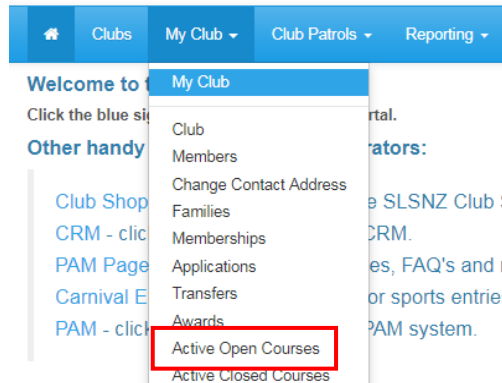


Booking Courses – Club Administrator

You'll find the Course Booking System under My Club > Active Open Courses.



Here you'll find any open courses that are available in your area:

Active Open Courses

Name ↑	Conf. Count	Confirmed Cost	Potential Cost	Pending Count	W/List Count	Ineligible Count	Pass Count	Fail Count	NYC Count	Status Reason
First Aid Level 1 Course- 2017/08/19 - Paekakariki Surf Lifeguards	0			0	0	0	0	0	0	Scheduled - Open

To add members to courses, find the correct course and click on the course name to open the record.

*****Please note your members must be active to be added to a course*****

Once the course is open, scroll down to the Participants section and click Create:

Participants

[+ Create](#)

Membership ↑ Booking Status ↑ Outcome

Click the magnifying glass to look up the member:

Tick the active member and click Select.

✓	SLSNZ ID Number	Contact ↑	Club	E
✓	20724	Aaron Richardson	Paekakariki Surf Lifeguards	0
	91371	Abraham McPherson	Paekakariki Surf Lifeguards	0
	59388	Alice Sagar	Paekakariki Surf Lifeguards	1
	80846	Amv MacIntyre	Paekakariki Surf Lifeguards	1

Click Submit.

[Submit](#)

The booking will display as Ineligible if the member does not meet the pre-reqs (i.e. age requirements). **Note: the staff member will be able to review any ineligible bookings and can over-rule this if the member is indeed qualified to attend.**

Pending bookings will be confirmed by the administrator of the course and you will be notified either by the system or the admin if the member is not suitable for the course.

Please contact the database administrator ([Georgia McLaren](#)) if you have any problems.