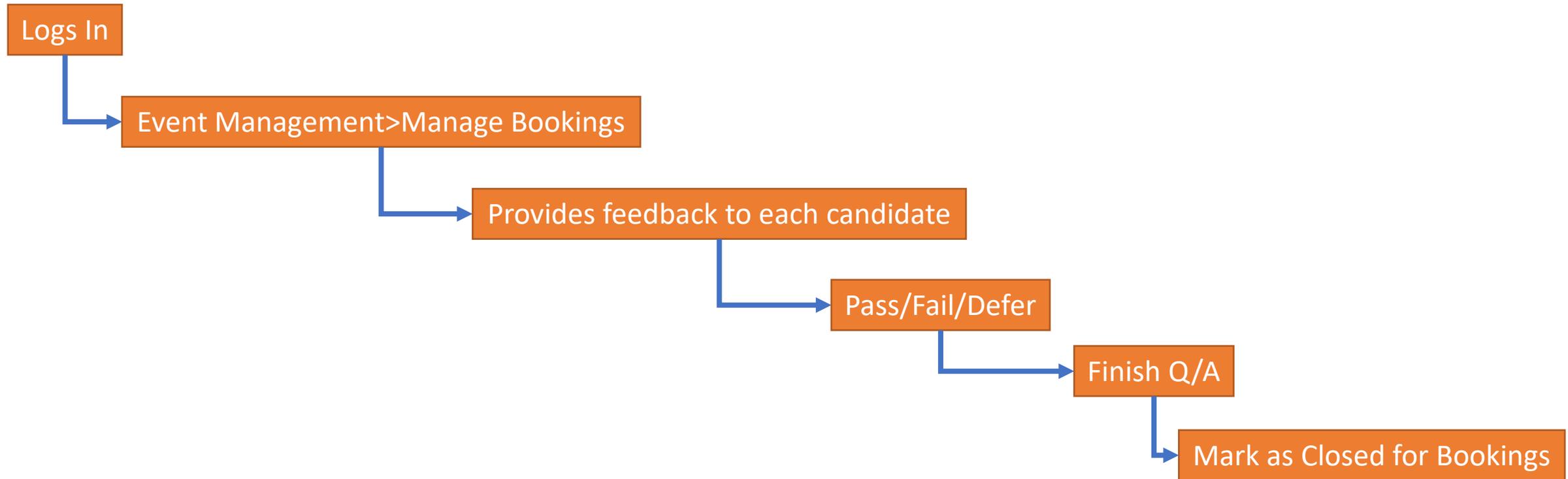


How to submit a course to NNAS for approval

Course Director course admin Journey flowchart



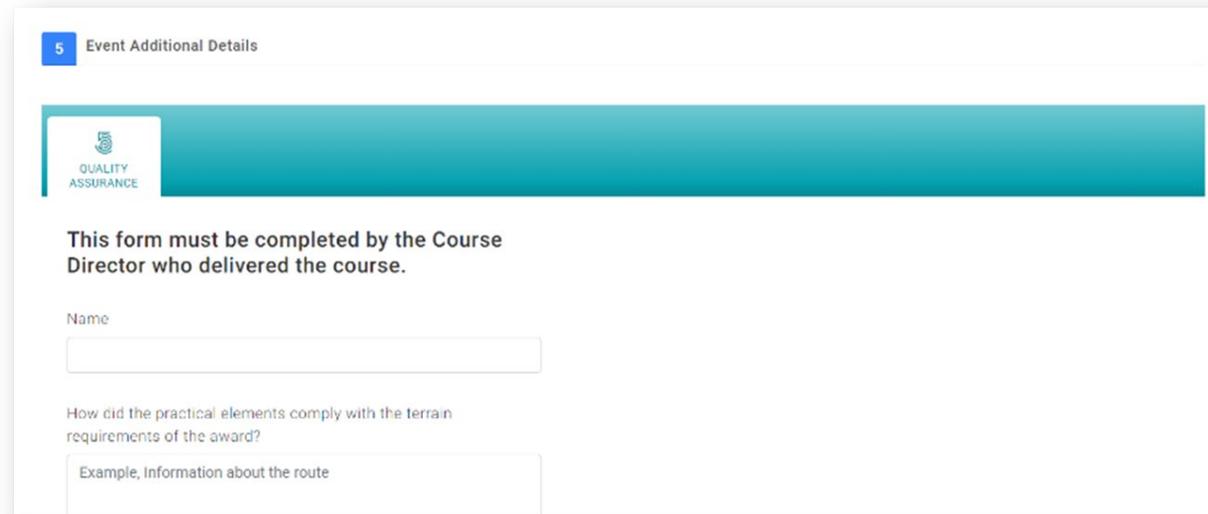
When you are ready to submit the course to NNAS please follow these steps:

1. Ensure all your candidates are on the course (see How to receive and add bookings guide)
2. Go to Event Management, find the course and change it's status to **DRAFT**

Category	Status	
Navigator Awards	Accepting Bookings	   
Navigator Awards	Accepting Bookings	Return to Draft
Shop	Accepting Bookings	Closed for Bookings
Navigator Awards	Template	Complete
Tutor Courses & Works...	Complete	Cancel
Tutor Courses & Works...	Complete	Attachments
		View Waitlist
		Copy



3. Go in to edit the course and scroll down to complete the QA form, remembering to drop in a scan or clear digital photo of the assessment checklist for this course

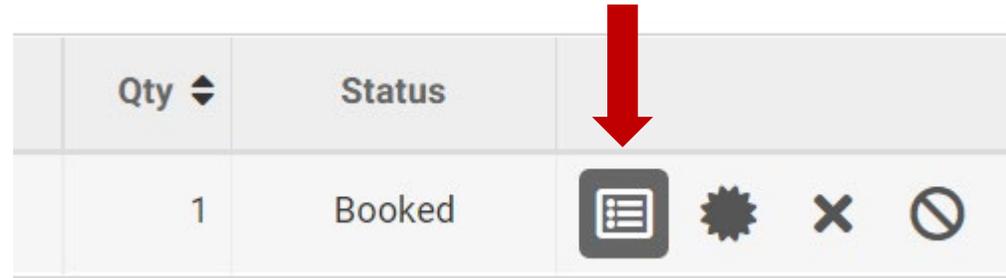


The screenshot shows a web form titled "5 Event Additional Details". At the top left, there is a blue square with the number "5" and the text "Event Additional Details". Below this is a teal header bar with the "QUALITY ASSURANCE" logo on the left. The main content area contains the following text: "This form must be completed by the Course Director who delivered the course." Below this is a "Name" label followed by an empty text input field. Further down is the question "How did the practical elements comply with the terrain requirements of the award?" followed by a text input field containing the text "Example, information about the route".

4. Save, then go into Manage Bookings for this course



5. If you wish to give feedback to your candidates on the syllabus points, open the registration form and add your feedback



A screenshot of a table interface. The table has two columns: 'Qty' and 'Status'. The first row shows '1' under 'Qty' and 'Booked' under 'Status'. To the right of the 'Booked' cell, there is a row of icons: a list icon (three horizontal lines), a gear icon, an 'X' icon, and a circle with a slash icon. A red arrow points down to the list icon.

Qty	Status
1	Booked

6. Once all your candidates have feedback (if you wish to add it), you are ready to give them a result.
7. Click on either Pass or Fail (there is no option for Defer, however the email that is sent just says “you were unsuccessful” so does not sound so harsh as Fail!)

8. Now go back to the Event Management page and change the course's status to **CLOSED FOR BOOKINGS**

9. It is really important that you make the finishes course **CLOSED FOR BOOKINGS** as this highlights to NNAS admin that the course is ready for review and approval.

10. Once NNAS approves the course this will trigger the email to the candidate with their result, and a digital certificate if they were successful