

Online Learning: How to book into a training 'event'

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

Some courses may additionally require an 'In-Person practical' assessment or 'Face-to-Face' training. To schedule your practical assessment/face to face training, you must book into an event.

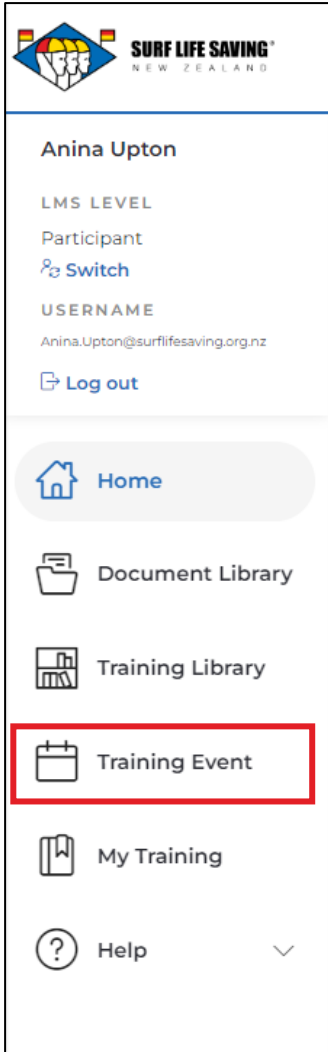
Note:

Not all SLSNZ courses/assessments are conducted online yet (we only have some online and are hoping to get more added in the future).

These instructions are only for events which **do** have assessment/training signed off online.

On 1 July 2022, when this goes live, these are the **ONLY** courses that these instructions will apply to:

Online Course Name	Face-to-face training is signed off online	Practical Assessment is signed off online
Surf Lifeguard Award (SLA) Refresher	N/A	Yes
Patrol Support (PS) Refresher	N/A	Yes
IRB Driver Refresher	N/A	Yes
Surf Official Level 2 course	Yes	No
Surf First Aid Module	N/A	Yes
Surf First Aid Module (Refresher)	N/A	Yes



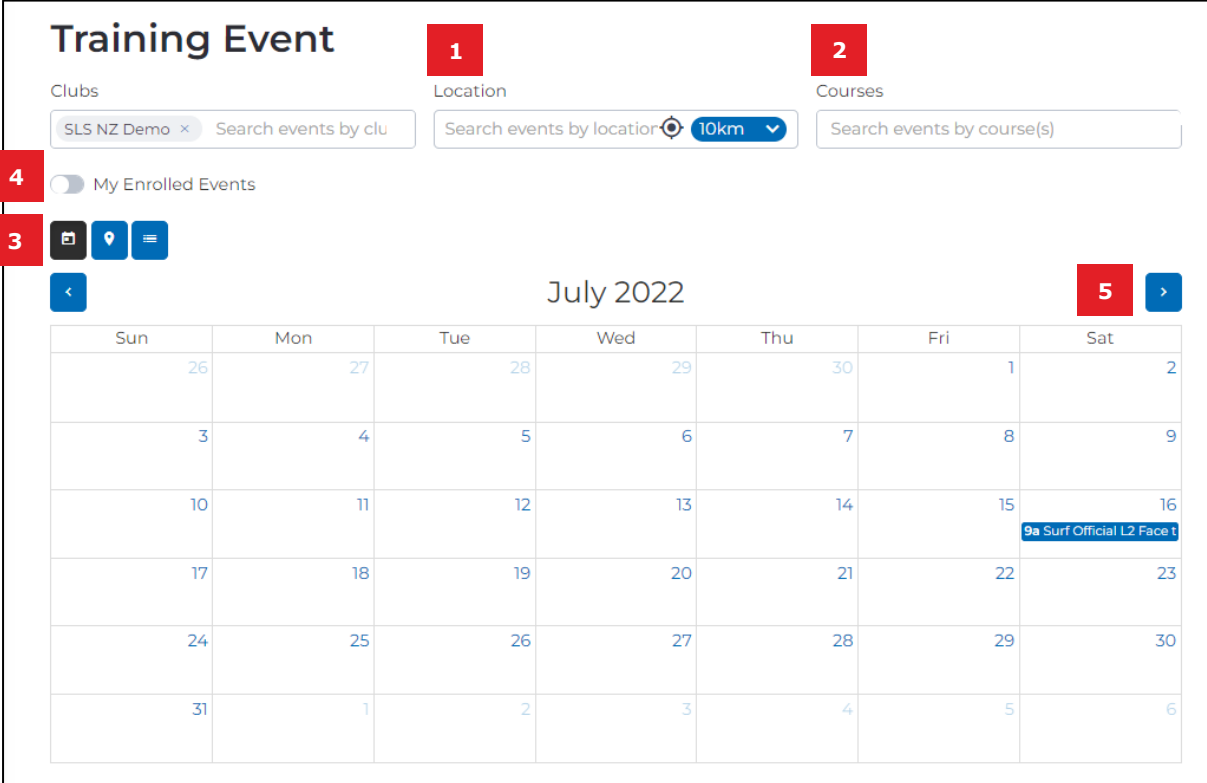
The screenshot shows a user profile for Anina Upton. The profile includes the Surf Life Saving logo, the user's name, LMS Level (Participant), a Switch button, Username (Anina.Upton@surflifesaving.org.nz), and a Log out button. Below the profile is a navigation menu with the following items: Home, Document Library, Training Library, Training Event (highlighted with a red box), My Training, and Help.

To book into an event, click on the **“Training Event”** tab on the left-hand side.

Notes:

- Clubs may choose to pre-create events and therefore they will be available here for you to enrol into.
- Clubs may choose to invite you to an event separately and will complete the online learning enrolment and sign off steps after the event and no action will be required from you.
- You should complete any related theory/online modules **BEFORE** attending a face to face training session or practical assessment. This is “best practice” but will also ensure your PAM record is updated “just in time”.

Once you have opened the event calendar, you will see the following sections:



Training Event

Clubs: SLS NZ Demo × Search events by club

Location: Search events by location 10km

Courses: Search events by course(s)

4 My Enrolled Events

3 [Calendar Icon] [Location Icon] [List Icon]

July 2022

5 [Left Arrow] [Right Arrow]

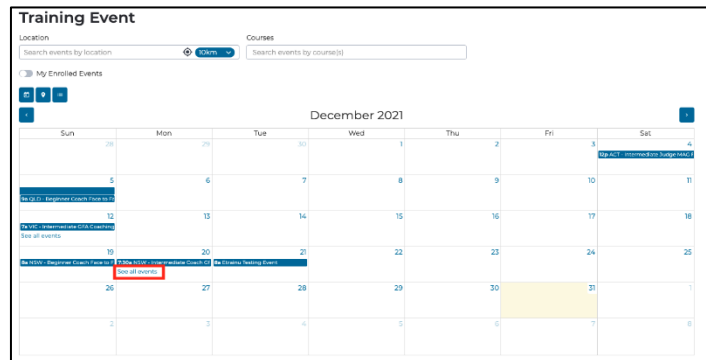
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16 9a Surf Official L2 Face 1
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

1. **Clubs/ Locations:** This will default to **YOUR club**, but you can type the region/club the event is in to help filter events. The Location field is powered by Google Maps.
2. **Courses:** You can type the name of the course to help filter events
3. **Views:** You can choose the view you prefer: Calendar, Map or List
 - a. **Calendar Icon:** This changes the view to a calendar view
 - b. **Location Icon:** This changes the view to the Google maps where you can view events for the month selected by the map
 - c. **List Icon:** This changes the calendar view to list
4. **My Enrolled Events:** You can click this toggle to show the events (if already enrolled) on the calendar.
5. **Arrow Icons:** These arrows help you navigate across each month of the year.

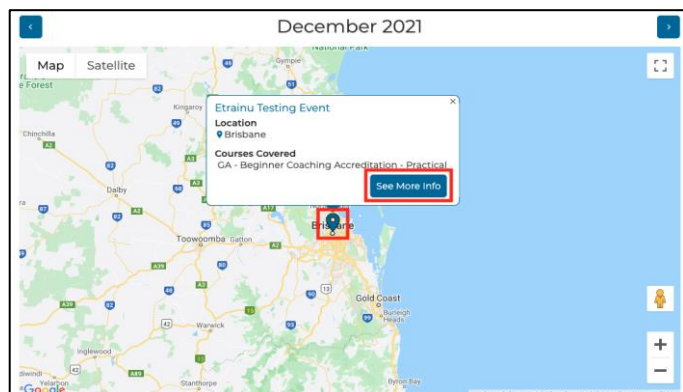
To book into an event

1. Choose a view you prefer:

- a. **For the Calendar View:** View the calendar and click “see all events” if there is more than one event scheduled for that day

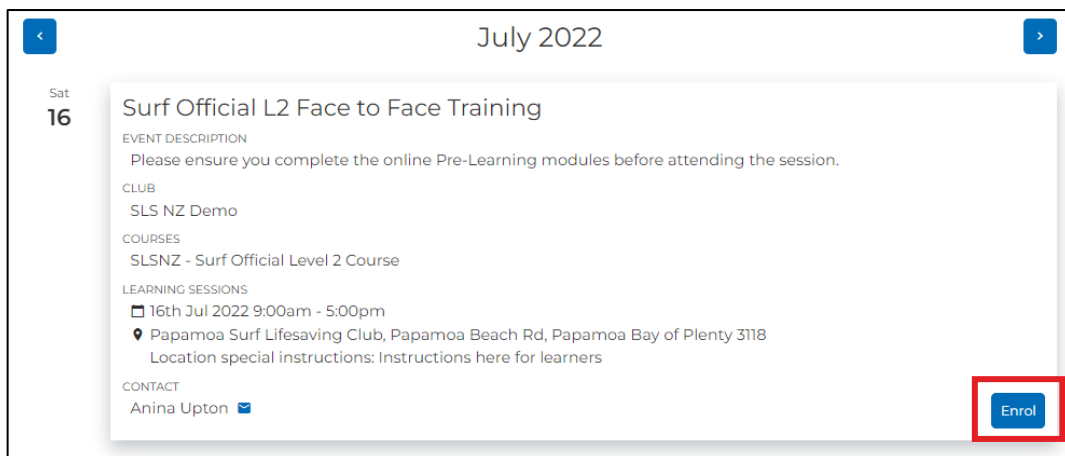


- b. **For the Location View:** Click on the Pin and then click on “see more info”



- c. **For the List view:** Scroll down the list to find the event.

2. Once this list view has appeared, select your preferred event and click “Enrol”.



- a. A confirmation will appear on the screen. To enrol click on “Enrol”. You will NOT be able to enrol if you do not meet the eligibility/pre-requisite requirements. Eligibility is confirmed as a tick on the screen, as the below image shows.
- b. You will receive an email confirmation of your enrolment.

Enrol for Surf Official L2 Face to Face Training ✕

Select the courses you wish to complete

	Free	Eligible
<input checked="" type="checkbox"/> SLSNZ - Surf Official Level 2 Course	✓	✓

Cancel
Enrol

3. If you need to cancel your enrolment into this event, simply come back to this screen and click **"Unenrol"**.

My Enrolled Events

📅
📍
☰

Month ▾

July 2022

Sat
16

Surf Official L2 Face to Face Training

EVENT DESCRIPTION
Please ensure you complete the online Pre-Learning modules before attending the session.

CLUB
SLS NZ Demo

COURSES
SLSNZ - Surf Official Level 2 Course

LEARNING SESSIONS
📅 16th Jul 2022 9:00am - 5:00pm
📍 Papamoa Surf Lifesaving Club, Papamoa Beach Rd, Papamoa Bay of Plenty 3118
Location special instructions: Instructions here for learners

CONTACT
Anina Upton 📧

Unenrol

- a. A confirmation will appear on the screen. To enrol click on **"Unenrol"**.

Unenrol From Surf Official L2 Face to Face Training ✕

Are you sure you want to Unenrol from this event?

Cancel
Unenrol

NOTE: If you do not meet pre-requisites, you will not be able to enrol; red text will show with the pre-requisites you are missing listed. Contact member.education@surflifesaving.org.nz for help.