

Managing Program Templates

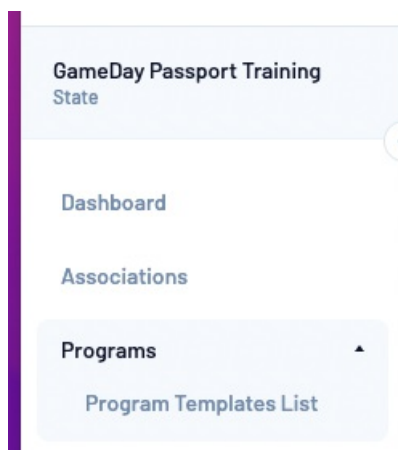
Last Modified on 15/02/2022 4:26 am AEDT

Program Templates are created and managed at Program management level (usually National or State level). This allows Program managers to create templates that are used by Program facilitators (Clubs or Centres) to create a Program using a Program Template.

Create a Program Template

To create a **Program Template**, complete the following steps:

Step 1: Log into your organisation at state level and select programs



Step 2: Select program template List

Program Templates Add

Showing Name Including Status All

Permissions	Program Template Name	Status	Module Templates
Edit	School Holiday program		View/Edit
Edit	Test Program template		View/Edit
Edit	UoA - Learn To Sail		View/Edit

Step 3: Click the add button in the top right hand corner to create a new program template

[Click here](#) to return to list of Program Templates

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

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

Program Template Details

Program Template Name *

Default Program Name *

Active

Age Details

Youngest Suggested Age

Oldest Suggested Age

Oldest DOB

Allow Oldest DOB Exceptions

Youngest DOB

Allow Youngest DOB Exceptions

Session Details

Earliest Start Date

Step 4: Click "Create Program Template" once you have finished adding in the details of your program template

Session Details

Earliest Start Date

Latest Start Date

Registration Form Details

Registration Form


Choose Registration Form ▼

Create Program Template

[Click here](#) to return to list of Program Templates

Adding a logo to your program template

Step 1: Return to the list of Program Templates and click on the magnifying glass icon to view your template

	Permissions
	Edit

Step 2: Click add/edit logo on the right of the screen

Program Template - Test Program template Delete Program Template


[Click here](#) to return to list of Program Templates

To modify, change the details in the boxes below. When you have finished, press the 'Update Program Template' button.

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

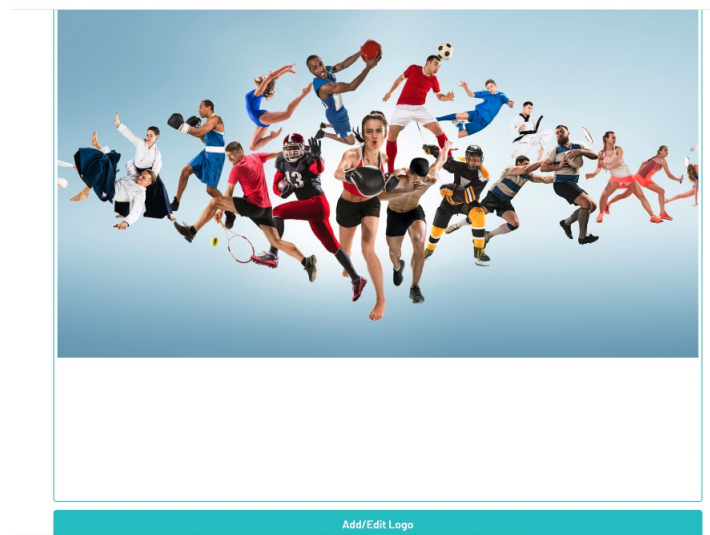
Program Template Details

Program Template Name *



Add/Edit Logo

Step 3: Click add/edit logo if you wish to change the desired photo. Otherwise, click update Program Template at the bottom of the page.



You have now successfully added a logo to your Program Template. The Program Logo will display on the Registration form for all Programs that utilise this Program Template.

Deleting unwanted Program Templates

If you no longer want a program template, you can either delete the template or remove the "Active status" of the template.

Deleting template

Step 1: Click delete Program Template in the top right hand corner when viewing a template

Program Template - Test Program template

Delete Program Template

[Click here](#) to return to list of Program Templates

To modify, change the details in the boxes below. When you have finished, press the 'Update Program Template' button.

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

Program Template Details

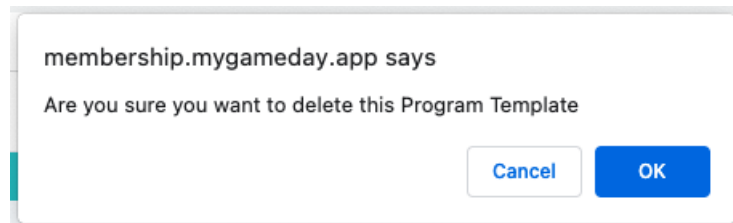
Program Template Name *

Test Program template



Add/Edit Logo

Step 2: A pop up will be displayed on the screen. Press OK.



Your program template is now deleted.

Removing the "Active" status of a template

Active program templates will have a green tick next below their status. To remove the active status, view the program template and follow the steps below.

Permissions	Program Template Name	Status	Module Templates
Edit	School Holiday program		View/Edit

Step 1: Under Program Template Details, click on the green tick next to "Active" so that is no longer green.

Program Template Details

Program Template Name *

School Holiday program

Default Program Name *

School Holiday program

Active




Step 2: Click Update Program Template at the bottom of the page and you will get a confirmation that the Program template is no longer active.

[Click here](#) to return to list of Program Templates

Record updated successfully

There wont be a green tick under the status column in the Program Template list after a template has been made inactive.

Permissions	Program Template Name	Status
 Edit	School Holiday program	

You have now successfully updated the status of your Program Template.

Managing Program Template Permissions


Organisations are able to edit permissions within each Program Template. This provides the functionality of making specific information fields READonly or Compulsory. Checking the compulsory box means the user will not be able to complete the form, without inputting the required information.

Permissions

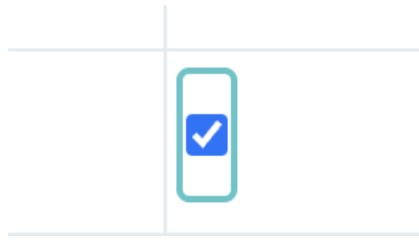
Permissions for Talent Pathway			
Field	Current Value	Readonly	Compulsory
Default Program Name	Talent	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 1: To edit permissions, click "Edit" under the permissions column.

Program Templates

	Permissions
	Edit

Step 2: Select the permissions for the information field by checking the boxes within the correct Readonly/Compulsory column. The Box will turn blue when selected.



Step 3: Save your changes when you're finished by clicking on "update permissions" at the bottom of the page.

Update Permission
