COACHING COURSE & WORKSHOP

COURSE REGISTRATION GUIDE

BRITISH
DODGEBALL

CONTENTS

1. INTRODUCTION

This short guide explains how you can purchase course places through our website as an individual or as a group leader, giving you the ability to purchase multiple spaces and control who you invite to undertake a coaching course or workshop with British Dodgeball. If your organisation wishes to pay via invoice, please email us to arrange.

2. PURCHASING FOR YOURSELF ONLY

- The British Dodgeball Courses page shows all the available coaching courses and workshops you can sign up to. Some need booking via email: hello@britishdodgeball.com. All of our online courses can be accessed on our online courses page.

- For online courses, select a course above link and you will see this:

Current Status	Price	Get Started
NOT ENROLLED	£60	Take this Course

- Click 'Take this course', which will take you to the product page in our store.

- On the product page, click 'individual', and 'pay now'. Alternatively, you can add to your basket to continue shopping and check out later.

● INDIVIDUAL   ○ GROUP

Pay now ▶

— OR —

📋 ADD TO BASKET

- Complete the checkout process and you will see a confirmation message. Click the link contained within to be taken to the course page to start learning.

3. PURCHASING FOR A COLLEAGUE OR FOR A GROUP OF LEARNERS

- The British Dodgeball Courses page shows all the available coaching courses and workshops you can sign up to. Some need booking via email: hello@britishdodgeball.com. All of our online courses can be accessed on our online courses page.

- For online courses, select a course above link and you will see this:

Current Status	Price	Get Started
NOT ENROLLED	**£60**	**Take this Course**

- Click 'Take this course', which will take you to the product page in our store.

- On the product page, click 'Group', and you will see the following options:

○ INDIVIDUAL ● GROUP

☐ ENROLL ME (?)

[1]

Pay now >

— OR —

**🛍 ADD TO BASKET**

GROUP NAME

[Enter a name for your Group]

- Enroll Me: Do you wish to sign up yourself to take part in the course, or are you only buying for others?

- Quantity: Please purchase the amount of course places you require.

- Group Name: Name your group. We recommend using organisation names for easy referencing.

- Once ready, click 'pay now'. Alternatively, you can add to your basket to continue shopping and check out later.

- Complete the checkout process and you will see a confirmation message, and a 'Proceed to Group' button. Click this to be taken to your Group Dashboard where you can enrol others on to the course.
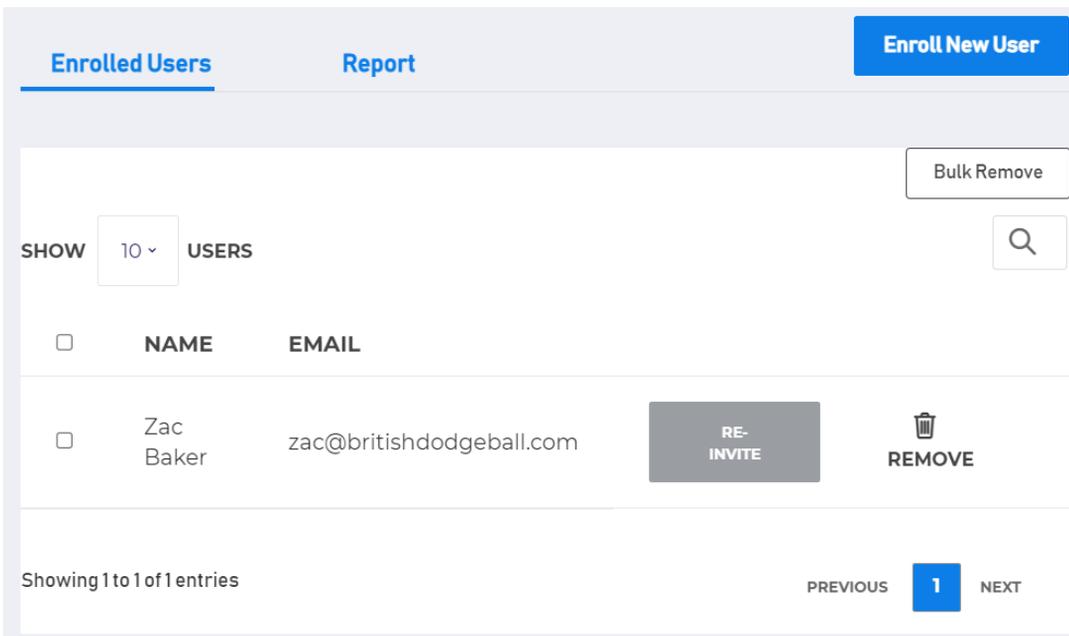
Proceed to Group

4. ENROLLING A COLLEAGUE OR A GROUP OF LEARNERS

- On your Groups Dashboard, you will see a list of all of your groups which you can manage such as the one below. Click on a group to manage course access.

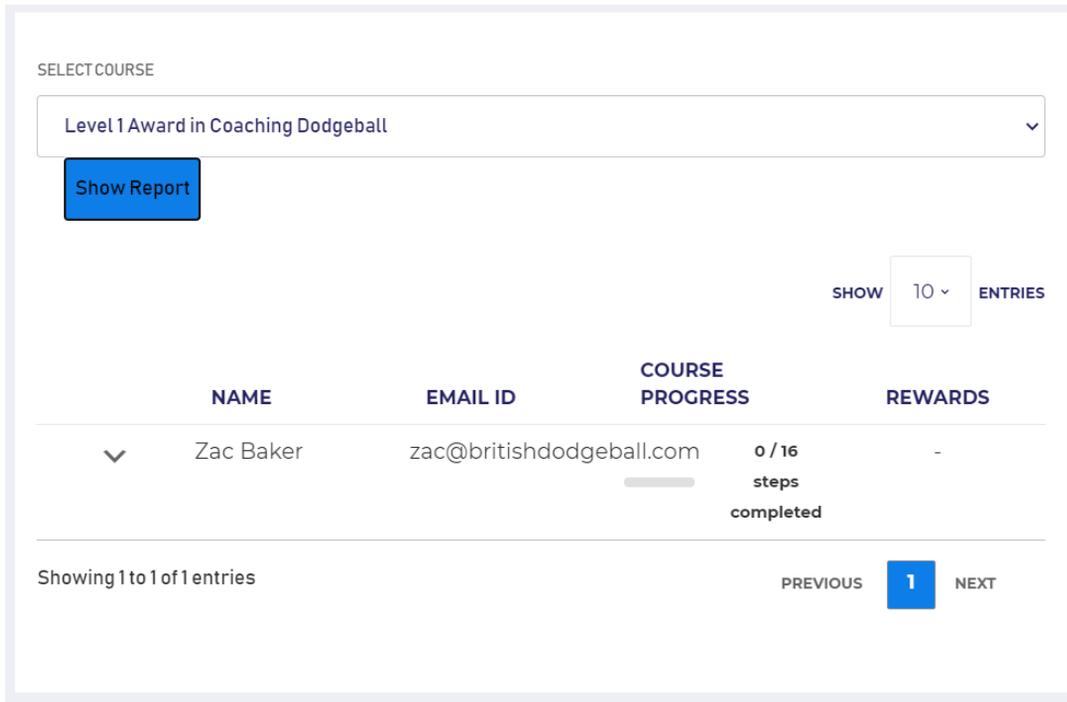**TEST GROUP 1**   5 user registration left

No Image Available
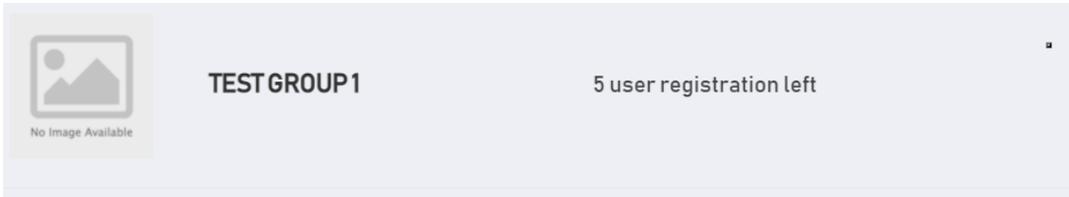
- On the group page, you will see how many registrations have been used, the total number of places you have purchased and the courses associated with the group. You can also see a list of learners in your group along with the option to re-invite those who have not yet accepted their place via email:

Enrolled Users   **Report**   **Enroll New User**

Bulk Remove

SHOW 10 ⌄ USERS   🔍

	NAME	EMAIL		
☐	Zac Baker	zac@britishdodgeball.com	RE-INVITE	🗑 REMOVE

Showing 1 to 1 of 1 entries   PREVIOUS **1** NEXT

- To invite new learners, click 'Enroll New User', and then enter their details. You can add them one at a time or all at once. Once invited, learners will get an email containing their British Dodgeball log-in details. They simply need to log in and they will be able to access courses immediately at the link provided.

4. CHECKING LEARNER PROGRESS

- To view a report of how all learners in your group are doing, click 'Report' and select the course you want a report for. The progress of all learners in your group will then be shown:

SELECT COURSE

Level 1 Award in Coaching Dodgeball

Show Report

SHOW 10 ˅ ENTRIES

	NAME	EMAIL ID	COURSE PROGRESS	REWARDS
˅	Zac Baker	zac@britishdodgeball.com	0 / 16 steps completed	-

Showing 1 to 1 of 1 entries

PREVIOUS **1** NEXT

REMOVING AND ADDING LEARNERS TO A GROUP AFTER INITIAL SET UP

- To remove a learner, click 'Remove User' button next to a specific learner on your enrolled user list. To add a learner to a group which has already been set up, please purchase more places through the shop, making sure to use the same group name as your existing group.
- Please note that a user's removal will only be accepted and a new user be allowed to replace them if the existing user has not started the course. If the user has interacted with the learning content, then they will not be able to be substituted for a new learner.