

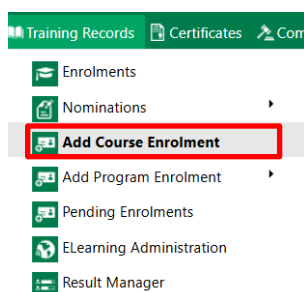
Enrol Students in Single Stage Schedule

Quick Reference Guide

This guide will explain how to enrol students into a single Stage Schedule (e.g. Training Event or Accreditation).

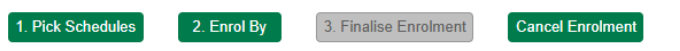
Step 1: Pick Schedule

1. From the LaDIS home page, hover your mouse over the **Training Records** menu then select **Add Course Enrolment**.



The **Add Course Enrolment** screen will load.

2. On the **Pick Schedules** screen, change from the **Course** to **Stage** tab



Step 1: Pick Schedules



3. Use the filters to find the Schedule, in the **Stage Name** or **Stage Schedule Name** field and type a key word e.g. General Firefighter Accreditation. You can also filter by Start and End Dates. Click the  and select **Contains** from the menu. Matching Stage Schedules will display.
4. Click **Select** in the first column of the table next to the required stage schedule

A screenshot of the 'Selected Stage' screen. It shows a 'Schedule Status' filter at the top with options: Enrolling (yellow dot), Running (green dot), Completed (blue dot), and Cancelled (red dot). Below this is a table of 'Stage Schedules'. The table has columns: Id, Program Identifier, Stage Name, Stage Schedule Name, Actual Start Date, Actual End Date, Custodian, Location, Booked, Available, Cost, IsActive, PublicVisible, and Status. The first row is highlighted with a red rectangle, and the 'Select' button in the first column of this row is also highlighted with a red rectangle. The table data is as follows:

	Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Booked	Available	Cost	IsActive	PublicVisible	Status
Select	3391	R_GFF_IV.03	General Firefighter Training Event	General Firefighter Training Event	18/11/2019	21/11/2019	Loddon Mallee Multiple	Swan Hill, Mallee	54	46	\$0.00	☒	☒	
			General Firefighter Training	Wimmera General Firefighter				Horsham, Horsham						

The selected stage will be highlighted and will appear in the **Selected Stage** section in the top section of the screen.

 If the wrong stage schedule is selected click  next to the Schedule Name in the Selected Stage Panel.

- Click **2. Enrol By** to move to the next step and select the students to enrol.

Step 2: Enrol Students

The second step is to select the students you want to enrol. The following steps outline how to do this.

- Click in any of the search fields e.g. ID, Username, First Name or Last Name
- Enter the information, click the  and select **Contains** from the dropdown menu
- Alternatively use the search bar and type the student's full name or partial name e.g. Laura Jones or L Jones

Step Two: Select By

- Identify the correct student from the list and click 
Repeat steps 5 to 7 to add additional students
- Once all students have been selected, click **3. Finalise Enrolment** the process will move to the next step.

 If the wrong student is selected click  next to their name in the Selected Trainees list.

Step 3: Finalise Enrolment

- Review the list of students enrolled to ensure you have added all the required students
- Tick the two checkboxes at the bottom of the page

☒ As the nominator and/or trainee requesting this course, I declare that the pre-requisites outlined in the course descriptor have been met and I am willing to provide evidence if required.
☒ The customer understands the [Terms and Conditions](#) and [Privacy Notice](#).

- Click **Finalise Enrolment** and allow the page to reload. The selected students are now enrolled into the Stage Schedule. You can now proceed to result (mark) these enrolments.