

How to Configure Paper Registers

Although we now offer the Lesson Manager system, which allows you to take registers on the poolside using a mobile device, some organisations choose to use paper registers.

To access the **Manage Registers** page, you will need to go to **Activity Configuration** on the Main Menu and then press **Register Configuration**. You will be presented with a page which looks like the one pictured below.

The screenshot shows the 'Manage Registers' interface. At the top, there is a text input field for the 'Register' name. Below this is a table with six rows, each representing an 'Assessment (column)'. Each row has a 'Scheme' dropdown menu (currently set to 'No Scheme') and a 'Report text' input field. A 'Store details' button is located below the table. Underneath the table, there is a 'Register' section with an 'Edit' button, the name 'Swimming', a 'Delete' button, and two arrow buttons. At the bottom, there is an 'Exit registers' button. Callout boxes provide instructions: 'Start by adding the name of your Register here.' points to the Register name field; 'Select the scheme you require using the drop down.' points to a Scheme dropdown; 'Ensure to store the data by pressing here.' points to the 'Store details' button; 'The Report text is created automatically when you select a scheme.' points to a Report text field; and 'You can Edit or Delete existing registers by using the appropriate buttons' points to the 'Edit' and 'Delete' buttons.

Once the Register details are stored in the system, the Register name will appear in the drop-down menu when configuring a course.

When you want to print the register, go to **Course Documentation** from the **Main Menu** and then press **Create Documentation** and finally, the **Registers** button at the top of the page. This will submit a request for a PDF file of the Registers. You can view the PDF file by going back to the **Course Documentation** menu and pressing on **Registers**. If there is a message saying there are no Registers available to view, simply refresh your browser and they should load.

Once a register is defined, your teachers will be able to see the highest award a student had achieved on the selected schemes. This should stop awards from being reissued in error. You can create as many registers as required to suit the various levels of courses that you run.

Register and Assessment Sheet

Class: Stage 1
Teacher: A Sample

Location: London
Pool: Main Pool
Section: Deep End

Term: 2 - February
Day: Monday
Time: 10:00 AM
CN 534

Move Up	Staying	Name	REF	Assessment				Terms at this level	Learn to Swim 1 - 7	Health Problems, D o B, Notes	Previous Teacher
				01 Feb 2022	08 Feb 2022	15 Feb 2022	22 Feb 2022				
<input type="checkbox"/>	<input type="checkbox"/>	Molly Ridge Allocated, Unconfirmed	591					1		None A Sample	8Yr, 8M 15 May 2013
<i>Comment (PS)</i>											
<input type="checkbox"/>	<input type="checkbox"/>	Tom Ridge Allocated, Unconfirmed	594					1		None A Sample	12Yr, 4M 10 Sep 2009
<i>Comment (PS)</i>											

Callouts:

- Class name and instructor teaching the lessons.
- The highest award a student has received will show here.
- The names of students are here, you can mark each student as moving up or staying at the end of the term.
- Space to write comments about students
- Attendance is marked here with lesson dates.
- Health problems and important information.