



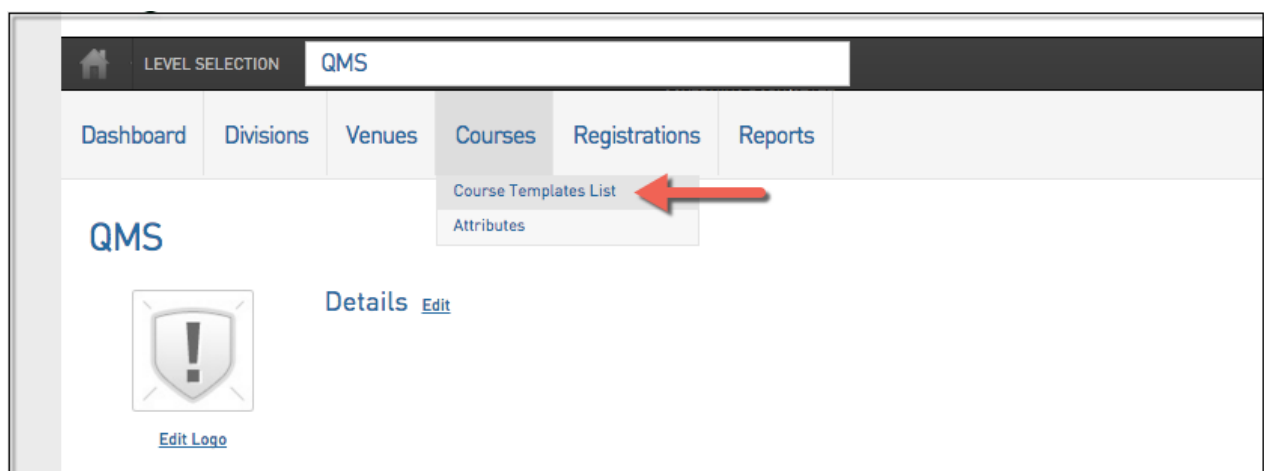
How do I create a Course Template?

Last Modified on 06/12/2023 10:57 am AEDT

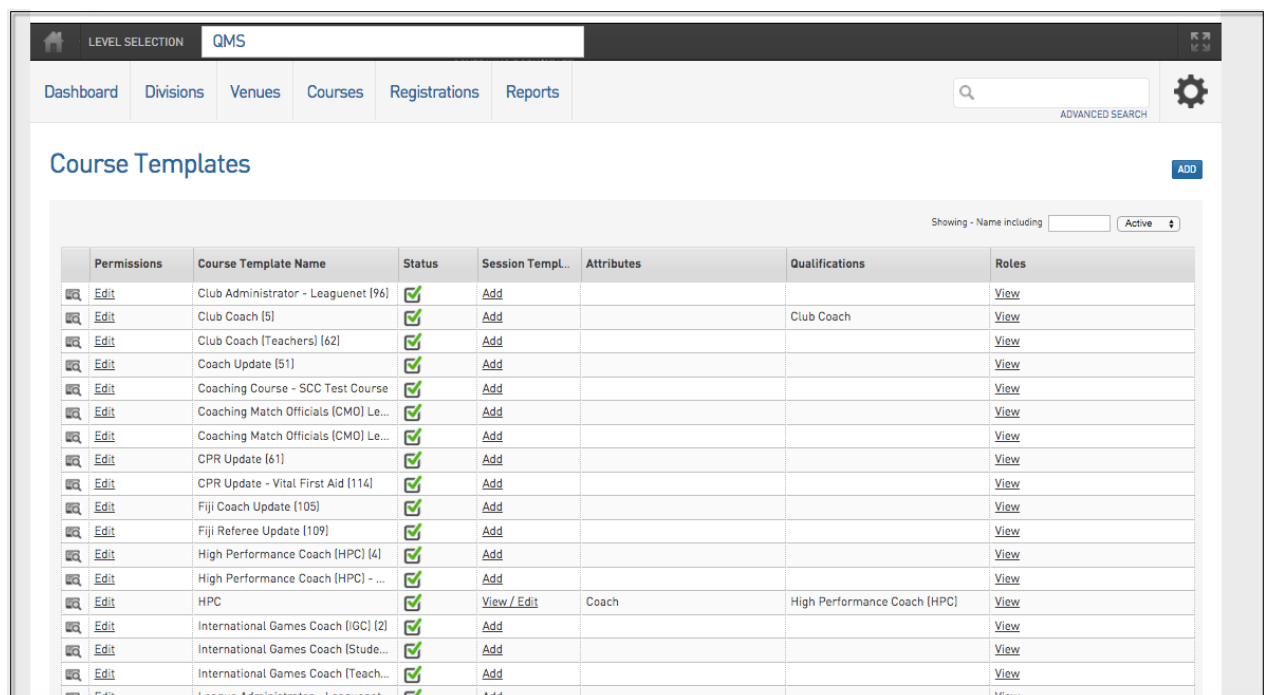
Create a Template at Node Level

From National Level:

1. Hover over *Courses* and click **Course Templates**.



3. Click **Add**.



4. Give Template a Name.

5. Select the Course Template Attributes

(This relates to how the course will be filtered in the Map Finder, if the relevant attribute is not present it can be added in Courses > Attributes)

6. Select Qualifications that will be given as a result of course completion (select at least one)

Add New Course Template

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

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

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

Course Template Details

| | | |
|----------------------|--|---|
| Course Template Name | <input type="text"/> | ◦ |
| Default Course Name | <input type="text"/> | ◦ |
| Active | <input checked="" type="checkbox"/> | |
| Attributes | <input type="text" value="Select So"/> | |
| Qualifications | <input type="text" value="Select Some Options"/> | |

Age Details

| | | |
|-------------------------------|-------------------------------------|--|
| Youngest Suggested Age | <input type="text"/> | |
| Oldest Suggested Age | <input type="text"/> | |
| 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"/> | |

7. Select *Course Time Frame* (Earliest/ Latest Start Date)

8. Choose the registration form (created above) that users will complete to register to the course.

9. Click '**Create Course Template**'.

Oldest DOB

Allow Oldest DOB Exceptions ☒

Youngest DOB

Allow Youngest DOB Exceptions ☒

Session Details

Earliest Start Date

Latest Start Date

Registration Form Details

Registration Form

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

[Create Course Template](#)

10. Once you have created the template base you can return to the templates screen to configure permissions, roles and course modules.

11. Hover over *Courses* and click **Course Templates**.

12. Click on Edit under the Permissions column for your course template.

LEVEL SELECTION **MyCentre - QMS** NATIONAL TYPE

Dashboard States Venues Courses Registrations Reports

Course Templates

Showing - Name Including Active

| Permissions | Course Template Name | Status | Module Tem... | Attributes | Qualifications | Prerequisite Qualifications | Roles |
|-------------|-----------------------------------|-------------------------------------|---------------------------|--------------------------------|------------------|-----------------------------|----------------------|
| Edit | Better Racing | <input checked="" type="checkbox"/> | View/Edit | Dinghy Program | Dinghy, Master I | | View |
| Edit | Better Sailing | <input checked="" type="checkbox"/> | Add | Dinghy Program | | | View |
| Edit | Better Windsurfing | <input checked="" type="checkbox"/> | Add | Windsurfing Program | | | View |
| Edit | Club Coach | <input checked="" type="checkbox"/> | Add | Instructor Program | | | View |
| Edit | Dinghy Assistant Instructor | <input checked="" type="checkbox"/> | Add | Instructor Program | | | View |
| Edit | Dinghy Racing Instructor | <input checked="" type="checkbox"/> | Add | Instructor Program | | | View |
| Edit | Dinghy Sailing Instructor | <input checked="" type="checkbox"/> | Add | Instructor Program | | | View |
| Edit | Dinghy Sailing Instructor (wit... | <input checked="" type="checkbox"/> | Add | Instructor Program | | | View |
| Edit | Dinghy Senior Instructor | <input checked="" type="checkbox"/> | Add | Instructor Program | | | View |
| Edit | Discover Sailing Experience ... | <input checked="" type="checkbox"/> | Add | Dinghy Program | | | View |
| Edit | Discover Sailing Experience ... | <input checked="" type="checkbox"/> | Add | Keelboat Program | | | View |
| Edit | FK Test Template | <input checked="" type="checkbox"/> | Add | | | | View |
| Edit | ICC Test - Motor | <input checked="" type="checkbox"/> | Add | RYA/YA Yacht Training Progr... | | | View |
| Edit | ICC Test - Sail | <input checked="" type="checkbox"/> | Add | RYA/YA Yacht Training Progr... | | | View |

Within this section you are able to set permissions around fields you have previously defined in your template which can control the information that your Centre can modify and what settings must be enforced from a National Level.

15. The Module Template screen will display any existing modules created for the template. To create additional modules click the Add button.

Module Templates (Better Racing)

| Module Template Name | Status |
|----------------------|--------|
| Module 1 | ✓ |
| Module 2 | ✓ |
| Module 3 | ✓ |
| Module 4 | ✓ |

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

Note: Each module becomes are criteria or competency that must be achieved and marked off before a course is completed and any outcomes are awarded to a participant.

Add New Module Template (FK Test Template)

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

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

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

Module Template Details

Module Template Name

Active? ☒

Create Module Template

16. To add a new module you need to give it a name and then click Create Module Template.