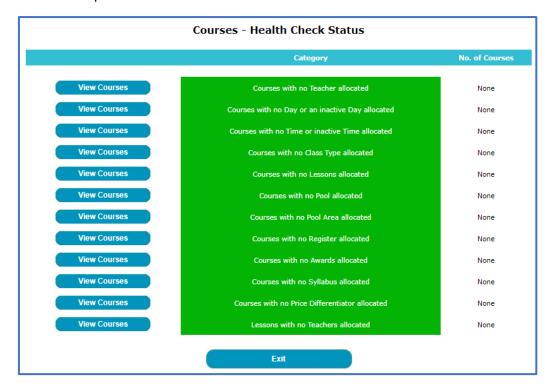


Creating Next Terms Courses

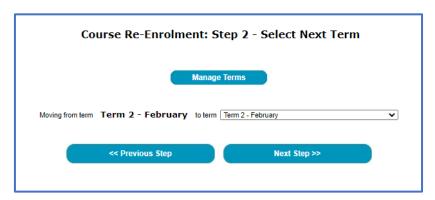
Creating next terms courses only takes a few minutes to complete, it is done as follows.

You will need to press **Re-enrolment** from the Main Menu and then press **Perform Course Creation**. On this page, you will start by seeing your **Course Health Check** for the current courses, ideally, all aspects of this should be green. If any are red, you will need to press the **View Courses** button and then **Configure** next to each course to correct the discrepancies.



To proceed, press **Next Step**.

The next page will show that you are re-enrolling from Term X to Term X, this will be incorrect.



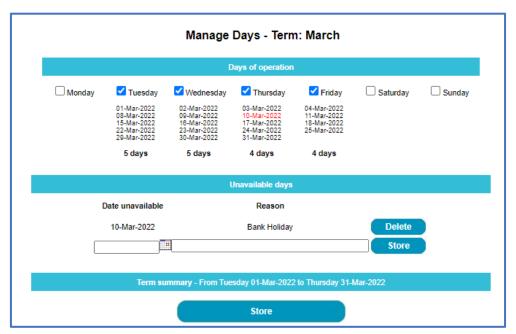
You will need to create a new term to re-enrol into, you do this by pressing the **Manage Terms** button.



Once you are on the **Manage Terms** page, press the green **Create Term** button and define the name and dates for your new term, press **Create** and then finally, press **Exit**.

You will be directed back to the previous page where you will now be able to use the drop-down to select the term you have just created. Once this has been completed, press **Next Step.**

The next part of the process is to configure your days for the new term. The page will show a list of all the dates that a lesson will take place within the new term. Should you need to exclude any dates for any reason, a bank holiday or half term, you can just highlight the date, copy, and paste it into the **Unavailable Days** box, and press **Store**. The excluded date will turn red as per the below example.



You can delete any of the excluded dates by pressing the **Delete** button found next to them.

Once the days are all set press **Next Step** to progress onto pricing. This is where you have the choice to alter your prices for the upcoming term, add a new membership or add a new price differentiator. If there are no changes, you can move on and press the **Next Step**.

The next page will show that your courses are being created, and when complete, a message will show to say the system has successfully processed X number of courses. Pressing the **Next Step** button will show you that the course creation process has been completed, and you can return to the **Main Menu**.

We recommend you perform a few checks to make sure everything went smoothly. First, press **Terms** on the **Main Menu** and go into the new term you created. Next, go to **Courses** and **Search** and check all your courses are present in the new term. Under **Courses** on the Main Menu there is the **Lesson Counter** page, use this to check that all courses are showing the correct amount of lessons.