Creating a Scheme and Awards

Overview

Within SwimSoft you can create and manage your own awards scheme. This manual is designed to give you an overview on how to do it. There are actually four steps to be completed, they are as follows.

Governing body	EG. ASA, STA, RLSS
Schemes	EG. Ducklings, First Steps
Awards	EG. Duckling 1, Angelfish
Tasks	EG. Enter the water safely..

Full instructions on how to use the specific pages can be found by pressing the associated **Help** buttons on each page.

Modifying Awards

If you plan to change specific tasks within an awards scheme, you should strongly consider making a new award or potentially a new scheme. This is because if you change an individual element of an award, it will affect all the students' outcomes. I.e. if a goal changes from swim 10 m to swim 15 m and some children have passed the original goal of swimming 10 m, it will appear that they had actually achieved 15 m, simply because the goal description has been changed.

If you wish to modify an existing award scheme such as a ASA, STA or RLSS scheme you will have to re-enter it onto the system, as you are not allowed to modify schemes created and owned by any other governing body.

Governing Bodies

The first stage of creating an awards scheme is to either define a new governing body, or to select the existing one you want to use. From the **Main Menu** press **Progress and Awards,** followed by **Manage Schemes**. Study the page, if you can see the **Governing Body** you want to use press the associated **Schemes** button.

If you can't see what you need you will have to create a new Governing body. You will need to define both the *governing body* and an *abbreviated* version of its name. Once this is completed, press the **Store** button. You should now be able to see the **Schemes** button to access the next page; it will be located by the new governing body that you have just created.

Schemes

Schemes are groups of awards, i.e. All the Ducklings awards will be grouped in the 'Ducklings Scheme'.

Once again look to see if the scheme has been previously defined, if it has press the **Awards** button to proceed to manage your awards, if it has not please define the following fields to create a new scheme.

Scheme	The name of the scheme.
Activity	The activity to which the new scheme relates.
Has Report	Set this value to *True* if you will want the system to create reports pertaining to your awards. Set the value to *False* if reports will not be required.

Once all the values have been entered, press the **Store** button to save your entry. Now proceed to the **Awards Section** by pressing the button marked **Awards**.

Awards

If you are editing an existing award, simply press the **Edit** button by the award whose information you want to change. If you want to create a new award you will need to define the following elements.

Award	The name of the new Award.
Short description	An abbreviation for the new award which can be used on registers where space is limited.
Notes	All award notes start with the text. 'To complete award name, student name must..' I.e. to complete ducklings one, Charlotte must… Add the extra text that you require to finish the statement. Example …complete all aspects of the award.
Scoring	There are three options of scoring student progress, depending on what you choose you will see different buttons when you come to record progress, the options are… 0-3, Reset, Fair, Good, Past 0-5, Buttons 1 to 5 Pass/Fail, A past button and a failed button
Award type	There are two options here. If an award can have an associated progress report, please select ***detailed report and certificate***. If it is an award which is simply passed such as a distance badge, then set this variable to ***certificate only***.
Report style	This item is no longer used and can be ignored, it is left in place to support legacy systems.
Key	Please enter the key which you wish to be printed on the bottom of your students reports.

Tasks

Press the **Tasks** button on the awards page, to set the individual tasks that need to be achieved to complete an award.

Once you have entered a task, press the **Store** button to save it. The saved item will be displayed at the bottom of the page. You can reorganise these elements by pressing the up and down triangles on each line.

If any aspect of this manual needs improvement please email support@morsolutions.co.uk with your suggestion(s).