

Creating Next Terms Courses

Creating next terms courses only takes a few minutes to complete, it is done as follows.

You will need to press **Re-enrolment** from the Main Menu and then press **Perform Course Creation**. On this page, you will start by seeing your **Course Health Check** for the current courses, ideally, all aspects of this should be green. If any are red, you will need to press the **View Courses** button and then **Configure** next to each course to correct the discrepancies.

Courses - Health Check Status		
Category	No. of Courses	
View Courses	Courses with no Teacher allocated	None
View Courses	Courses with no Day or an inactive Day allocated	None
View Courses	Courses with no Time or inactive Time allocated	None
View Courses	Courses with no Class Type allocated	None
View Courses	Courses with no Lessons allocated	None
View Courses	Courses with no Pool allocated	None
View Courses	Courses with no Pool Area allocated	None
View Courses	Courses with no Register allocated	None
View Courses	Courses with no Awards allocated	None
View Courses	Courses with no Syllabus allocated	None
View Courses	Courses with no Price Differentiator allocated	None
View Courses	Lessons with no Teachers allocated	None
Exit		

To proceed, press **Next Step**.

The next page will show that you are re-enrolling from Term X to Term X, this will be incorrect.

Course Re-Enrolment: Step 2 - Select Next Term

[Manage Terms](#)

Moving from term **Term 2 - February** to term Term 2 - February ▼

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You will need to create a new term to re-enrol into, you do this by pressing the **Manage Terms** button.

Once you are on the **Manage Terms** page, press the green **Create Term** button and define the name and dates for your new term, press **Create** and then finally, press **Exit**.

You will be directed back to the previous page where you will now be able to use the drop-down to select the term you have just created. Once this has been completed, press **Next Step**.

The next part of the process is to configure your days for the new term. The page will show a list of all the dates that a lesson will take place within the new term. Should you need to exclude any dates for any reason, a bank holiday or half term, you can just highlight the date, copy, and paste it into the **Unavailable Days** box, and press **Store**. The excluded date will turn red as per the below example.

Manage Days - Term: March

Days of operation

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

01-Mar-2022	02-Mar-2022	03-Mar-2022	04-Mar-2022
08-Mar-2022	09-Mar-2022	10-Mar-2022	11-Mar-2022
15-Mar-2022	16-Mar-2022	17-Mar-2022	18-Mar-2022
22-Mar-2022	23-Mar-2022	24-Mar-2022	25-Mar-2022
29-Mar-2022	30-Mar-2022	31-Mar-2022	

5 days 5 days 4 days 4 days

Unavailable days

Date unavailable	Reason
10-Mar-2022	Bank Holiday

Term summary - From Tuesday 01-Mar-2022 to Thursday 31-Mar-2022

You can delete any of the excluded dates by pressing the **Delete** button found next to them.

Once the days are all set press **Next Step** to progress onto pricing. This is where you have the choice to alter your prices for the upcoming term, add a new membership or add a new price differentiator. If there are no changes, you can move on and press the **Next Step**.

The next page will show that your courses are being created, and when complete, a message will show to say the system has successfully processed X number of courses. Pressing the **Next Step** button will show you that the course creation process has been completed, and you can return to the **Main Menu**.

We recommend you perform a few checks to make sure everything went smoothly. First, press **Terms** on the **Main Menu** and go into the new term you created. Next, go to **Courses** and **Search** and check all your courses are present in the new term. Under **Courses** on the Main Menu there is the **Lesson Counter** page, use this to check that all courses are showing the correct amount of lessons.