

Online Learning: How to use the Event Calendar and Event Admin function

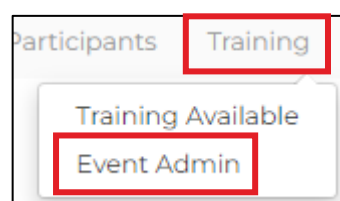
If you have any questions, problems or feedback please contact your club administrator or member.education@surflifesaving.org.nz.

Access the event calendar

To get to the event calendar, look at the menu options on the top of the page:

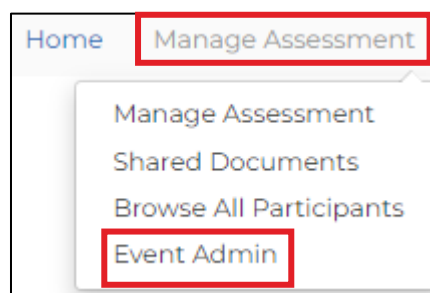
For administrator access:

1. Click on "**Event Admin**" under the "**Training**" heading.



For assessor access:

1. Click on "**Event Admin**" under the "**Manage Assessment**" heading.



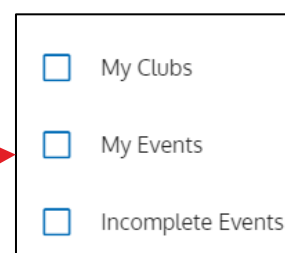
The dashboard/home page

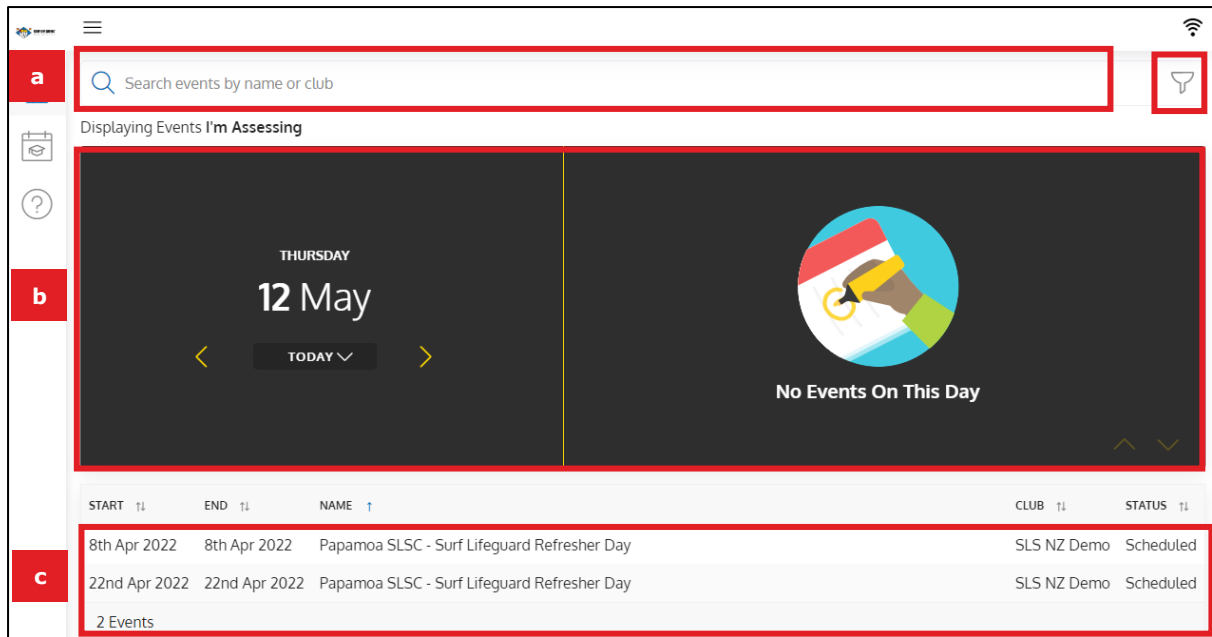
For administrators and assessor:

2. You will land on the "Dashboard" page.
3. First, you can also filter events displayed by adding or removing the filters pressing the filter "funnel" button at the far right of the search bar and adjusting the filter options.



- **Note:** The 'My Clubs' and 'Incomplete Events' filters are selected upon login to be ticked **by default**.
- To see all events – **make sure all of these are all UNTICKED:** →





4. To find events already created (see above image):
 - a. You can search for events by their name or region, or
 - b. View the events by date, or
 - c. Scroll through the list of events (You can sort these by name, region, date or status by clicking in the up and down arrows in the headings).

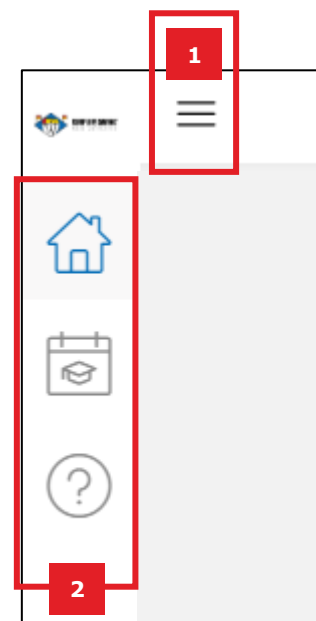
The menus

The primary menu can be accessed by:

1. Pressing the menu button beside the SLSNZ logo at the top left of the app.
 - a. From here, you can logout or access
 - i. The Home page (aka 'Dashboard' page),
 - ii. Events Management page or
 - iii. The Help and Feedback page.

or


2. Clicking the icons in the side menu.




The event management page




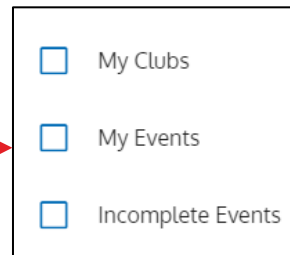
1. Click on the "Event Management" **icon** on the left-hand side of the screen.

Or click on the 3 line "menu icon"  in the top left-hand corner and select "**Events Management**".

2. First, again, you can filter events displayed by adding or removing the filters by

pressing the filter "funnel" button  at the far right of the search bar and adjusting the filter options.

- **Note:** The 'My Clubs' and 'Incomplete Events' filters are selected upon login to be ticked **by default**.
- To see all events – make sure all of these are all UNTICKED: 



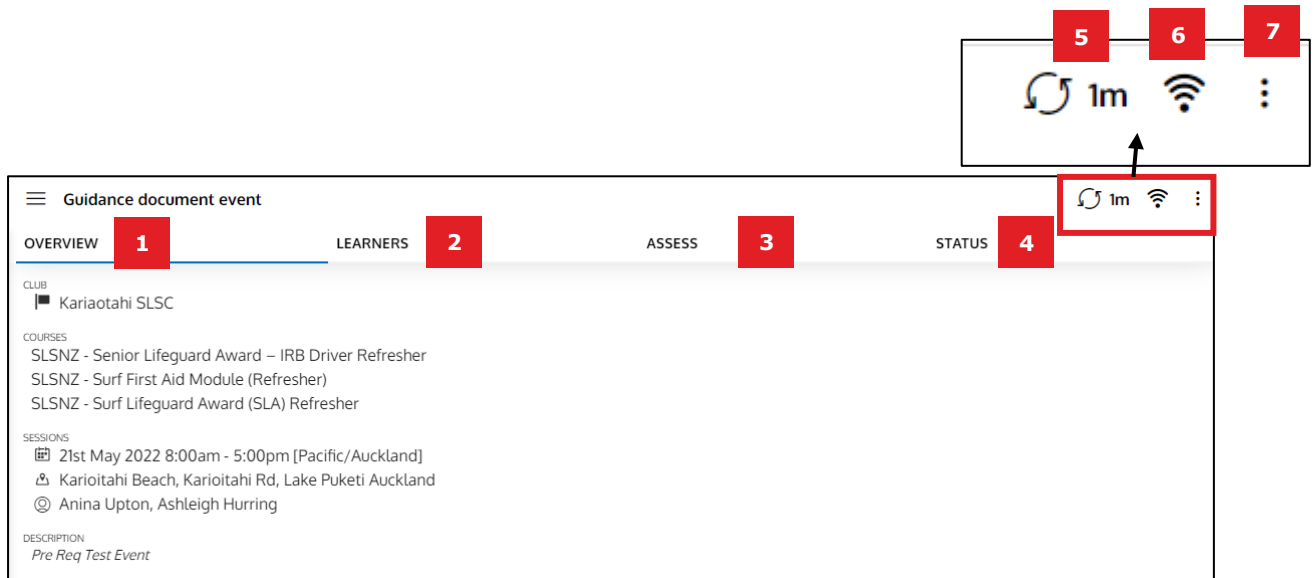
- a. You can also search for events.
- b. You can sort the list by date, name, club or status.


Events Management									
Search events by name or club									
Displaying All Events									
START	END	NAME	LEARNERS	CLUB	REGION	STATUS			
16th Jul 2022	9:00am	16th Jul 2022	5:00pm	Surf Official L2 Face to Face Training	0	SLS NZ Demo	SLS NZ Demo	Scheduled	
21st May 2022	8:00am	21st May 2022	5:00pm	Guidance document event	0	Kariaotahi SLSC	Northern Region	Scheduled	

A specific event's page

To view event details double-click on the row of the event you'd like to open up. You will navigate to the page for the selected event.

The event page has four tabs within it (Overview, Learners, Assess and Status).



1. **Overview:** This displays information about the event (Club, Course/s, Date/s, Location, Assessor/s and a description of the event).
2. **Learners:** A list of learners already enrolled in the event.
3. **Assess:** This is where the assessor/facilitator/instructor/examiner will sign off practical assessments and/or face to face training.
4. **Status:** An overview of the learners that are complete or incomplete.
5. **Refresh:** Select the frequency of the app refreshing (every 1min; 5min; 30 seconds of manual). Click the number, 1m not the symbol ; click the symbol to force a refresh.
6. **Wi-Fi:** Turn the Wi-Fi connection on/off. Data will update when you turn this back on and when you are connected to the Wi-Fi again. This is useful for assessing on the beach with no Wi-Fi and when you get back to the club, for example, you turn on the Wi-Fi and it syncs your assessment data.
7. **Dot menu:** It provides options to edit, delete and clone the event.

Learner's Tab

The Learner's tab allows you to do the following:

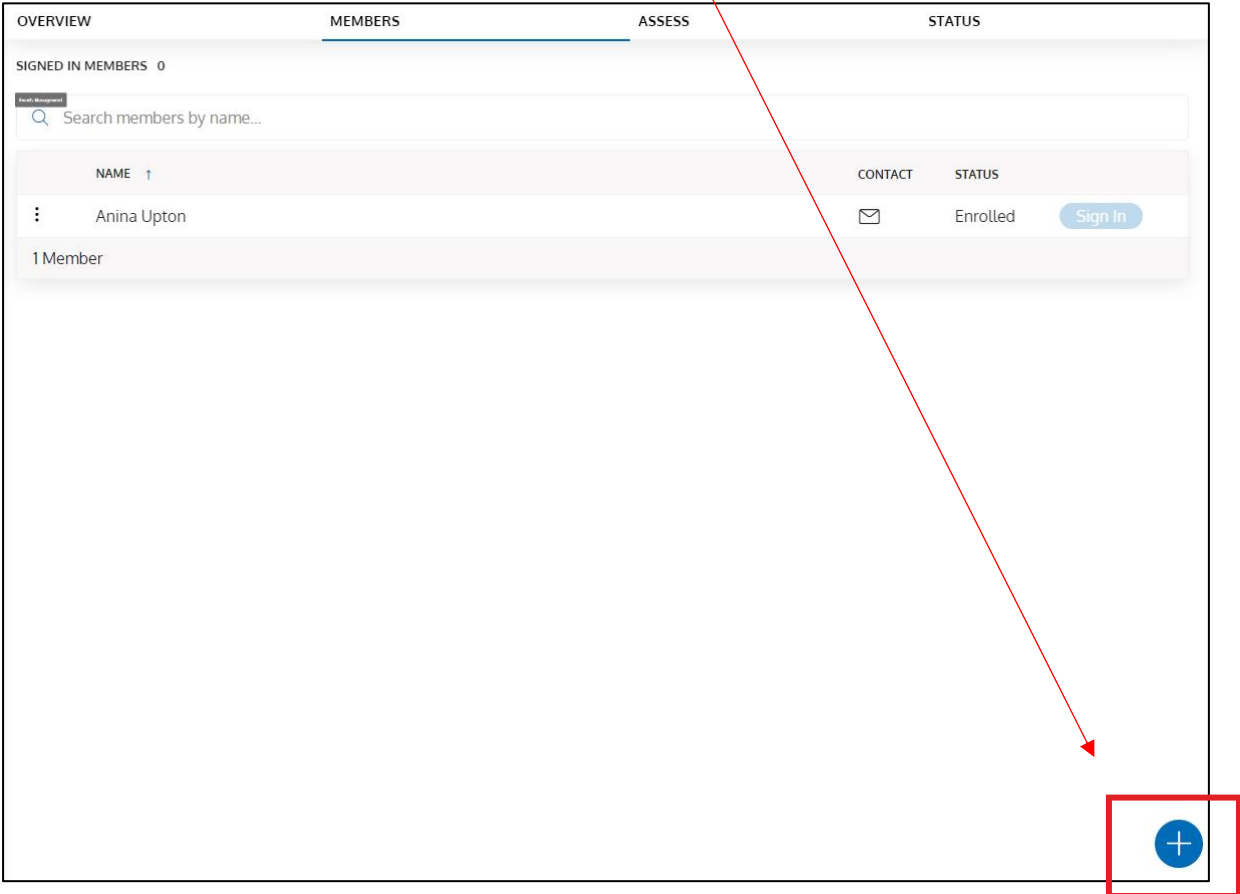
- View all learners who have already enrolled into the event
- Enrol or sign-in learner for the event
- Contact learner via email
- Review a learners' status for the event
- Delete a learner from an event

OVERVIEW	LEARNERS	ASSESS	STATUS						
SIGNED IN LEARNERS 0									
<input type="text" value="Search learners by name..."/>									
<table border="1"> <thead> <tr> <th>NAME ↑</th> <th>CONTACT</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>⋮ Brad O'Leary</td> <td>✉</td> <td>Enrolled Sign In</td> </tr> </tbody> </table>		NAME ↑	CONTACT	STATUS	⋮ Brad O'Leary	✉	Enrolled Sign In	1 Learner	
NAME ↑	CONTACT	STATUS							
⋮ Brad O'Leary	✉	Enrolled Sign In							
ASSESSORS									
<table border="1"> <thead> <tr> <th>NAME ↑</th> <th>CONTACT</th> </tr> </thead> <tbody> <tr> <td>Anina Upton</td> <td>✉</td> </tr> </tbody> </table>		NAME ↑	CONTACT	Anina Upton	✉				
NAME ↑	CONTACT								
Anina Upton	✉								

To enrol a learner for the event:

If you have a learner who hasn't enrolled themselves prior to the event, you can add them by:

1. On the "**Learners**" Tab, click on the round '+' button in the bottom right-hand corner of the page.



OVERVIEW MEMBERS ASSESS STATUS

SIGNED IN MEMBERS 0

Search members by name...

NAME ↑	CONTACT	STATUS
Anina Upton	✉	Enrolled Sign In

1 Member

2. Here, if you are enrolling a learner:
 - a. **BEFORE** an event. You will get an "Enrol Learner" pop up:

Enrol Learner ✕

🔍 Search for learner by first name and surname ▼

👤 Courses to participate in... _____

[Enrol](#)

- b. **ON THE DAY** of the event or **AFTER**. You will get a "Sign In Learner" pop up which will enrol the learner and sign them in at the same time:

Sign In Learner ✕

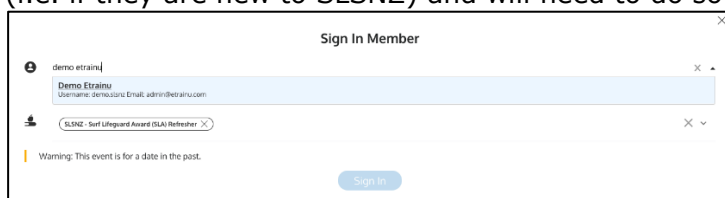
🔍 Search for learner by first name and surname ▼

👤 Courses to participate in... _____

[Sign In](#)

The sign-in window will pop up and you will be required to enter the following details about the participant to complete the registration:

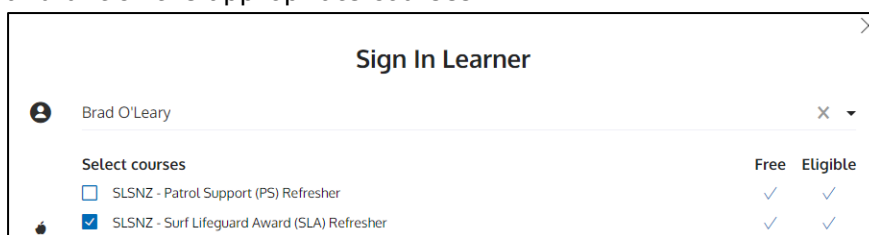
- c. Add the learner's **name**: Type the learner's first and last name. WE RECOMMEND YOU TYPE IN THE FULL FIRST NAME AND at least 2 letters of their LAST NAME (AS IN PAM/CRM i.e. Anina Up) to ensure they come up for selection quickly. *(You can technically search with 3 letters of their first name and 3 letters of their last name, i.e. Ani Upt, but this will make the search take longer).*
- d. If the learner is presented in the list, select them in the list. If you cannot locate the learners, then they have never logged into the system before (i.e. if they are new to SLSNZ) and will need to do so first.



- e. Click "**Enrol**".

NOTE:

- Enrolment can be completed **before, on the day** of, or **after** the event date.
- If an event is for more than one course (i.e. your club created an event to assess Patrol Support and Surf Lifeguard Award practical assessments), you must tick and untick the appropriate courses:

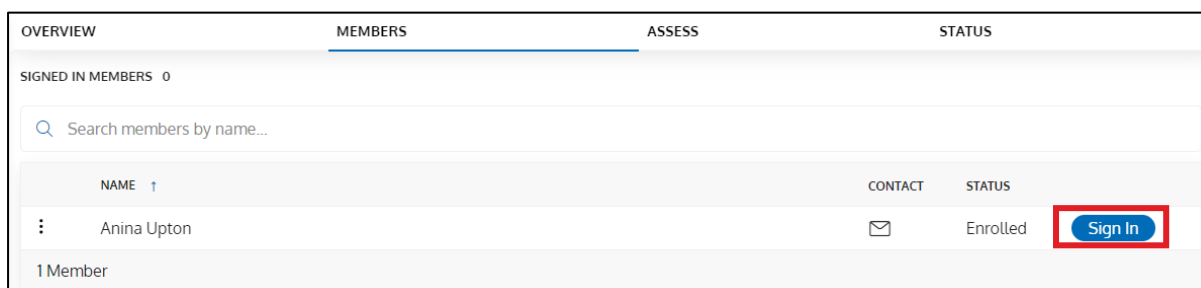


Select courses	Free	Eligible
<input type="checkbox"/> SLSNZ - Patrol Support (PS) Refresher	✓	✓
<input checked="" type="checkbox"/> SLSNZ - Surf Lifeguard Award (SLA) Refresher	✓	✓

To sign in learners:

To register a learner's attendance at the event, so their assessment can be ticked off, they should be signed in. Only once the learner has been signed in, will they be available for assessment:

1. On the "**Learners**" Tab, click the "**Sign In**" button for each learner present on the day of training/assessment.




NAME	CONTACT	STATUS
Anina Upton	✉	Enrolled Sign In


NOTE: Signing in learners can be completed **on the day** of, or **after** the event date, but it can **NOT be done before** the event date.

To contact a learner via email:


1. On the **“Learners” Tab**, click the **“envelope”** icon for the learner you wish to email.


OVERVIEW	LEARNERS	ASSESS	STATUS
SIGNED IN LEARNERS 0			
<input type="text" value="Search learners by name..."/>			
NAME ↑	CONTACT	STATUS	
⋮ Brad O'Leary		Enrolled	Sign In

2. The email window will pop up and you can add a subject and content to the email. Add your message and click **“Send”**.



Email Anina Upton

 Pre-learning not completed

 Hi Anina,
I noticed your pre-learning has not been completed. Even though I completed your practical assessment today, this will not process until you complete you theory test.
Thanks!

Auto fill feedback

Send

Note: Both the learner and the assessor will receive this email. Emails are not saved once they have been sent.

To review a learner’s status for the event:

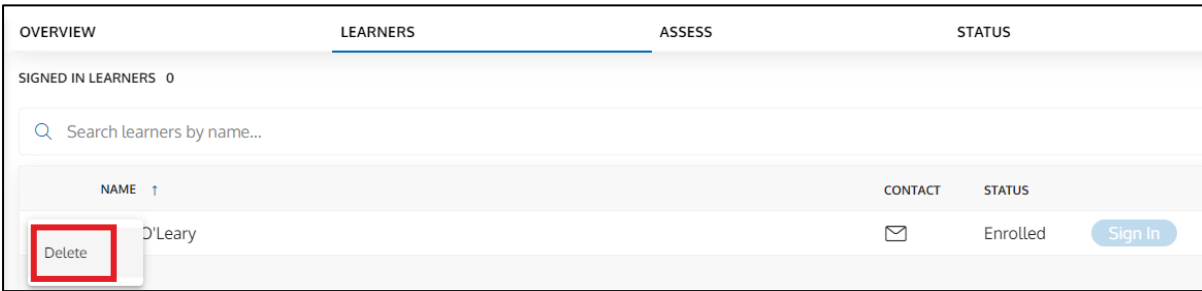
1. On the **“Learners” Tab**, look at the **“Status”** column.

NAME ↑	CONTACT	STATUS
⋮ Anina Upton		Signed In

To delete a learner from an event:

A learner may need to be deleted from an event because they did not turn up for the practical assessment/training. You can leave them in the event and just not assess them (this has no system consequences), but if you like the event to look tidy, you can:

1. On the **"Learners" Tab**, click the **3 dots** to the left of the learner's name.
2. Select **"Delete"**.
3. Confirm the deletion by clicking **"Remove"** on the pop up window.



OVERVIEW LEARNERS ASSESS STATUS

SIGNED IN LEARNERS 0

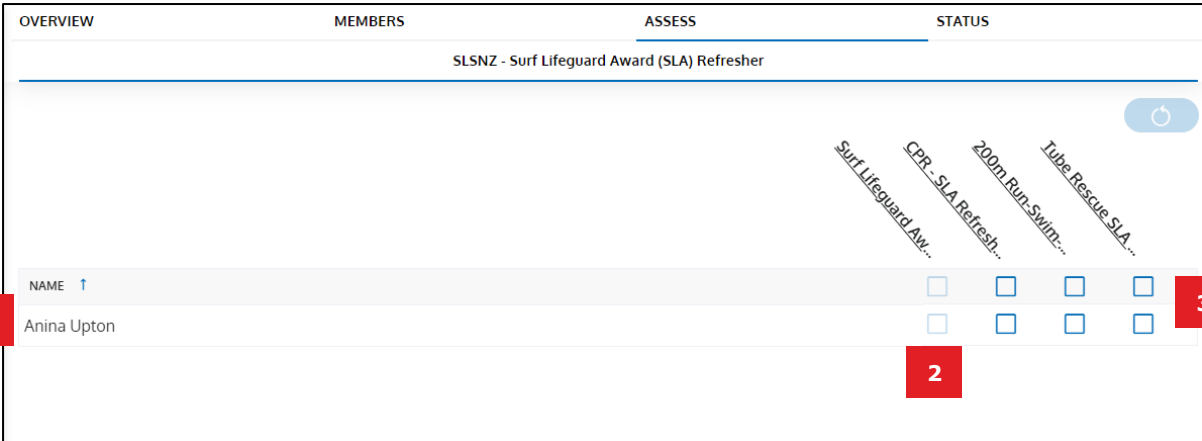
Search learners by name...

NAME ↑	CONTACT	STATUS
D'Leary	✉	Enrolled Sign In

Assess Tab

Note: Only Assessors with **"Assessor" access** and who **have been added to the event** as one of the assessors, will be able to complete the following.

The assessments tab allows you to view all courses and the assessment items covered within the event. Here you will see:



OVERVIEW MEMBERS ASSESS STATUS

SLSNZ - Surf Lifeguard Award (SLA) Refresher

Surf Lifeguard Aw... CPR - SLA Refresh... 200m Run-Swim... Tube Rescue SLA...

NAME ↑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anina Upton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. The learners who have been enrolled and signed in.
2. Any theory modules completed/ not completed yet, these are "greyed out" and is not editable.
3. The practical aspects (either a face to face training session or practical assessment components) available for assessment.

Note: Practical assessments that were signed off (as passed) in a previous event (i.e. if a learner completes CPR 2 weeks ago), will still show as "ticked".

The assess tab allows you to assess learners.

To assess/sign off a learner:

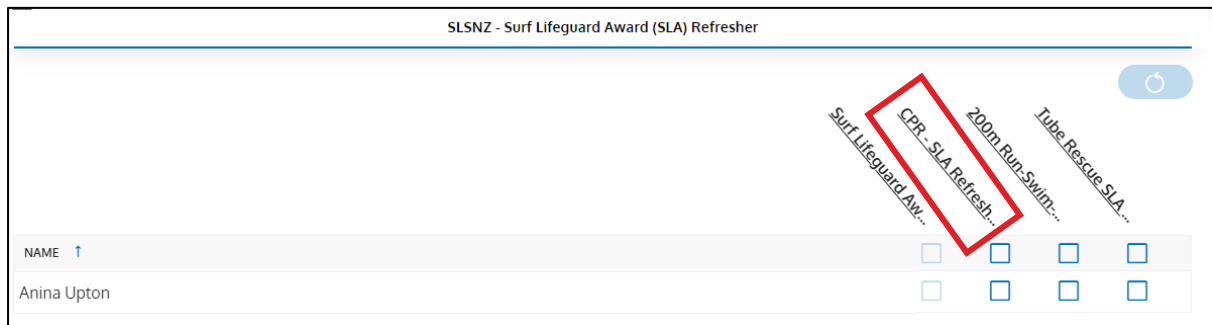
Ensure that all learners have been signed into the event first before assessing them.

On the **“Assess” Tab**, you can sign off/assess in two ways:

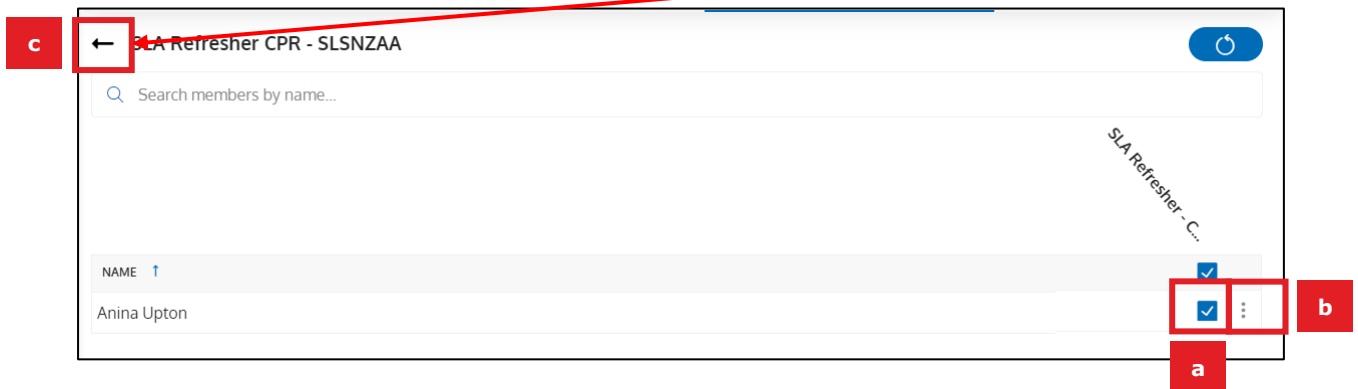
Option 1:

You can sign off **all learners** for a **particular** task (i.e. tick of all CPR assessments first) by:

1. Click on each PRACTICAL TASK HEADING (i.e. Click on the heading “CPR”).

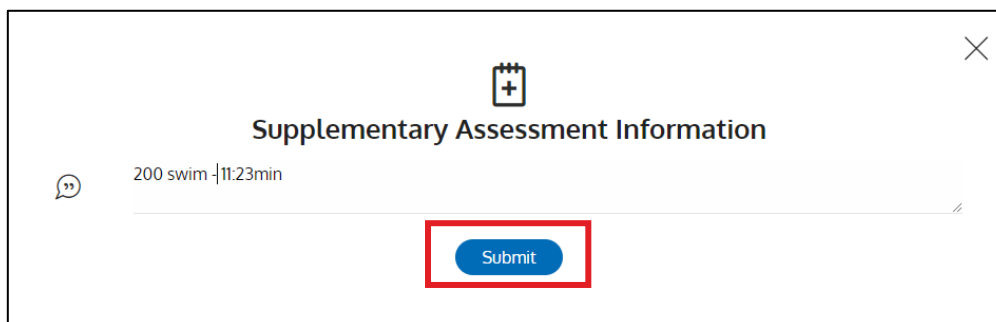


2. Here you can then:
 - a. Tick off all learners for the specific assessment task
 - b. Add a note to the person’s record by clicking the 3 dots
 - c. Return to the previous page by clicking **the black arrow**



If you’d like to add a note via the 3 dots:

- a) Click on the **3 dots icon (see image above, letter ‘b’)**
- b) Type in your note and click **“Submit”**

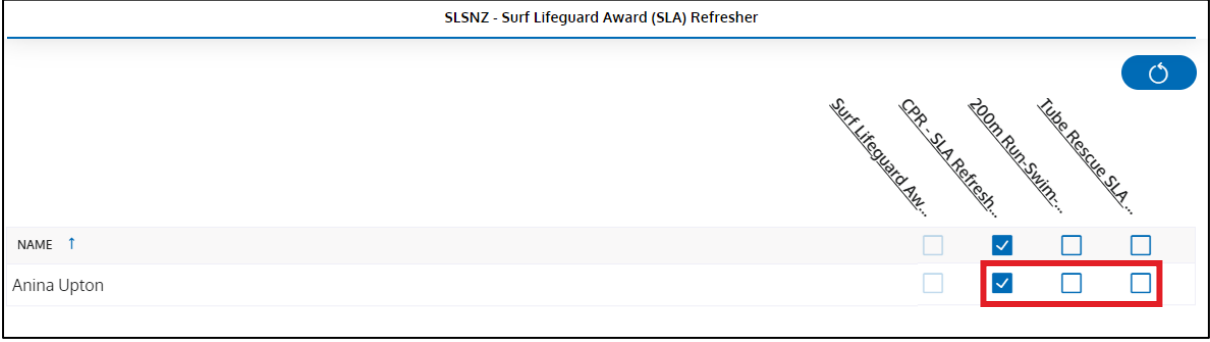


Note: These notes can be read by all system administrators, so be aware of this when you add notes. This includes:

- Do not include personal details.
- Use only appropriate language.
- Only include what is appropriate for public view and related to the assessment.

Option 2:

You can sign off a learner for all practical tasks (on the main page) by ticking off all the tasks listed for each learner.

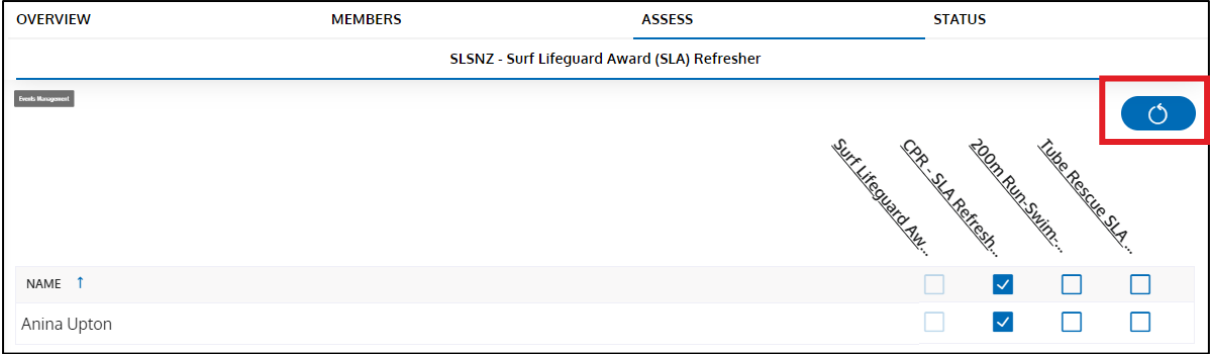


NAME ↑	Surf Lifeguard Aw...	CPR - SLA Refresh...	200m Run-Swim...	Tube Rescue SLA...
Anina Upton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Note: You can **NOT add "notes"** if you are using Option 2 to sign off.

For both options:

- If you have marked an assessment in error, you can revert the assessments (to a maximum of 5 times). To do this click the circle icon in the top right corner of the assessing page; or, you can just TICK/UNTICK what you did in error.



NAME ↑	Surf Lifeguard Aw...	CPR - SLA Refresh...	200m Run-Swim...	Tube Rescue SLA...
Anina Upton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Multiple Assessors can assess learners at the same time. To see the latest assessment data, press the **Refresh** button  to refresh the data presented within the assessment pages.
- If an assessor has been loaded to an event as one of the "assessors that will assess and tick off", they **WILL NOT be able to be enrolled (by anyone) and therefore WILL NOT be able to assess themselves**. We suggest creating a second event that can be used to assess your assessors, but a "new" assessor will need to be loaded to that event to assess them.

Terms of Use: By logging in, you are attesting that you are logging in with YOUR password and login and no one else's.

Status Tab

The **Status tab** provides an overview of the learners who are complete or incomplete for the courses covered in the event.

Incomplete means a 'part' of the course has not been completed yet, either the theory module has not been completed; or a practical assessment is still incomplete.

OVERVIEW	MEMBERS	ASSESS	STATUS
EVENT COMPLETE DATE: -			
COMPLETE MEMBER ↑	COMPLETE COURSE ↕	COURSE SYNCED DATE ↕	
0 Members			
INCOMPLETE MEMBER ↑	INCOMPLETE COURSE ↕		
Anina Upton	SLSNZ - Surf Lifeguard Award (SLA) Refresher		
1 Member			

In order to process assessment data, you **must close the event**. An event can be closed while learners are still in the "incomplete" box.

To close an event:

While in the "Status tab", once all assessment activities have been completed for an event, go to the top right of the page:

1. Click on **the three dots** to get a drop-down menu.
2. Click on the **'Mark Complete'** button as shown in the image below.

OVERVIEW	LEARNERS	ASSESS	STATUS
EVENT COMPLETE DATE: -			
COMPLETE LEARNER ↑	COMPLETE COURSE ↕	COURSE SYNCED DATE ↕	

This MUST be done, so the "completed" data can be pushed back to the LMS and learner's PAM record can be updated.

This will put the event in a read-only state and will then push data to the relevant systems.

NO CHANGES CAN BE MADE AFTER AN EVENT IS CLOSED & IT CAN NOT BE UNDONE!

But note, as mentioned before:

Practical assessments that were signed off (as passed) in a previous event (i.e. if a learner completes CPR 2 weeks ago) are retained and will still show as "ticked" in future events, so "completed" aspects are not lost when an event is closed.

Edit
Clone
Delete
Mark Complete