

How to Guide for Adding Multiple Module Courses/Workshops

INTRODUCTION

Single module = a course that runs on consecutive days, without any days off eg a 5 day course from Monday to Friday in one week

Multiple Module = a course that runs over a number of grouped days eg a 9 day course that runs over three modules of 3 days each

This is the How To guide for adding Single Module Courses.

The courses/workshop section of the dashboard now contains 3 separate elements:

1. Courses/Workshops Library
2. Modules (for multiple module courses only)
3. Dates

The workflow for setting up your courses is in that order!

THE INTENDED OUTCOME






The intention is for you to build up a course library of templates containing all the courses you deliver eg Introductory, Practitioner, Master Practitioner, Monthly Practice Group. You only need to add each course to the library once, assuming the delivery method is the same.

IMPORTANT because these are templates, make the library course descriptions generic and exclude any reference to dates or one off offers, because then you can reuse these library templates for all future courses of the same nature.

You can add dates to your library templates every time you run a course. You can enter as many sets of dates as you wish, so if you run Practitioner 4 times a year, enter the course template in the library once and then enter 4 sets of dates!

Please note: ANLP will now only moderate course and module content, as well as any override content you set for a specific iteration of a course. Once your course and/or modules are approved, as long as there are no changes to the content, you can add as many dates as you like without waiting for moderation.

Once your courses have been moderated and you have added dates, your courses will appear in the courses/workshops listing on the ANLP website (see example below):

10th Mar - 11th Mar	 Canterbury, Kent	Personal Development Course - Module 2 The second of two 2-day modules where you'll learn useful tools and techniques that you can use to make changes to your life.  This course is modular and has 1 other part <ul style="list-style-type: none">• 10th February 2022 - Personal Development Course - Module 1
11th Mar - 13th Mar	 London	Module Three - NLP Practitioner This is the third module of our NLP Practitioner. You can see what we cover in the overview  This course is modular and has 2 other parts <ul style="list-style-type: none">• 4th February 2022 - Module One - NLP Practitioner• 25th February 2022 - Module Two - NLP Practitioner
12th Mar		Discovery Day Live Online Discover the foundations of Neuro-Linguistic Programming (NLP), Coaching, Mindfulness and IEMT in this experiential, fun day session for both personal development and professional training.

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The **COURSES/WORKSHOP LIBRARY** screen, is where you can

- add courses to your library (which become your course templates)
- edit existing courses
- access the modules screen for your multiple module courses (which become the module templates)
- access the dates screen for your single module courses

There are three types of moderation status for every element of a course/workshop

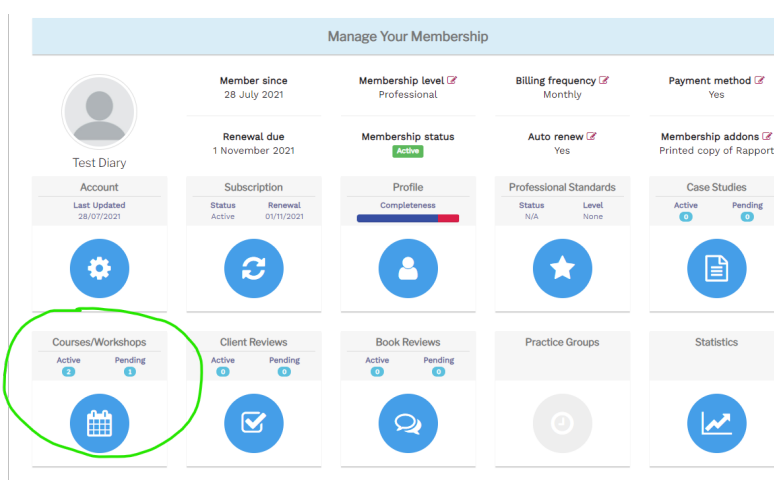
Editing = you still have editing control, prior to requesting moderation

Pending = moderation requested, awaiting review by ANLP

Approved = approved!!

STEPS FOR ADDING SINGLE MODULE COURSES

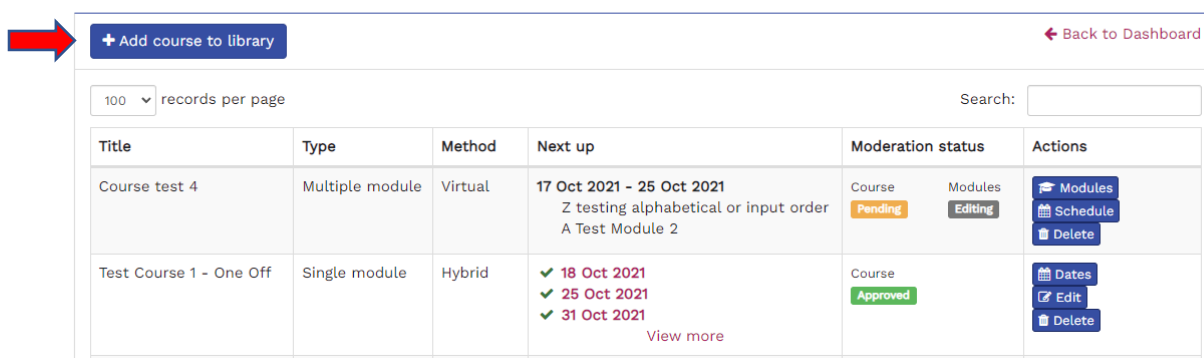
1. Go to your dashboard and select Courses/Workshops icon



2. Select Add Course to library

NB. If you deliver some Practitioner Courses in person and some virtually, then set these up as two separate courses – one in person and one virtual.

Course/workshop library



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3. Complete the details on the form, noting the following:

Single module = a course that runs on consecutive days, without any days off eg a 5 day course from Monday to Friday in one week

If you choose '**hybrid**' as the delivery method, you will be invited to enter your definition of hybrid for this course.

Create course/workshop

Create new course/workshop

* Indicates a required field

Title *

Type of course/workshop *

Single module

Multiple module

Category

—

Whether the course/workshop is in-person, virtual or hybrid *

Course/workshop is in-person at a physical location

Course/workshop is entirely virtual

Course/workshop is a hybrid format (a mixture of in-person and virtual)

If your course/workshop is entirely virtual, you will not be required to enter an address

Hybrid explanation

For **single module courses**, use the '**overview**' box to give the details of the course eg course content, trainer details, testimonials etc. Avoid referring to dates or any other information that will mean this is no longer a course template, intended for use multiple times.

4. Click 'Save' and your course will be saved and remain in '**Editing**' mode. This means you can return to it and continue editing until you are happy that is ready for moderation (which is when ANLP check the promotional content before publishing the course on the website).

+ Add course to library ← Back to Dashboard

100 records per page Search:

Title	Type	Method	Next up	Moderation status	Actions
Course test 4	Multiple module	Virtual	17 Oct 2021 - 25 Oct 2021 Z testing alphabetical or input order A Test Module 2	Course Pending Modules Editing	Modules Schedule Delete
Test Course 1 - One Off	Single module	Hybrid	18 Oct 2021 25 Oct 2021 31 Oct 2021 View more	Course Editing	Dates Edit Request moderation Delete

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At this stage, you can

- either submit your single module courses for moderation (section 5)
- set dates for your single module courses (section 6)

5. Submit your course for moderation

Return to the COURSES/WORKSHOPS LIBRARY screen and select 'Request Moderation'

Course/workshop library

[+ Add course to library](#)[← Back to Dashboard](#)

100 records per pageSearch:

Title	Type	Method	Next up	Moderation status	Actions
Course test 4	Multiple module	Virtual	17 Oct 2021 - 25 Oct 2021 Z testing alphabetical or input order A Test Module 2 Module 3	Course Pending Modules Editing	Modules Schedule Delete
Test Course 1 - One Off	Single module	Hybrid	18 Oct 2021 25 Oct 2021 31 Oct 2021 View more	Course Editing	Dates Edit Request moderation Delete
Test Course 2 - Modular	Multiple module	Virtual	1 Nov 2021 - 17 Nov 2021 ✓ Module 1 - Rapport ✓ Beliefs and Values - module 2 View more	Course Approved Modules Approved	Modules Schedule Edit Delete
Test Course 3 with dates	Single module	Location	✓ 24 Oct 2021 ✓ 1 Nov 2021 ✓ 14 Nov 2021 View more	Course Approved	Dates Edit Delete
Test Course 5	Multiple module	Virtual		Course Editing Modules Editing	Modules Schedule Edit Request moderation Delete
Title	Type	Method	Next up	Moderation status	Actions

Showing 1 to 5 of 5 entries[Previous](#) 1 [Next](#)

When this has been done, your courses will appear as **'Pending'**.

Please allow up to 7 days for ANLP to review the content submitted and approving it. You will receive an email notification upon approval or an email explain the reasons for declining at this time.

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6. Setting up Course Dates for Single Module courses

From the COURSES/WORKSHOPS LIBRARY screen, choose 'Dates'

Course/workshop library

[+ Add course to library](#) [← Back to Dashl](#)

100 records per page Search:

Title	Type	Method	Next up	Moderation status	Actions
Course test 4	Multiple module	Virtual	1 Nov 2021 - 1 Dec 2021 Z testing alphabetical or input order A Test Module 2 Module 3	Course Pending Modules Pending	Modules Schedule Delete
Test Course 1 - One Off	Single module	Hybrid	18 Oct 2021 25 Oct 2021 31 Oct 2021	Course Pending	Dates Delete

This takes you to the dates screen for single module courses, where you have two options

1. Set course start and end dates (for single module courses with unique dates throughout the year)
2. Set recurring dates (for single module courses with a repeating pattern of dates eg first Tuesday of every month)

Dates for single module course/workshop: Test Course 1 - One Off

Create start and end dates for courses spanning more than one day or bulk add up to 20 recurring dates for one day events eg practice group

[+ Set course start and end dates](#) [+ Set recurring dates](#) [← Back to Courses/Workshops](#)

100 records per page Search:

Start date	End date	Location	Additional Notes	Enabled	Moderation status	Actions
18 Oct 2021	18 Oct 2021	Override location	+ Add notes	<input checked="" type="checkbox"/>	Approved	Delete

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7. EITHER Set course start and end dates

Choose the start and end date for your course, then select 'Apply' – this screen models date selection in the same way you would do when selecting holiday or flight dates on other websites. Simply click the start date and then click the end date

Dates for single module course/workshop: Test Off

Create start and end dates for courses spanning more than one day or bulk add up to 20 recurring dates for

The screenshot displays a user interface for setting course dates. At the top, there are two buttons: '+ Set course start and end dates' and '+ Set recurring dates'. Below these, the text 'Choose start and end dates:' is followed by a note: 'If the time of the event is not known or is not applicable, simply leave the time fields to their defaults'. A date range '1 Nov 2021 00:00 - 7 Nov 2021 00:00' is shown in a light blue box. Below this, there are two date pickers, each showing '2021-11-07 00:00'. To the right of these are 'Apply' and 'Clear' buttons. A red arrow points to the 'Apply' button. Below the date pickers is a calendar for October and November 2021. The date '7' is circled in red. To the left of the calendar, there is a list of dates under the heading 'Start date'. The first date in the list is '18 Oct 2', which is also circled in red. A red arrow points to this date.

As you can see, dates are now automatically approved, as long as the library content has already been approved.

You can set as many course dates as you wish, so if you already have your schedule for the next 12 months, set all the dates now.

If you wish to edit the dates once you have entered them, for example if you want to change a course date, simply go to the dates screen and click on the edit button (blue pencil) next to any dates you wish to edit.

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8. **OR** Set Recurring dates


This offers a variety of repeatable date patterns, very similar to setting recurring events in Outlook calendar and is appropriate for regular repeating events such as a Practice Group.

Set the date parameters for your repeating course and click 'save'.

Dates for single module course/workshop: Test C Off

Create start and end dates for courses spanning more than one day or bulk add up to 20 recurring dates for one da

+ Set course start and end dates + Set recurring dates

Start 

Repeat


Every month(s)

on day

on the

End runs

Summary: Starting November 8, 2021: every month on the first Tuesday for 1 time



You can set up to 20 recurring dates at one time.

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9. **Optional:** You can, at this point, choose to override the location or notes, which change the original details for this specific course only. This could be useful if, for example, you have set up a library event for your practice group meeting and then wish to promote a specific presenter for one of the group meetings.

Dates for single module course/workshop: Test Course 1 - One Off

Create start and end dates for courses spanning more than one day or bulk add up to 20 recurring dates for one day events eg practice group

[+ Set course start and end dates](#) [+ Set recurring dates](#) [← Back to Courses/Workshops](#)

100 records per page Search:

Start date	End date	Location	Additional Notes	Enabled	Moderation status	Actions
<input type="checkbox"/> 18 Oct 2021	<input type="checkbox"/> 18 Oct 2021	<input type="checkbox"/> Override location	+ Add notes	<input checked="" type="checkbox"/>	Approved	Delete
<input type="checkbox"/> 25 Oct 2021	<input type="checkbox"/> 25 Oct 2021	<input type="checkbox"/> Override location	+ Add notes	<input checked="" type="checkbox"/>	Approved	Delete
<input type="checkbox"/> 31 Oct 2021	<input type="checkbox"/> 31 Oct 2021	<input type="checkbox"/> Override location	+ Add notes	<input checked="" type="checkbox"/>	Approved	Delete
<input type="checkbox"/> 1 Nov 2021	<input type="checkbox"/> 1 Nov 2021	<input type="checkbox"/> Override location	+ Add notes	<input checked="" type="checkbox"/>	Approved	Delete
<input type="checkbox"/> 7 Nov 2021	<input type="checkbox"/> 7 Nov 2021	<input type="checkbox"/> Override location	+ Add notes	<input checked="" type="checkbox"/>	Approved	Delete
<input type="checkbox"/> 8 Nov 2021	<input type="checkbox"/> 8 Nov 2021	<input type="checkbox"/> Override location	+ Add notes	<input checked="" type="checkbox"/>	Approved	Delete

If you do override any of the existing library details, the content will require moderation. You can request moderation from this same screen, once all changes have been made.

Dates for single module course/workshop: Test Course 1 - One Off

Create start and end dates for courses spanning more than one day or bulk add up to 20 recurring dates for one day events eg practice group

[+ Set course start and end dates](#) [+ Set recurring dates](#) [← Back to Courses/Workshops](#)

100 records per page Search:

Start date	End date	Location	Additional Notes	Enabled	Moderation status	Actions
<input type="checkbox"/> 18 Oct 2021	<input type="checkbox"/> 18 Oct 2021	<input type="checkbox"/> Override location	+ Add notes ⓘ	<input checked="" type="checkbox"/>	Editing	Request moderation Delete
<input type="checkbox"/> 25 Oct 2021	<input type="checkbox"/> 25 Oct 2021	<input type="checkbox"/> Override location	+ Add notes	<input checked="" type="checkbox"/>	Approved	Delete

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Once all elements of a course that require moderation have been approved, your course will be live on the ANLP website.

Once approved, you can set new dates for these courses in future and they will appear live on the ANLP website straight away – you no longer have to wait for ANLP to moderate your course dates.

If at any time, you edit a course, module or override info, the course will have to be resubmitted for moderation.