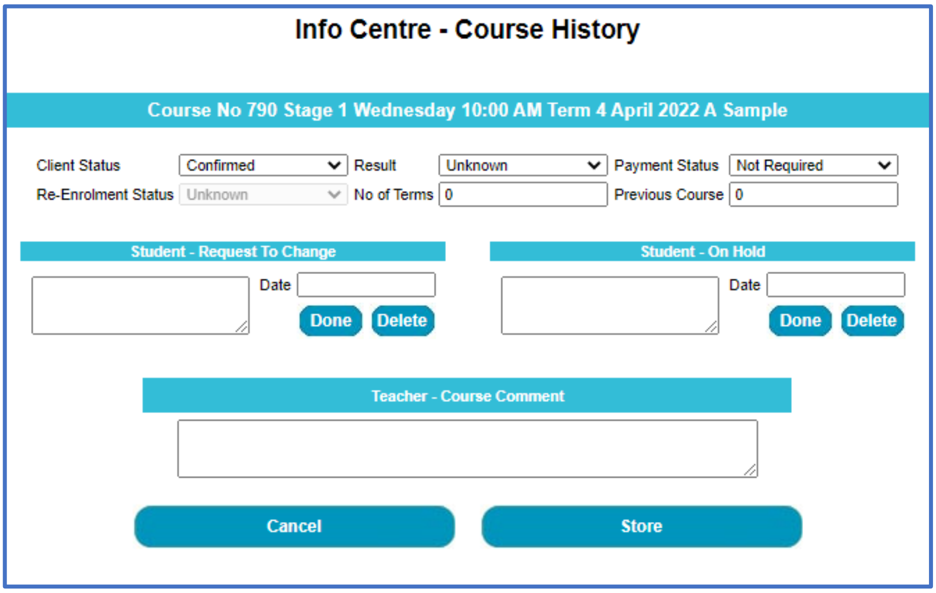
Course Information

The **Client Data Sheet** includes the **History** of courses the child has been on within the organisation, the upcoming **lessons** they will be attending and an **Add** button which allows you to place them onto a course in the current Location & Activity directly from the CDS.

The course highlighted in green is the course the client is on in the current Location, Activity and Term. You can see the basic course information including the **Term**, **Course Number**, **Class Type**, **Day** & **Time**, **Instructor** and the **status** of their place and invoice.

Pressing the **Delete** button to the right of the course will remove the child from the course and all lessons and cancel any corresponding invoices.

The **Edit** button on the far left of the course will take you through to the following page.

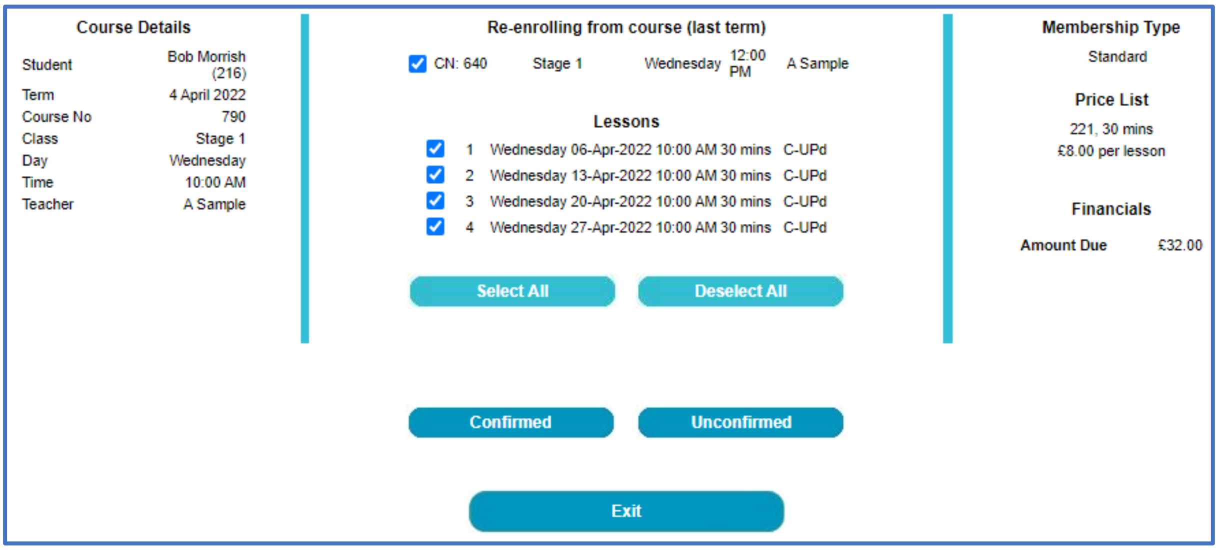


This page allows you to edit the client's **status**, whether their space is **Confirmed** or **Unconfirmed**, the **Result** of the course (Move and Stay information for the following term) and their **Payment Status**.

The page also allows you to view information like the **Re-enrolment** status, the number of terms the student has been attending lessons and the previous course they were booked onto.

A **Request to Change** is when the student would prefer to attend lessons on a different day or time, and you are not able to accommodate them immediately. The Request to Change note will be flagged up during the Re-enrolment process to see if you can accommodate the student's preferences at this time. To add a Request to Change note, simply type in the text box, add the date, and then press the **Store** button at the bottom of the page. You can mark the note as '**Done'** once complete or '**Delete'** it if it becomes irrelevant. Once you have completed a re-enrolment and have fulfilled the Request to Change SwimSoft Online will complete the Request to Change for you, you do not need to mark this done.

The **Lessons** button will show you the lessons the student is booked onto in which course, their Membership Type and Pricing information.



The **Move** button takes you through the process of moving a student from one course to another once you have already received payment for them.

The **New Letter** button allows you to generate an email with the course information for the client. You can generate any of the following communications; just press the button.

The **Lessons** tab shows you a list of the upcoming lessons. You can see the courses the student is booked onto at the very top of the page and then the lesson details just underneath.

Pressing the **Add** button will redirect you to the page where you will find a list of all your class types, along with an **Add to Waiting List** button and a **View Spaces** button. Press the **View Spaces** button to then see a list of all the lesson days and times against that class type. You can then add the student to the course you wish by pressing the **Students** button and then **Confirmed**. Press the **Add to Waiting List** to add the student to the relevant class waiting list.