# Building Courses

## Overview

This document is not intended to give you detailed instructions on every button that needs to be pressed to create a course, it is intended to tell you the steps that you need to take, specifically the pages you need to access and where you can find the detailed instructions that you will need.

## What are Terms?

Before you create any courses, you will need to create a term, a term is used to define the dates a course will run from until when. Every activity at every location will have its own terms.

Defining the term will save you lots of time when you start to create your courses as SwimSoft will be able to calculate when you run your courses from and to and in turn when your lessons will be taking place.

## Creating your first term

Start by selecting the appropriate **Location and Activity** button on the **Main Menu** and selecting the location of the activity you want to create courses for, next press **Activity Configuration** followed by the **Terms** button, this will open the **Terms** page. The instructions that you need to create your term can be found by pressing the white **Help** text in the top right-hand corner of the page.

## Selecting a term (Very Important)

Once you have created a term SwimSoft needs to know which term you want to create courses for, press **Terms** on the Main menu and select the *Term* that you want to create the courses in. At this point, you'll probably only have one to choose from. If you miss this step you will not be able to save courses.

## Defining the current term

Over time you will create many terms, to save you from having to define which term you want to work with every time you open the software, you can set one term as the 'current' term. Simply press the **Current** button on the **Terms** page.

### Defining days

Once you have finished configuring your terms, you can define the actual days and dates when lessons will be taking place. This is done by selecting **Activity configuration** on the **Main Menu** followed by the **Days** option on the **Submenu**, once again detailed instructions on how to configure this page can be obtained by pressing the white **Help** text in the bottom right-hand corner of the page.

You are now in a position to create your course.

### Preparing to Create Courses

On the **Main Menu**, you need to ensure that you are in the correct location, activity, and term. This is done by reviewing the information found on the left-hand side of the header bar at the top of the page. If the information is incorrect you will need to use the **Location and Activities** button and or the **Terms** button to make the appropriate selection.

Important Tip: If you see the words undefined in the header bar, you need to select the **Term** from the terms menu. If you do not do this your data will not be saved.

### Creating courses

To start the process, press **Courses** on the main menu then **Create a course**. The **Help** information associated with this page will give full details on how to create your courses, it is perfectly normal for the first course to take quite a while to set up as there was quite a bit of information to input. However, once the groundwork has been done you will find subsequent courses very quick and easy to create.