

Activities

An activity is something you do, i.e. swimming lessons; crash courses; diving club; the list could be quite substantial.

An activity should have two attributes

- A period of time i.e. a term
- A document set i.e. registers; letters etc

By a period of time, we mean a number of lessons/ weeks, if Swimming runs on a 10 week continuous basis, but Crash Courses just run in the summer you will need two activities, Swimming and Crash Courses. If you have two activities, and you want your letters/communication to be different for each group then you need to create different activities. For example if you are writing to a parent about Baby Swimming you will want to talk about swim nappies etc, topics that is irrelevant when communicating about standard swimming lessons.

To create an activity simply type the activity name in the field at the top of the page, to save it press the **Store Details** button.

To edit an existing activity press the **Edit** button located in front of the activity and then edit the activity name in the field at the top of the page, so save your changes press the **Store Details** button.

The delete activities press **Delete**, this button should be used with care. Activities should not be deleted once related courses have been run.

Finally there are two simple arrows one up and one down to enable you to sort your activities into the order of your choice.