

Switching to Swim England

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Overview

ASA have now changed their syllabus to Swim England. First of all, we need to set up Swim England for your swim school, this needs to be actioned by Support at MOR Solutions. Then you will need to set up the syllabus against each of your courses and ensure the students goals have been updated. Once the courses have been updated you will also need to update your registers. We have created the below instructions for you to follow.

System Configuration

From the main menu go to **System Configuration** and **Locations**. Select **EDIT** against your location.

Location name	<input type="text" value="Andover"/>	Contact name	<input type="text" value="Richard Morrish"/>
Address 1	<input type="text" value="MOR Solutions Limited"/>	Contact no	<input type="text" value="01264729292"/>
Address 2	<input type="text"/>	Contact email	<input type="text" value="Rmorrish@morleisure.co.uk"/>
Address 3	<input type="text"/>	Contact SMS	<input type="text" value="07923523319"/>
Address 4	<input type="text" value="Andover"/>	Payee name	<input type="text" value="MOR Solutions Limited"/>
County	<input type="text" value="Hampshire"/>	Display comment fields	<input type="text" value="Yes"/>
Postcode	<input type="text" value="SP10 2ND"/>	Display move/stay fields	<input type="text" value="Yes"/>
Web address	<input type="text" value="www.morsolutions.co.uk"/>		

+
Schemes

Select Schemes

Once you have selected EDIT, click on select scheme.

Activities

Swimming

Aquability

Aqua Yoga

Gymnastics

Badminton

Crash Courses

Swimming Lessons

Add Activity

Store

Location
Schemes
Activities

<div style="border: 2px solid red; padding: 2px; display: inline-block;">Edit</div>	Andover	63	3	<div style="background-color: #00A0C0; color: white; padding: 2px 10px; border-radius: 10px;">Delete</div>
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All your syllabi will appear, select the plus sign next to Swim England.

Schemes

- Amateur Swimming Association
- Swimming Teacher Association
- Scottish Swimming
- British Gymnastics
- Royal Life Saving Society
- Swim Ireland
- test
- Winstrada
- Swim England

All the Swim England syllabi will appear, tick the syllabi you will be teaching and select **store and return** at the bottom of the page. You will be directed back to your location page, please click on **Store** before exiting this page.

- Swim England
 - Adult and Child Award
 - Alpha Steps
 - Discovery Duckling Awards
 - Diving 8 - 10
 - Diving Awards
 - Duckling
 - I can
 - Learn to Swim 1 - 7
 - Learn to Swim 8 - 10
 - Rainbow Distance
 - Swimming Challenge
 - Synchronised Swimming
 - Water Polo
 - Water Safety and Survival Awards
 - Water Skills Awards

Default Class Settings

You will now need to amend your default class setting. Please note this will only amend new courses created and not existing courses, this will be covered separately. From the Main Menu go to **Activity Configuration** and **Default Class Settings**.

Manage Classes

Class name Max Class Size No of Syllabus
 Duration (mins) Min Class Size Awards Required
 Previous Class Level Syllabus Required No of Awards 63
 Next Class Level

Syllabus Edit

Awards Available (in addition to syllabus) Edit

Store details

Exit class

Secondly, select Edit against Syllabus

	Class	Duration	Max Size	Min Size	Syllabus	Awards	Import Ref	Next Class	Previous Class	
Edit	Intro Beginners	30	6	3	2	4		Beginner's		Delete ▲ ▼
Edit	Beginner's	30	6	3	1	5		Stage 1	Intro Beginners	Delete ▲ ▼
Edit	Stage 1	30	6	3	1	3		Stage 2	Beginner's	Delete ▲ ▼
Edit	Stage 2	30	6	3	1	2		Stage 3	Stage 1	Delete ▲ ▼

Firstly, click on Edit

Select your Swim England syllabus from the menu selection and ensure you delete your ASA syllabus. Click **Store and Return** once completed and remember to **store details** before exiting back to the main menu.

Update Course

You will now need to update all your current courses to the new Swim England Syllabus. From the main menu go to **Course** and **Search**. Filter your search by either course type, or day, whichever you prefer. Once you have applied your filter click on the **Configure** button.

Your course details will appear as per below. The syllabus will still be ASA.

Location	Andover	Start date	07-Aug-2017	Pool / Area	Main Pool (Swim)
Activity	Swimming	End date	28-Aug-2017	Section	Deep
Term	August 2017	No of lessons	4	Register	Swimming
Class type	Stage 1	Lesson frequency	Weekly	Price Differentiator	Premium
Start day	Monday	Min Class Size	3	Repeating	<input checked="" type="checkbox"/>
Time	09:05 AM	Max Class Size	6	Syllabus Required	<input checked="" type="checkbox"/>
Duration	30			Awards Required	<input checked="" type="checkbox"/>

Teachers Lessons **Syllabus** Awards Prices Register Billing Attendees

ASA-Learn to Swim Framework-Stage 1

Manage Syllabus
Preview Syllabus

Add course
Update course

Clear fields
Delete course

Exit course

Amend the class type to any option in your drop down section and amend it straight back to your original course type and **update course**. The Syllabus will change to Swim England. This task needs to be completed for all current courses.

Goals

You will need to check the student's goals to ensure they have also been updated to Swim England. From you list of courses, click **select** and expand all your students.

	First name	Surname	Move or Stay	Class				
1	Doc	Check			<input type="checkbox"/>	CDS	Add Award	Delete
	Award: Duckling 2		Scheme: Ducklings		Edit	Delete	In Progress	S
	Award: Stage 1		Scheme: Learn to Swim Framework		Edit	Delete	In Progress	S
	Award: Stage 1		Scheme: Learn to Swim 1 - 7		Edit	Delete	In Progress	S
2	E2e	E2Ev			<input type="checkbox"/>	CDS	Add Award	Delete
	Award: Duckling 2		Scheme: Ducklings		Edit	Delete	In Progress	S
	Award: Stage 1		Scheme: Learn to Swim Framework		Edit	Delete	In Progress	S
	Award: Stage 1		Scheme: Learn to Swim 1 - 7		Edit	Delete	In Progress	S
3	Sarah	Frome			<input type="checkbox"/>	CDS	Add Award	Delete
	Award: Duckling 2		Scheme: Ducklings		Edit	Delete	In Progress	S
	Award: Stage 1		Scheme: Learn to Swim Framework		Edit	Delete	In Progress	S
	Award: Stage 1		Scheme: Learn to Swim 1 - 7		Edit	Delete	In Progress	S

The goals highlighted in red is the old scheme. It will be your choice if you want to delete these goals or keep them. You can delete these by clicking on the delete button. When you create course documents and recreate the syllabus the new Swim Enland syllabus will appear.

Registers

You will need to update your registers to ensure Swim England's syllabus appears on all your registers. You will need to follow this process on all locations.

From the main menu go to **Activity Configuration** and **Register Configuration**.

The following screen will appear. Click **Edit** next to your register.

Manage Registers

Register

	Scheme	Report text
Assessment (column 1)	No Scheme ▼	<input type="text"/>
Assessment (column 2)	No Scheme ▼	<input type="text"/>
Assessment (column 3)	No Scheme ▼	<input type="text"/>
Assessment (column 4)	No Scheme ▼	<input type="text"/>
Assessment (column 5)	No Scheme ▼	<input type="text"/>
Assessment (column 6)	No Scheme ▼	<input type="text"/>

Store details

Register			
Edit	Beginners	Delete	▲ ▼
Edit	Swimming	Delete	▲ ▼
Edit	Rookie	Delete	▲ ▼
Edit	Gymnastics	Delete	▲ ▼
Edit	Scottish	Delete	▲ ▼
Edit	STA	Delete	▲ ▼
Edit	STA Beginners	Delete	▲ ▼

Exit registers

The schemes will appear in the fields for you to amend. They will currently be showing as ASA and you will need to amend them to the relevant Swim England scheme.

Click on the drop-down option to choose the Swim England equivalent.

Manage Registers

Register

	Scheme	Report text
Assessment (column 1)	ASA - Ducklings	Ducklings
Assessment (column 2)	No Scheme	New Info
Assessment (column 3)	ASA - Rainbow	Distance
Assessment (column 4)	No Scheme	New Info
Assessment (column 5)	No Scheme	No Scheme
Assessment (column 6)	No Scheme	No Scheme

Store details

Register		
Edit	Beginners	Delete ▲ ▼
Edit	Swimming	Delete ▲ ▼
Edit	Rookie	Delete ▲ ▼
Edit	Gymnastics	Delete ▲ ▼
Edit	Scottish	Delete ▲ ▼
Edit	STA	Delete ▲ ▼
Edit	STA Beginners	Delete ▲ ▼

Exit registers

Ensure you click **store** once the register have been updated.

You will need to re-create your registers by going to **Course Documentations** and **Create Documentation**.

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