

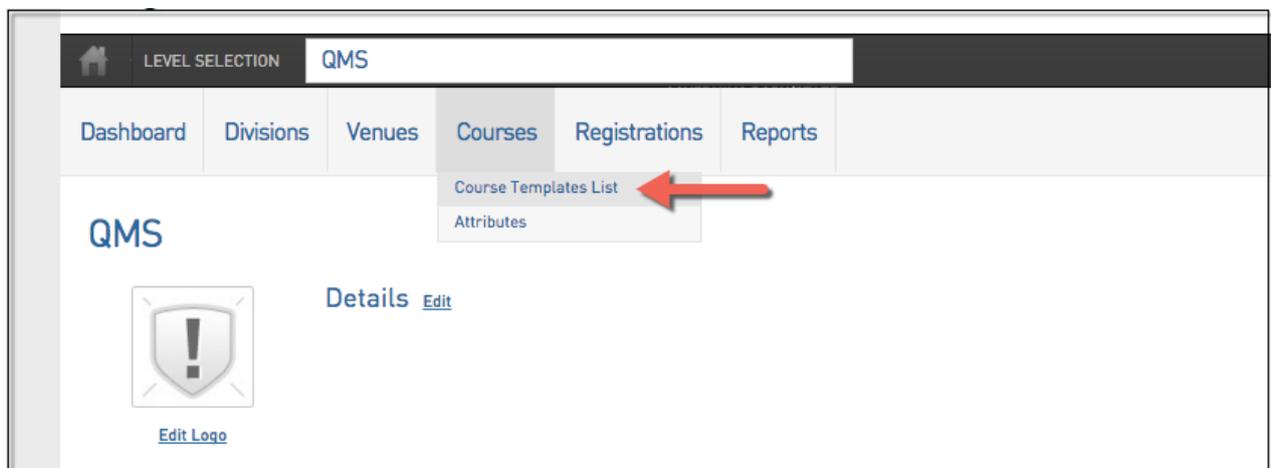
How do I create a Course Template?

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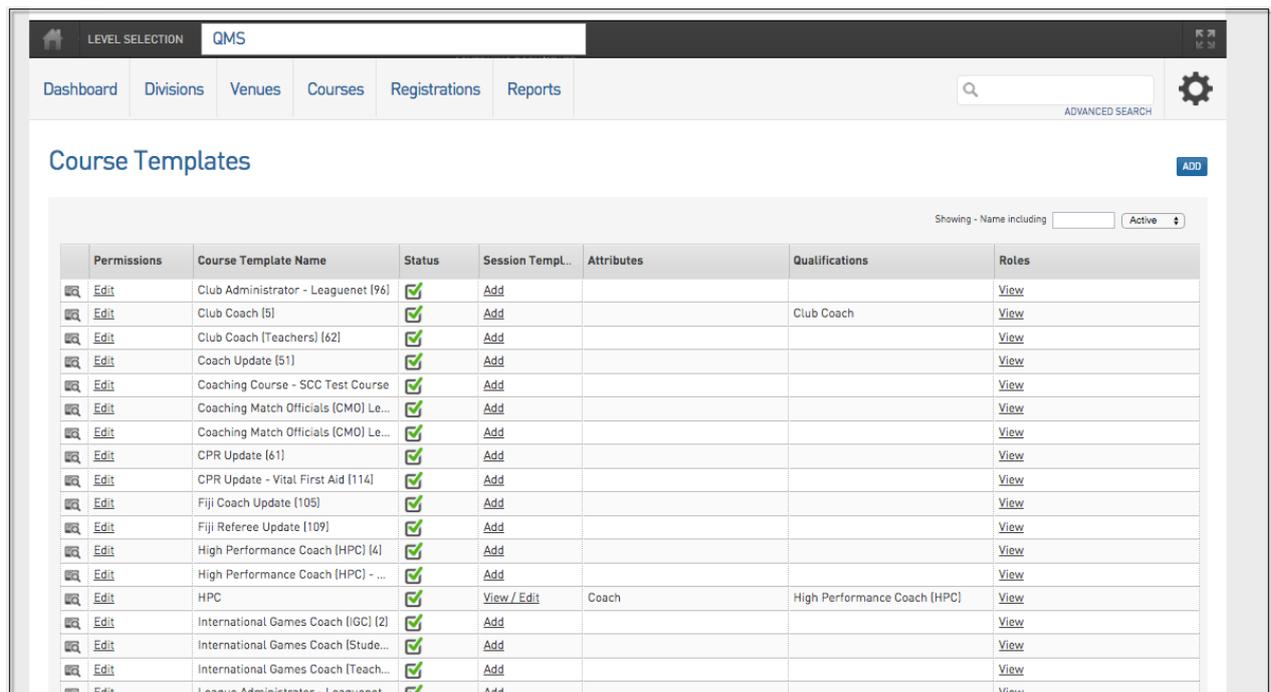
Create a Template at Node Level

From National Level:

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



3. Click **Add**.



The screenshot shows the 'Course Templates' table in the QMS interface. The table has columns for 'Permissions', 'Course Template Name', 'Status', 'Session Templ...', 'Attributes', 'Qualifications', and 'Roles'. The 'Status' column contains green checkmarks, and the 'Session Templ...' column contains 'Add' links. The 'Attributes' column contains 'Coach' for the 'HPC' row. The 'Qualifications' column contains 'High Performance Coach [HPC]' for the 'HPC' row. The 'Roles' column contains 'View' links. An 'ADD' button is visible in the top right corner of the table area.

Permissions	Course Template Name	Status	Session Templ...	Attributes	Qualifications	Roles
Edit	Club Administrator - Leaguenet [96]		Add			View
Edit	Club Coach [5]		Add		Club Coach	View
Edit	Club Coach [Teachers] [62]		Add			View
Edit	Coach Update [51]		Add			View
Edit	Coaching Course - SCC Test Course		Add			View
Edit	Coaching Match Officials (CMO) Le...		Add			View
Edit	Coaching Match Officials (CMO) Le...		Add			View
Edit	CPR Update [61]		Add			View
Edit	CPR Update - Vital First Aid [114]		Add			View
Edit	Fiji Coach Update [105]		Add			View
Edit	Fiji Referee Update [109]		Add			View
Edit	High Performance Coach [HPC] [4]		Add			View
Edit	High Performance Coach [HPC] - ...		Add			View
Edit	HPC		View / Edit	Coach	High Performance Coach [HPC]	View
Edit	International Games Coach [IGC] [2]		Add			View
Edit	International Games Coach [Stude...		Add			View
Edit	International Games Coach [Teach...		Add			View
Edit	League Administrator - Leaguenet...		Add			View

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 ◦

Default Course Name ◦

Active

Attributes

Qualifications

Age Details

Youngest Suggested Age

Oldest Suggested Age

Oldest DOB

Allow Oldest DOB Exceptions

Youngest DOB

Allow Youngest DOB Exceptions

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

[Create Course Template](#)

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

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 **ADVANCED SEARCH**

Course Templates ADD

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.

LEVEL SELECTION MyCentre - QMS NATIONAL TYPE

Dashboard States Venues Courses Registrations Reports

Permissions

Permissions for FK Test Template

Field	Current Value	Readonly	Compulsory
Default Course Name	Test Course For FK	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Youngest Suggested Age		<input type="checkbox"/>	<input type="checkbox"/>
Oldest Suggested Age		<input type="checkbox"/>	<input type="checkbox"/>
Oldest DOB		<input type="checkbox"/>	<input type="checkbox"/>
Allow Oldest DOB Exceptions	Yes	<input type="checkbox"/>	<input type="checkbox"/>
Youngest DOB		<input type="checkbox"/>	<input type="checkbox"/>
Allow Youngest DOB Exceptions	Yes	<input type="checkbox"/>	<input type="checkbox"/>

[Update Permission](#)

13. Once you are satisfied with your settings you can click Update Permission to save your changes.

14. Next step is to define the modules that are linked to a course template. Return to the Course Templates Screen and Click on Add (or View/Edit) under the Module Templates column for your course template.

LEVEL SELECTION MyCentre - QMS NATIONAL TYPE

Dashboard States Venues Courses Registrations Reports

SEARCH ADVANCED SEARCH

Course Templates

ADD

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 1		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

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

LEVEL SELECTION MyCentre - QMS NATIONAL TYPE

Dashboard States Venues Courses Registrations Reports

Module Templates (Better Racing)

Showing - Name including Active ▾

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.

LEVEL SELECTION MyCentre - QMS NATIONAL TYPE

Dashboard States Venues Courses Registrations Reports

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.