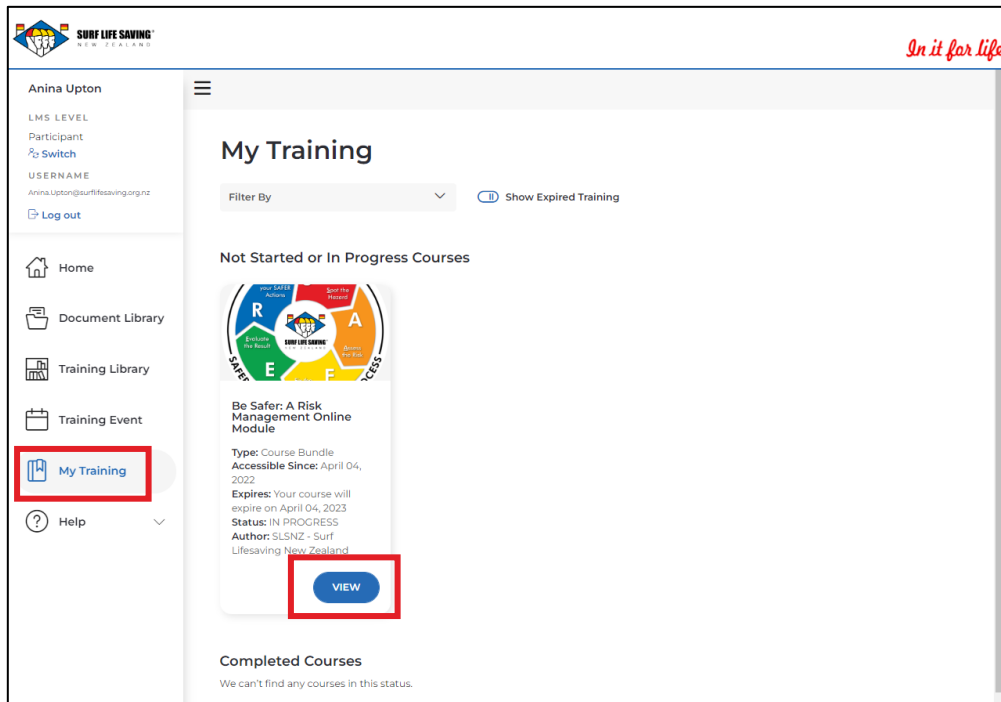


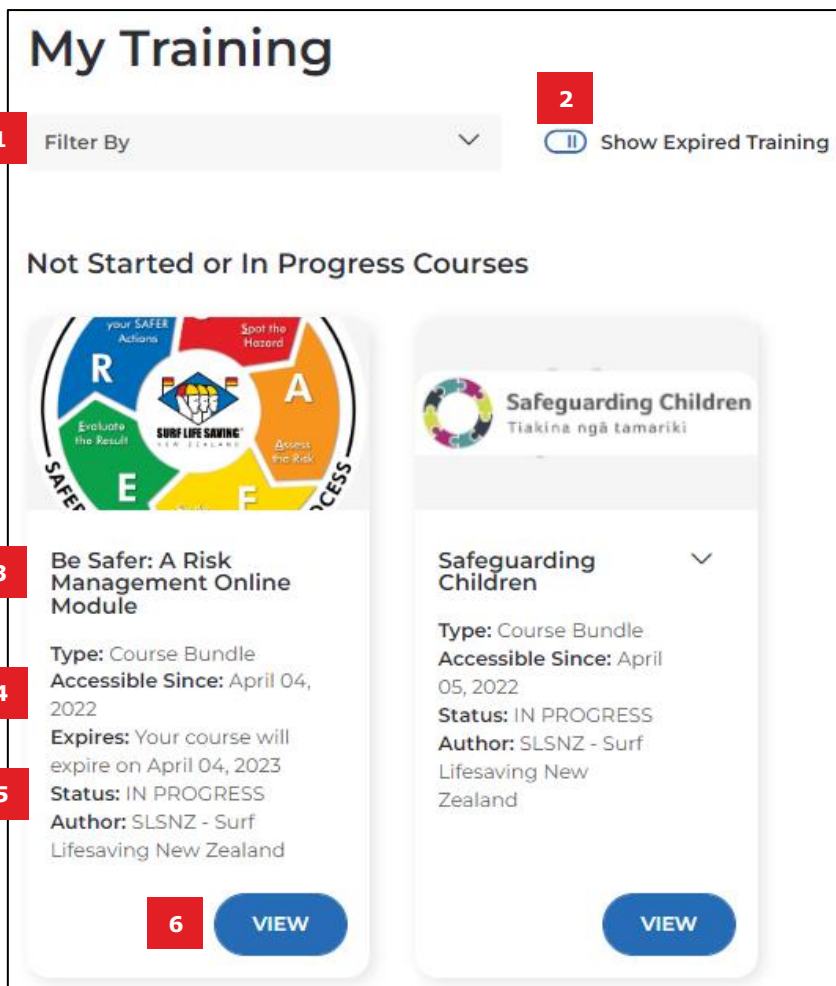
Online Learning: How to access and complete your training

If you have any questions, problems or feedback please contact your club administrator or member.education@surflifesaving.org.nz.

To access any training that you have enrolled into, or has been assigned to you, click on the **“My Training”** menu bar option located on the left-hand side of the screen.



When you enter the **“My Training”** page, you will see the list of training courses you have enrolled in, as well as a few other features. These include:



The screenshot shows the 'My Training' page. At the top, there is a 'Filter By' dropdown menu (1) and a 'Show Expired Training' toggle switch (2). Below this, the section is titled 'Not Started or In Progress Courses'. Two course cards are displayed. The first card is for 'Be Safer: A Risk Management Online Module' (3). It includes details: 'Type: Course Bundle', 'Accessible Since: April 04, 2022' (4), 'Expires: Your course will expire on April 04, 2023', 'Status: IN PROGRESS' (5), and 'Author: SLSNZ - Surf Lifesaving New Zealand'. A blue 'VIEW' button (6) is at the bottom of the card. The second card is for 'Safeguarding Children' (Tiakina ngā tamariki), also showing 'Type: Course Bundle', 'Accessible Since: April 05, 2022', 'Status: IN PROGRESS', and 'Author: SLSNZ - Surf Lifesaving New Zealand', with a 'VIEW' button at the bottom.

1. **Filter by:** This function allows you to filter your training by status, including 'No Filter'; 'Not Started'; 'In Progress' and 'Complete'.
2. **Show Expired Training:** When clicking on the toggle, it will show you any courses that have expired since you completed them. These are courses you will need to re-enrol into to re-complete.
3. **Course Title:** This is the title of the course you are enrolled into.
4. **Accessible Since:** This is the date you were first assigned the training.
5. **Status:** This outlines the status of your progress and may include not yet started, in progress or complete.
6. **View:** By clicking this, you can view and **start your training.**

When you enter the course (by clicking "**View**") you will then be taken to the modules included within the course.

7. Click "**Start**" to begin your training, or "**Resume**" if you have already started. (please view the following page for reference.)



SURF LIFE SAVING®
NEW ZEALAND

Not Started or In Progress Modules



Be Safer: A Risk Management Online Module

Type: Course Bundle
Accessible Since: April 04, 2022
Status: NOT STARTED
Author: SLSNZ - Surf Lifesaving New Zealand

START

Last Accessed



Be Safer: A Risk Management Online Module

Type: Course Bundle
Accessible Since: April 04, 2022
Status: IN PROGRESS
Author: SLSNZ - Surf Lifesaving New Zealand

RESUME