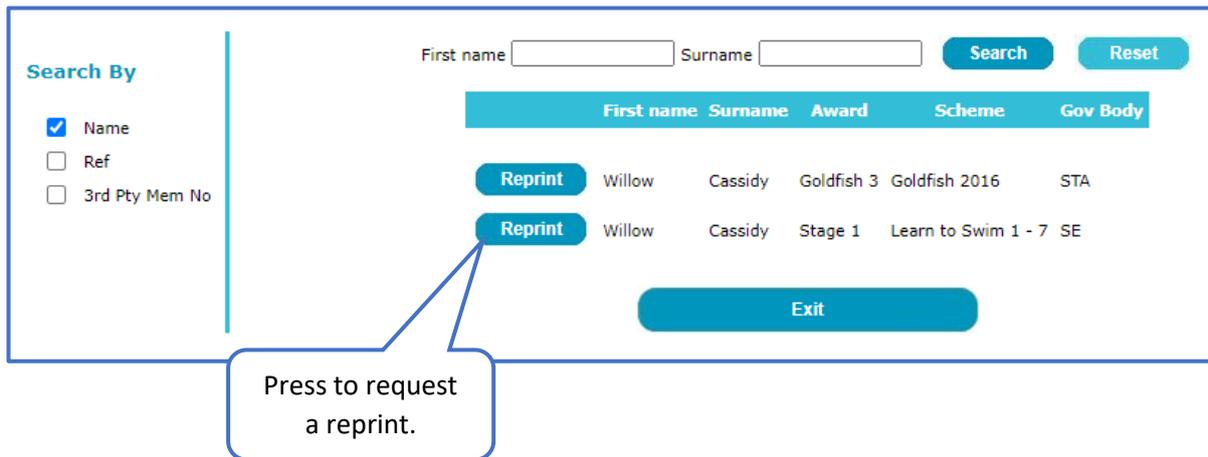


Reprinting Certificates

If a student has already had their certificate, but they would like another copy; for example, the name was spelt wrong, or it was lost or damaged, it is quite simple to reprint.

First, you will need to go to the **Certificates** section of the main menu, and then **Request Reprints** on the secondary menu.

This will bring up a list of students who have all previously had certificates produced for them.



Search By

- Name
- Ref
- 3rd Pty Mem No

First name Surname **Search** **Reset**

First name	Surname	Award	Scheme	Gov Body	
Reprint	Willow	Cassidy	Goldfish 3	Goldfish 2016	STA
Reprint	Willow	Cassidy	Stage 1	Learn to Swim 1 - 7	SE

Exit

Press to request a reprint.

To request a reprint, simply press the **Reprint** button next to the certificate you wish to produce a copy of. Once you have pressed this button, the name will disappear from the list.

Once again, you can use the search tools at the top of the page to bring up the required students and press **Reset** to bring all the students back to the page.