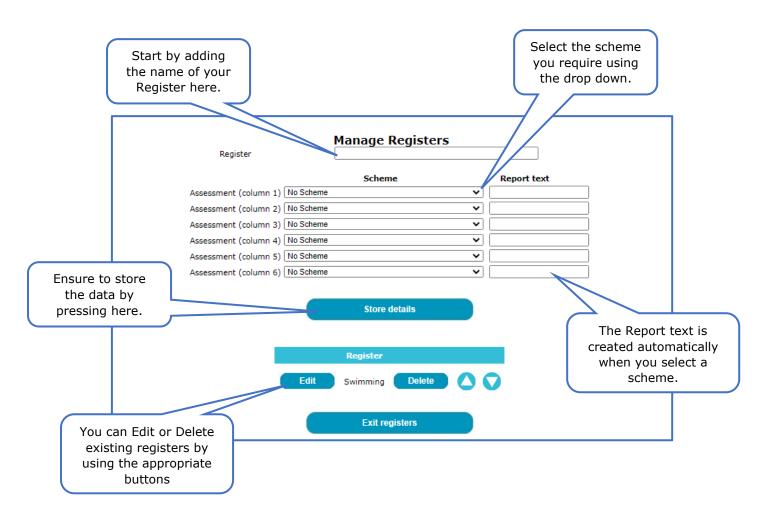


How to Configure Paper Registers

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 will a page which looks like the one pictured below.



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.

