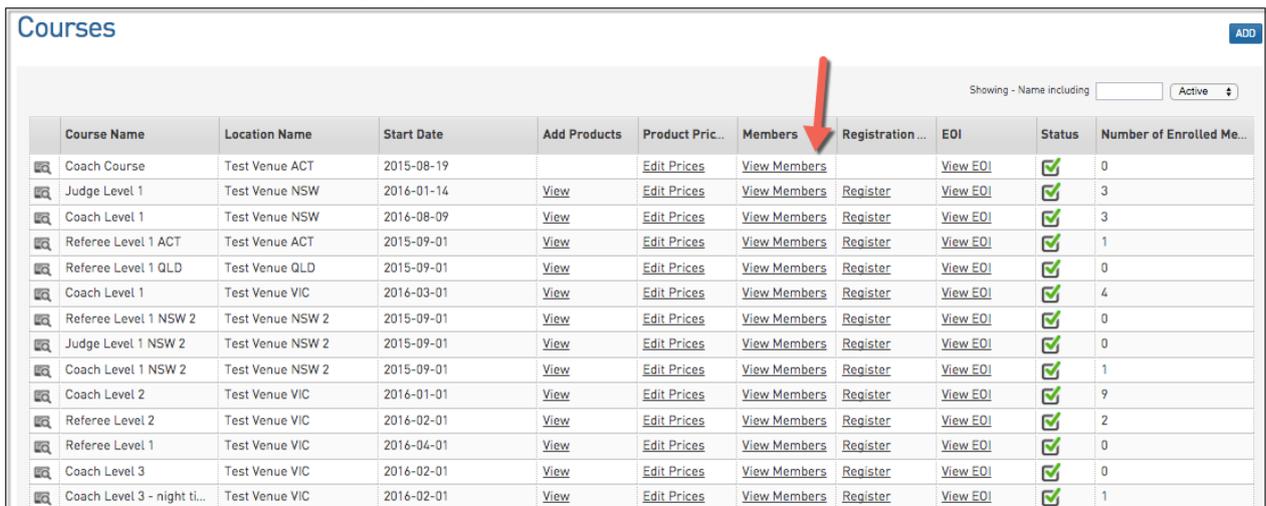
View Members

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**'.

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

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

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**'.

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

3. A list of members will appear.