

# How to create NNAS courses on JustGo

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# Important note for NNAS Providers and their staff:

- Where JustGo says “**Club**”, think “**Provider organisation**”
- Where JustGo says “**Member**”, think “**Candidate**” – this can be your Course Directors, Admin staff, or the candidates on your courses.



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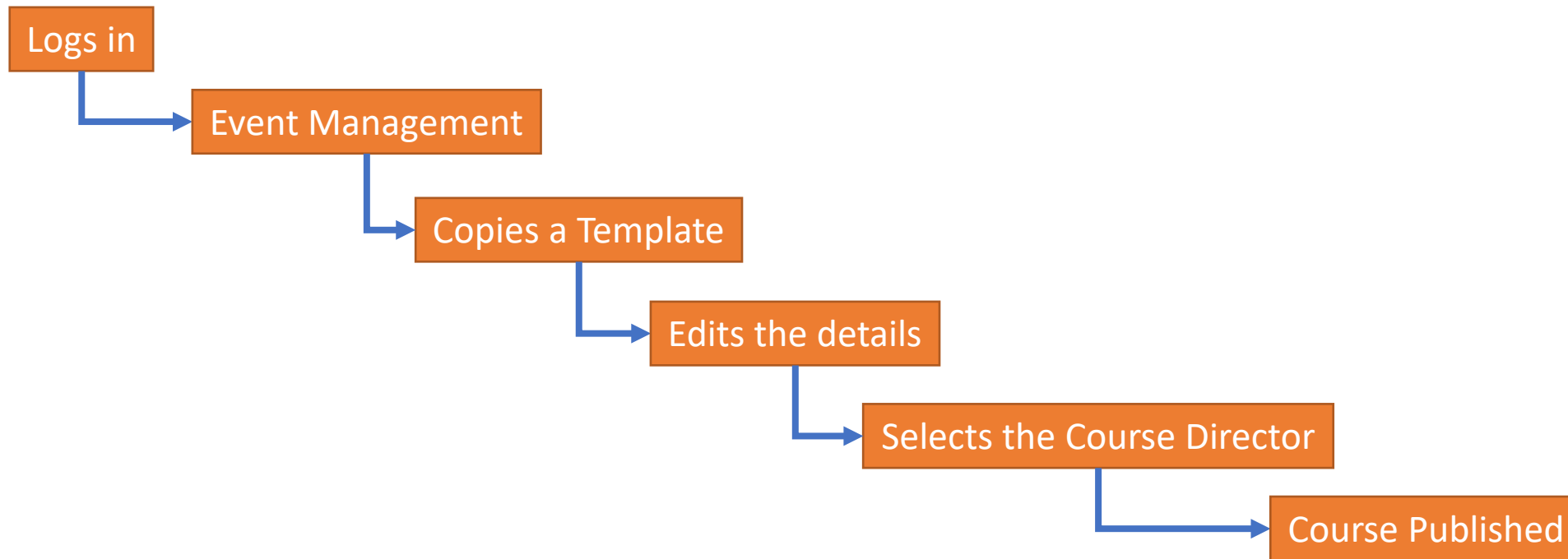
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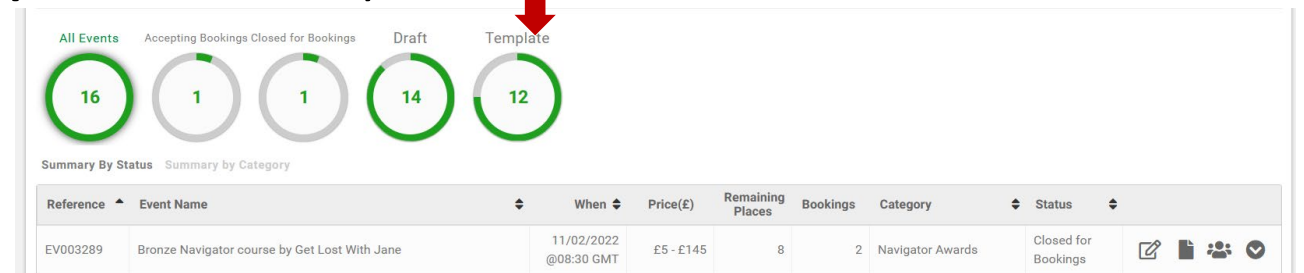
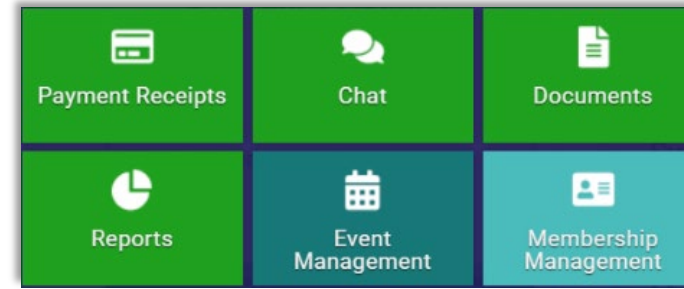
# Director Creating a Course Journey flowchart



# Creating a course

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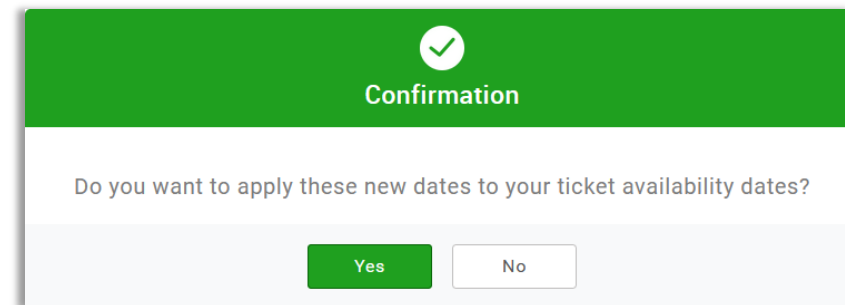
1. Log in at <https://nnas.justgo.com>
2. Click on the **menu** at top left of screen
3. Click on the **Event Management** tile
4. Use the **Template filter** to show the **Templates** created by NNAS



5. Select the Template you wish to use and copy it by clicking the **dropdown arrow** to the right of it and selecting **Copy**

**Please note that a candidate will only be able to receive an NNAS award when the event has been copied from an NNAS award template.**

6. The templates contain instructions in the **Event Details** area, written in red, prompting you about information you should change. You should delete this red text when you are finished with it.
7. Rename the course (event name is near the top of the screen) e.g. “Bronze Navigator Award by Get Lost With Jane”. This course name is what will be published and viewable by the public.
8. Do not change the category or subcategory.
9. When setting the dates for your course you will see a pop up:
10. If this course is to be visible to the public, select YES.
11. If this is a private course, select NO.



12. In **Event Contacts** select the 'Add Contacts' button and search for the Course Director(s) who is delivering the course. The first person listed here will be the one who's name appears on the certificate as the course director.
  
13. If you cannot find the course director, check that they are listed under your "Club Members" and have uploaded their credentials (e.g. Tutor Award, ML or other qualification, First Aid etc.)

# Editing Event Tickets

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1. Edit the ticket by clicking the pencil icon



The screenshot displays a user interface for managing event tickets. At the top, there is a blue tab labeled '3 Event Tickets'. Below the tab are two buttons: 'Add New Ticket' with a plus icon and 'Select template ticket' with a checkmark icon. The main area contains a table with the following data:

Tickets	Price	Quantity available	
Silver Navigator Award	£125.00	8	  

A red arrow points to the pencil icon in the action column of the 'Silver Navigator Award' row.

2. You can edit the Price, and Name if wished, then click the green tick to save. The price inputted here will be the Provider's fee for booking on the course. The NNAS course fee will automatically be added to the booker's cart when a booking is being made, therefore to the booker, the cost of a Navigator course will appear £7.50 more than the Provider's set course price.
3. Within each template, ticket quantities will be set at a ratio of 1:8 (1:4 for Gold). Instead of changing the quantity, it is important to copy the appropriate NNAS course template.



4. **Optionally**, you can further personalise the ticket with purchase restrictions, discounts and surcharges by click on the Advanced Settings cog:

3 Event Tickets

+ Add New Ticket   ✓ Select template ticket

Tickets	Price	Quantity available	
Bronze Navigator Award	£125.00	8	  

5. Then scroll down to Part 2 where you can personalise the ticket:  
**As these personalisations are optional, instructions on how to do this can be found separately in the Adding Ticket Purchasing Rules guide.**


2 Ticket Restrictions, Discounts & Surcharges

[Restrictions](#)   Discounts   Surcharges

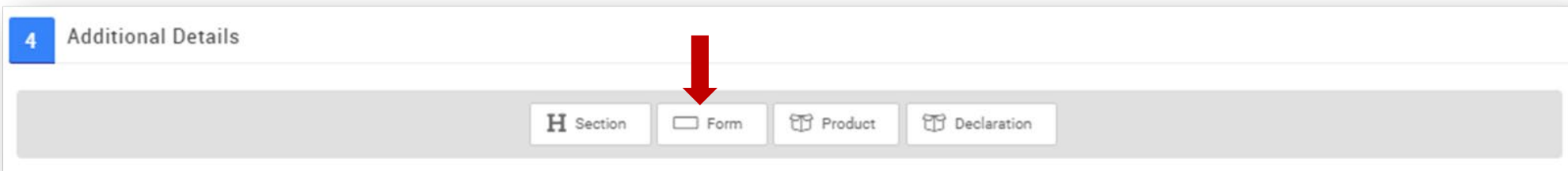
Use purchasing rules to restrict which group of members are eligible for combinations, eg. Age Rule & Gender Rule.


+ Add new purchase rule

Description

6. The NNAS has included a DEFAULT DISABILITY and Medical form that is added to the template's ticket automatically.
7. **Optional:** If you wish to create your own questionnaire for the candidate to complete when booking, the form can be created in Field Management and then added to the ticket by clicking **Form**. In this case you should remove the NNAS default disability form by scrolling to the bottom of it and clicking the 

As adding new Forms is optional, instructions can be found separately in the **Field Management User Guide**.



8. Once you have finished editing the ticket, save it by clicking 
9. This will take you back to editing the Event, where you choose more settings for the course.

# Adding Events Settings

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**Notify Me** allows candidates to get a notification when the tickets go on-sale for an event.


**Waitlist** allows candidates to be added to a waitlist in case tickets become available.


**Publicly publish attendee bookings** allows you to display the number of booked members for an event.


- If you wish to use this feature, ensure you untick “Attendee Listing Display items” Name and Town/City. Otherwise, your candidates name will be visible to the public!
- If this option is enabled, candidates will still have the option to Opt-Out for showing their information.

**Listing Privacy** makes the event visible to the public or to specific users when you supply them with the event link.

4 Event Settings

Notify Me 

Waitlist 

Publicly publish attendee bookings 

Listing Privacy:

Public (viewable by anyone on JustGo)

Private (viewable only by those people with the below link)

**Tags** allow users to search for an event using key words.

**Advertised Price Settings** selects what price is displayed on the event advert to candidates.

- It is best to select **User Defined Range** and input the full price of the course, including the NNAS course fee, as the Max, with £0 as the min. This will publicly display the cost of the course as £125 (from the example below)
- Then, when the candidate goes to the cart to pay they will see £117.50 for the course, plus £7.50 for the NNAS fee.

Tags:

Advertised Price Settings:

Ticket Range (Price range is displayed based on the min and max ticket price available)

Hidden (NO price will be displayed with the event listing page and will only be viewable within the event detail page)

User Defined Range (Price range will be displayed based on the below values)

Manual Min Price:

Manual Max Price:

If you want to check how it looks to the public, click **Preview**.

You are now ready to Publish your course, so click **Save and Publish**

You will be given the option to “add another” or “go back to the summary”. **Always** choose **go back to summary**.

# How to add an Event that is **not** an NNAS course

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If you wish to use JustGo to advertise your own, non-NNAS courses/events, you can:

1. Click on the **menu** at top left of screen
2. Click on the **Event Management** tile
3. Click the **Add New Event** button on the left hand corner at the top of the page
4. As NNAS pays for the JustGo Lite licence, allowing our Providers to use the system for advertising their non-NNAS courses, there is a course fee of £2 per booking on non-NNAS events.

