This guide is for **Course Directors (who do not have the Admin role on JustGo)** of Providers that **only** run private courses where they add the candidates to the system themselves. It is relevant to schools and cadet groups in particular, but may also be useful for some outdoor education centres and councils.

If you advertise your courses to the public please use the other guides available on www.nnas.org.uk

Remember:

- 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.
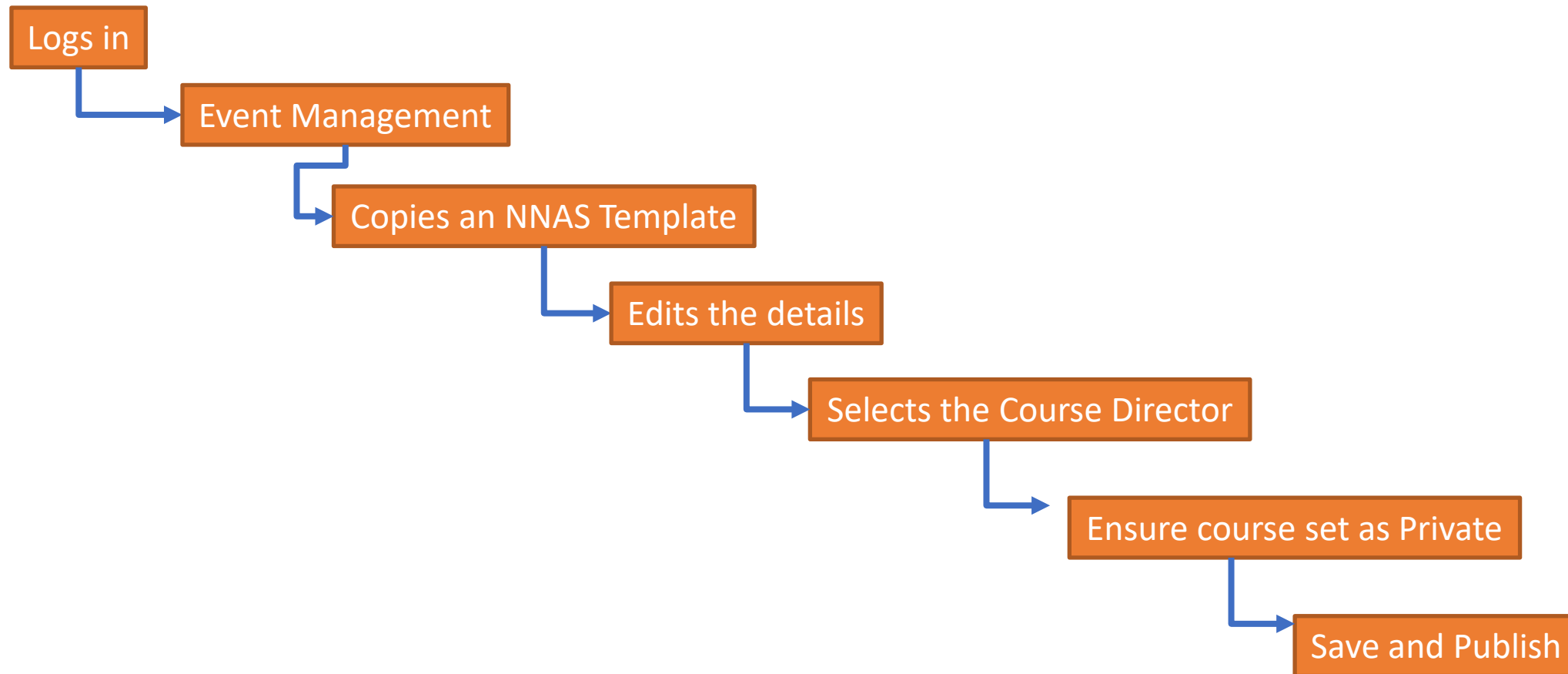
Contents
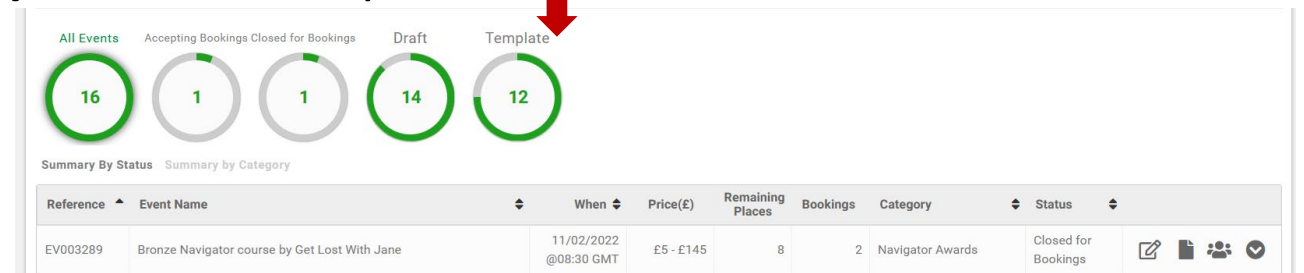
Course Director Creating a Course Journey flowchart

Creating a course

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

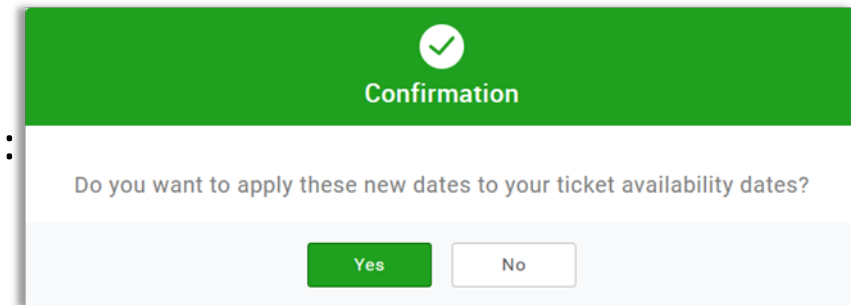4. Use the **Template filter** to show the **Templates** created by NNAS

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 what 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 Gwent & Powys ACF". This will help you find the course when it is time to add candidates and complete the QA form etc and will help prevent confusion with other course directors' courses.

8. Do not change the category or subcategory.

9. When setting the dates for your course you will see a pop up:

10. As this is a private course, select **NO**

Confirmation

Do you want to apply these new dates to your ticket availability dates?

Yes   No

11. In Event Contacts select the 'Add Contacts' button and search for the Course Director(s) who is delivering the course. If you cannot find the course director, it means they are not linked to the Provider profile. Please contact your Provider admin or NNAS admin for assistance.

12. Now edit the **Ticket**.

13. As this course will not be made public, set the price to £0. The NNAS course fee will be added automatically to the shopping cart for each candidate.

14. 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.

15. Scroll down to part 4 **Event Settings**

16. Ensure the **Listing Privacy** is set to **Private**
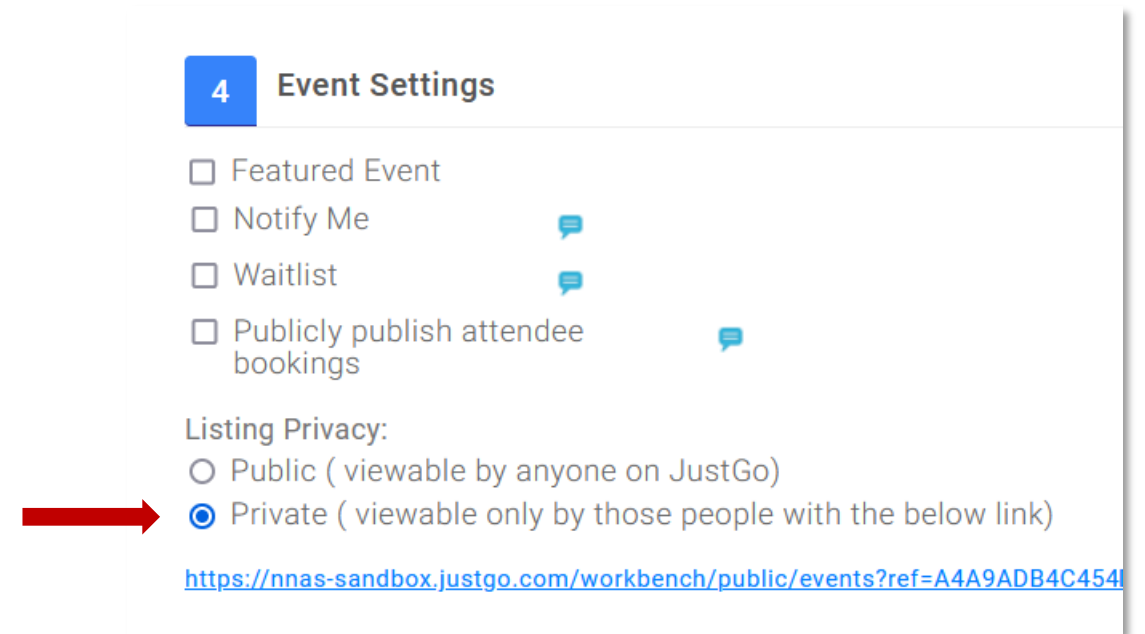
17. Part 5, **Event Additional Details** is where you will complete the Quality Assurance form once the course is finished. For now, your course is created, so scroll to the top and click **SAVE AND PUBLISH**. You will be given the option to "add another" or "go back to the summary". **Always choose** "go back to summary.

Linking a candidate to the Provider account

Before you can add a candidate to a course, the candidate needs to have a user account and be linked to the Provider account as a "Club member".

For candidates who are new to NNAS, contact the NNAS office by email to receive a spreadsheet to add the candidates to.

The following slide tells you what information is required to be given on the spreadsheet.

- Only the name, date of birth and email address are required fields, and a unique username must be set for each.

- There are optional fields for Scottish Candidate Number (for use by Scottish schools only) and Cadet / CFAV number, and Cadet county / Wing (for use by either RAFAC or ACF). Please input these if they apply to you.

- We suggest that when adding young people using this spreadsheet, the email address put in for them is the Course Director's, or an Admin's email. The same email address can be used multiple times. This has 2 useful effects:

    (1) The digital certificate is emailed directly to the Course director or Admin once the course is approved by NNAS, making it easier to print off certificates for presenting to the young people.

    (2) The young peoples' data is kept safer by not having their email on the system at all.

NB: RAFAC has instructed that their Cadets email addresses are **NOT** inputted to the system, and Course Directors should also strongly consider using their own MOD email address for their own profile.

Once you have filled in the required fields, **password protect** and save your file. If you do not know how to do this, here is a short video on YouTube that may help (please note: The video is not NNAS content).

Email the password protected file to info@nnas.org.uk.

In a separate email, or a phone call, let us know the password. NNAS admin will upload the spreadsheet to JustGo for you. The candidates will now have a user account and be linked to the Provider profile.

Adding candidates to a course

Please note that the course fee will be due upon adding candidates to a course.

When a Course Director adds candidates to their course, they can pay the course fee by card.

NNAS Course fees per candidate on the course:

£7.50 for Navigator courses (Bronze, Silver, Gold)

£15 for Tutor Awards

1. Click on Event Management tile

2. Find your course and click the Manage Bookings icon

3. Click on **⊕ Create Booking**

4. Click on **👤⁺ Add Member**

5. Type the candidate name in and press enter, then select the candidate so that the tick is highlighted in green, scroll down and click **Done**

✓	Name	DOB	Email
✓	Jim Smith (ME700008)	01/01/1985	bob@bobsen

6. You can add further members in the same way. Their registration on the course may show as Incomplete but that will not stop you progressing, so please ignore it.

Is Eligible	Registration		
⊘	Incomplete	📋	🗑

8. Once you have added all your candidates click ✔ Confirm Booking
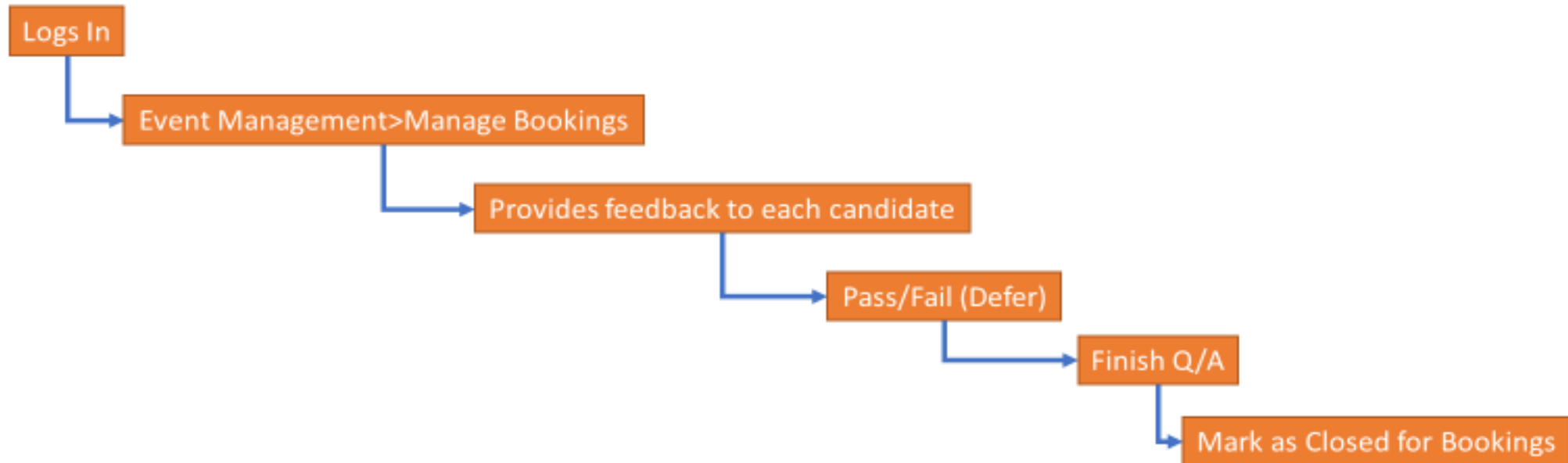
9. You can now go to the cart and pay by card.

10. Your course is now populated with the candidates.

How to submit a course to NNAS for approval

Course Director course admin
Journey flowchart

Logs In

Event Management>Manage Bookings

Provides feedback to each candidate

Pass/Fail (Defer)

Finish Q/A

Mark as Closed for Bookings

1. Go to Event Management, find the course. It's status should be **ACCEPTING BOOKINGS**

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

4. Save

5.   Without the Admin role, you cannot at this time give a result for the candidates. Please contact info@nnas.org.uk to let us know who passed and we will update the results for you.

8.   Now go back to the **Event Management** page and change the course status to <mark>**CLOSED FOR BOOKINGS**</mark>

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