

## Reviewing and Changing Courses

Within SwimSoft there are two pages that can assist you in deciding which courses you need to be continuing to run in your next term.

Start by going to **Re-enrolment** on the **Main Menu** in your current term and then press **Courses Required Next Term**. You will be presented with a list of all your class types, the ideal number of students for that class (configured when creating courses), the current number of courses with that class type, courses required (based on the number of clients enrolled), the recommended number of courses to add or delete and finally, the number of clients on a waiting list for that class type.

Courses Required					
Class Type	Ideal Size	Number of Current Courses	Courses Required (No. of Clients)	Courses +/-	No. of Clients Waiting
Beginners	8	8	2 (15)	-6	3
Intermediate	6	2	2 (8)	0	1
Advanced	6	2	2 (7)	0	0
Squads	12	0	0 (0)	0	0
Parent and Baby	6	1	1 (2)	0	0
Waiting List	6	0	0 (0)	0	0
Crash	6	0	0 (0)	0	0
Summer Intensive	6	0	0 (0)	0	1
Stage 3/4	10	0	0 (0)	0	0
Waiting List	100	0	0 (0)	0	2
Waiting List 2	100	0	0 (0)	0	1
Juniors	1	0	0 (0)	0	0

[Exit](#)

This report allows you to see the demand of all class types in one place, making it easy for you to know which courses to drop or add more of. Please note that the report does not take the number of students attending per day into account, only the total number of students, and so the suggestions to drop certain courses may not be realistic for your organisation.

In addition to this page, you also have access to the **Re-enrol Students** page. This page makes it easier to see the demand for courses visually. You may have a course with no students enrolled, you may consider dropping this course. You may have a course where all the students are marked as **Moving Up** and so rather than moving all the students from one course to another, leaving an empty course, you may consider leaving the students where they are and changing the course type (e.g., Stage 1 to Stage 2). You can do this by pressing the **settings wheel** under the column **NTCT** and changing the class name. Please note if the price differentiator needs to be changed you will need to go to the new term, press **Courses** and **Search**, locate the course, press the configure button, and update the price differentiator and **Update Course**. You will need to do this before enrolling your students.