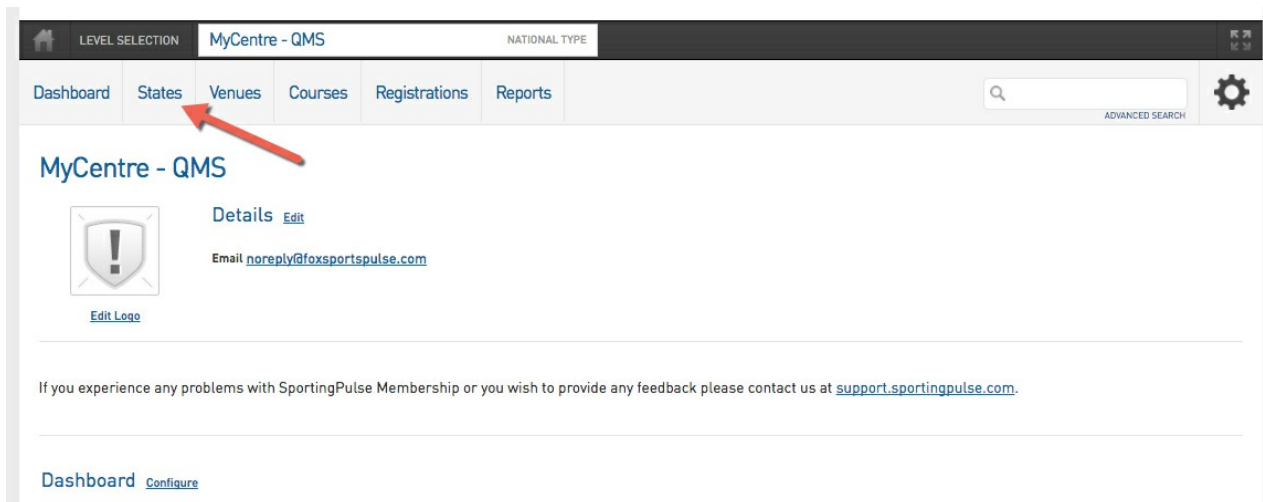


How do I manage access to Course Templates?

Last Modified on 06/12/2023 11:00 am AEDT

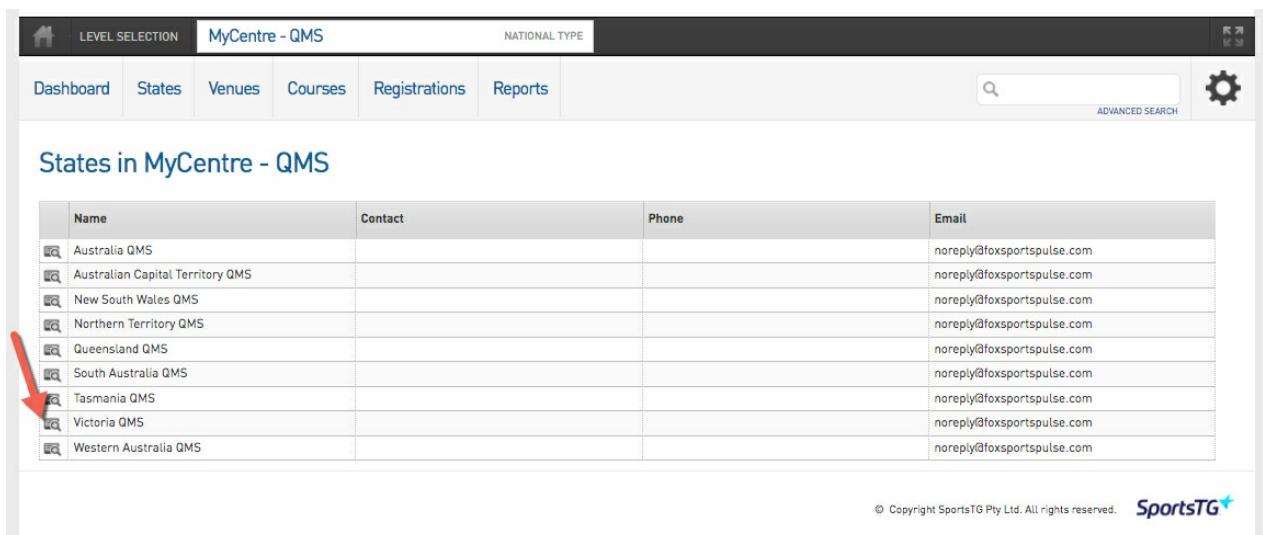
As a National Administrator you have the ability to control the courses that your centre's can run. This functionality allows you to ensure that centre's are equipped accredited to provide the education to participants.

1) Start at National Level and click on **States**.












The screenshot shows the 'MyCentre - QMS' dashboard. The top navigation bar includes 'LEVEL SELECTION', 'MyCentre - QMS', and 'NATIONAL TYPE'. Below this is a menu with 'Dashboard', 'States', 'Venues', 'Courses', 'Registrations', and 'Reports'. A red arrow points to the 'States' menu item. The main content area displays 'MyCentre - QMS' with a shield icon, 'Details Edit', and 'Email noreply@foxsportspulse.com'. A search bar and 'ADVANCED SEARCH' button are visible on the right. At the bottom, there is a 'Dashboard Configure' link.

2) Click on the magnifying glass for State the Centre is located within.



The screenshot shows the 'States in MyCentre - QMS' page. It features a table with columns for 'Name', 'Contact', 'Phone', and 'Email'. A red arrow points to the magnifying glass icon in the first row of the table. The footer includes the copyright notice '© Copyright SportsTG Pty Ltd. All rights reserved.' and the 'SportsTG+' logo.

| Name | Contact | Phone | Email |
|--|---------|-------|----------------------------|
|  Australia QMS | | | noreply@foxsportspulse.com |
|  Australian Capital Territory QMS | | | noreply@foxsportspulse.com |
|  New South Wales QMS | | | noreply@foxsportspulse.com |
|  Northern Territory QMS | | | noreply@foxsportspulse.com |
|  Queensland QMS | | | noreply@foxsportspulse.com |
|  South Australia QMS | | | noreply@foxsportspulse.com |
|  Tasmania QMS | | | noreply@foxsportspulse.com |
|  Victoria QMS | | | noreply@foxsportspulse.com |
|  Western Australia QMS | | | noreply@foxsportspulse.com |

2) Click on Centres

LEVEL SELECTION Victoria QMS STATE

Dashboard Centres Courses Registrations Reports

Victoria QMS

Details [Edit](#)

Email noreply@foxsportspulse.com

[Edit Logo](#)

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Dashboard [Configure](#)

3) Click on the magnifying glass for the Centre you wish to manage template access for.

LEVEL SELECTION Victoria QMS STATE

Dashboard Centres Courses Registrations Reports

Centres - Victoria QMS

Showing - Name including Active

| Name | Contact | Phone | Email | Active? |
|---|---------|-------|----------------------------|-------------------------------------|
| Elwood Sailing Club Training Centre | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Frankston Yacht Club | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Gippsland Lakes Yacht Club | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Hobsons Bay Yacht Club | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Loch Sport Boat Club | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Lysterfield Sailing Club | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| McCrae Yacht Club Training Centre | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Methodist Ladies College - Marshmead Cam... | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Mordialloc Sailing Club Inc | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Mornington Yacht Club | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Mount Martha Yacht Club Sailing School | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Ocean Racing Club of Victoria | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Peninsula Boat Training Pty. Ltd | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Port Fairy Yacht Club | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Port Melbourne Yacht Club Inc | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| QMS Test Centre | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Ranelagh Yacht Squadron | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Royal Geelong Yacht Club | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |
| Royal Melbourne Sail Training Academy | | | noreply@foxsportspulse.com | <input checked="" type="checkbox"/> |

4) From the Centre Dashboard click on the Settings Cog in the top right hand corner of the page and select **Course Template Access**.

The screenshot shows the QMS Test Centre dashboard. At the top, there is a navigation bar with 'LEVEL SELECTION' and 'QMS Test Centre'. Below this is a menu with 'Dashboard', 'Members', 'Communications', 'Registrations', 'Reports', 'Courses', 'Events', and 'Venues'. On the right, there is an 'ADVANCED SEARCH' box and a settings gear icon. The main content area is divided into three sections: 'Details' (with an 'Edit' link), 'Contacts' (with an 'Edit' link), and 'Notifications'. The 'Notifications' section shows 'You have 2 Notifications. View All...' and lists two items: 'Collect your fees online-Find out more.' and 'You have 6 duplicates to resolve.'. A red box highlights the 'Course Template Access' option in the settings menu, and a red arrow points from the 'Notifications' section to it.

5) The Template Access Screen will provide you with a list of Course Templates. You can then click into the cells for each template and tick the **Allowed** box to allow the centre to create courses from this template. Additionally you can set a date range which grants the access between the defined dates to allow for centre reaccreditation.

The screenshot shows the 'Course Template Access' screen. It features a table with the following columns: 'Course Template Name', 'From', 'To', and 'Allowed'. The table contains the following data:

| Course Template Name | From | To | Allowed |
|-------------------------------------|------------|------------|-------------------------------------|
| Start Sailing 1 | 01-11-2016 | 04-11-2017 | <input checked="" type="checkbox"/> |
| Powerboat Handling- Schools Program | | | <input checked="" type="checkbox"/> |
| Yacht Cruising - Yachtmaster Ocean | 16/11/2016 | 16/11/2017 | <input checked="" type="checkbox"/> |
| Tackers Intro: Sporting Schools | | | <input type="checkbox"/> |
| Yacht Racing - Club Crew | | | <input type="checkbox"/> |
| RYA YA Shorebased Instructor | | | <input type="checkbox"/> |
| Keelboat Instructor | | | <input type="checkbox"/> |
| Better Windsurfing | | | <input type="checkbox"/> |
| RYA-YA Yachtmaster Ocean Theory | | | <input type="checkbox"/> |
| Start Sailing 1- Schools Program | | | <input type="checkbox"/> |
| Reviewer's Workshop | | | <input type="checkbox"/> |
| Judge Seminar | | | <input type="checkbox"/> |
| Club Coach | | | <input type="checkbox"/> |
| Start Racing (Windsurfing) | | | <input type="checkbox"/> |

Note: The changes to the the template access are saved automatically when you click out of the cell you are editing and it turns green.