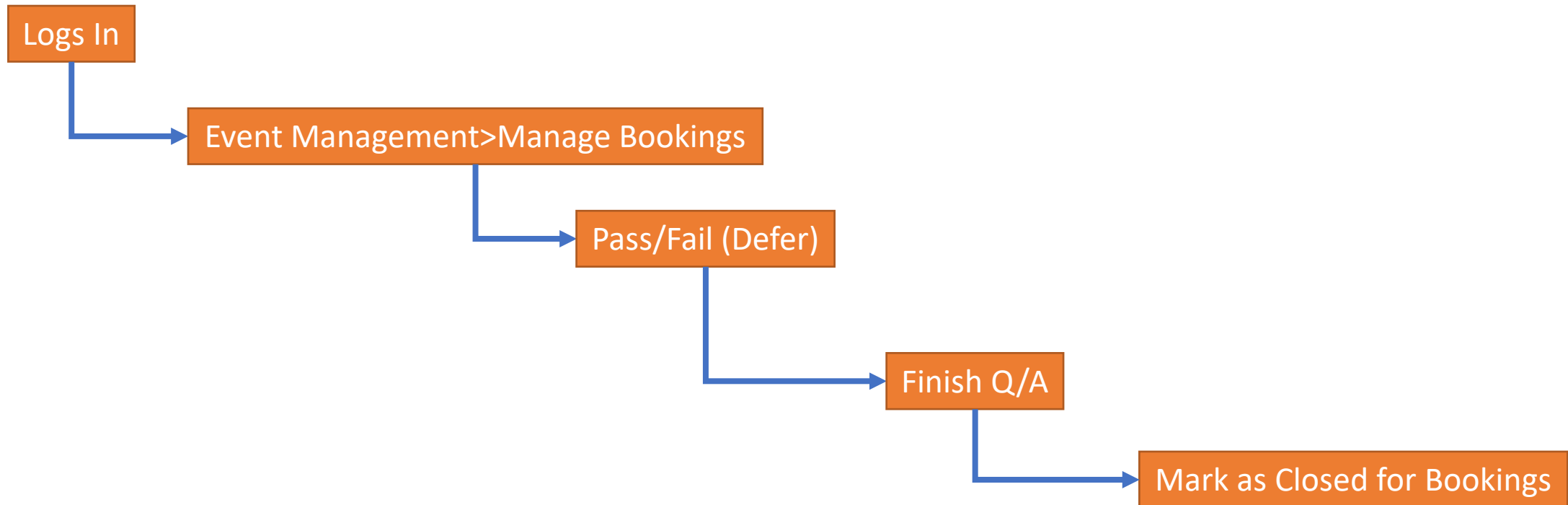


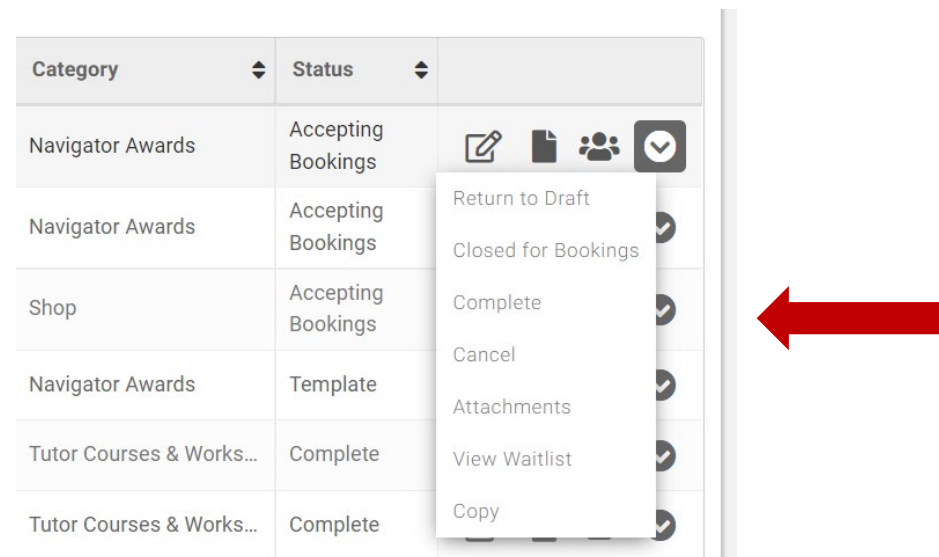
How to submit a course to NNAS for approval

Course Director course admin Journey flowchart

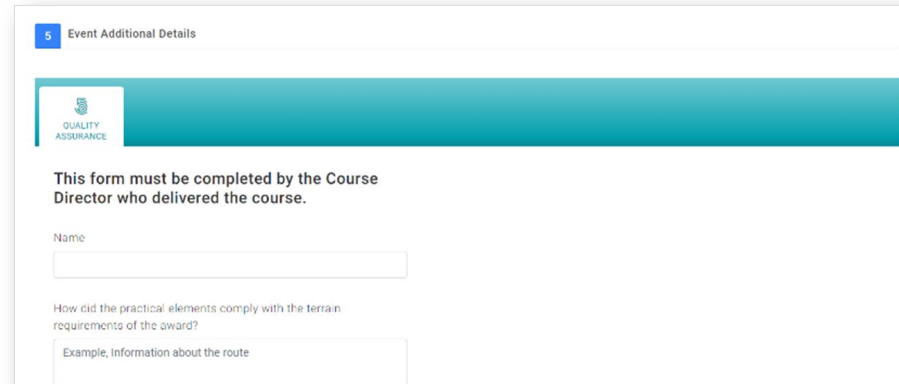



When you are ready to submit the course to NNAS please follow these steps:

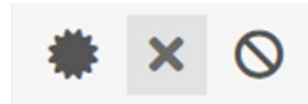
1. Ensure all your candidates are booked onto the course (see **How to receive and add bookings** guide)
2. Go to **Event Management**, find the course and change it's status to **DRAFT**



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



4. Click **Save**, then go into **Manage Bookings** for this course 
5. Click on either Pass or Fail for each candidate (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!)



6. Now go back to **Event Management** and change the course status to **CLOSED FOR BOOKINGS**
7. It is really important that you make the finished course **CLOSED FOR BOOKINGS** as this highlights to NNAS admin that the course is ready for review and approval.
8. Once NNAS approves the course this will trigger the email to the candidate with their result, and a digital certificate will be attached if they were successful.