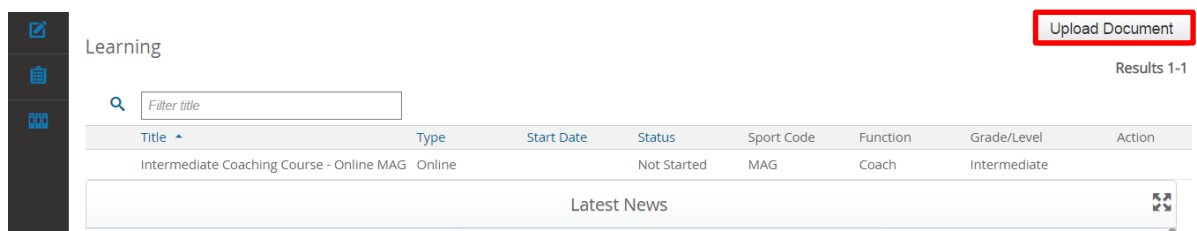
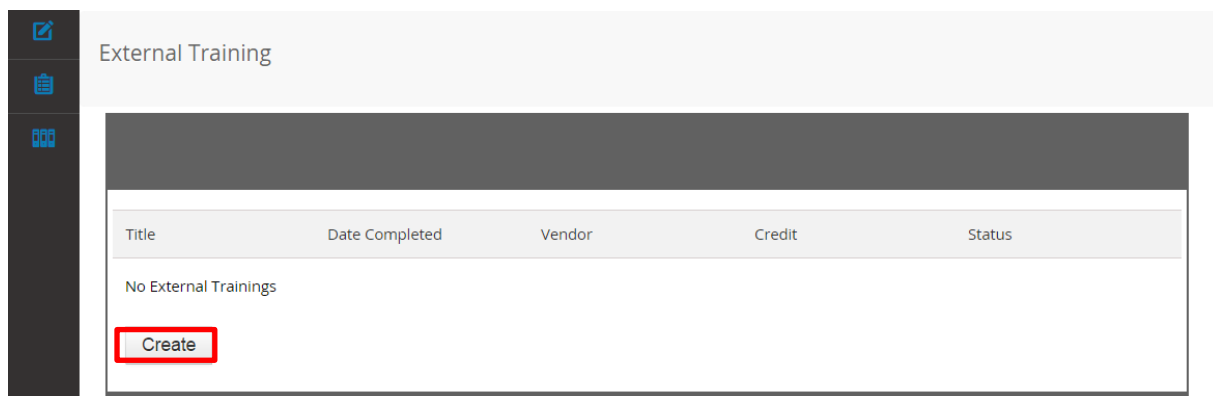


Complete and upload Pre-course Workbook

- Complete the Pre-course Workbook which was sent to you by your State/Territory Association after completing the Beginner course.
- On completion of the workbook, scan your completed workbook onto your computer.
- Log into the LMS
- On the home page, select "Upload Document" which appears on the right of the screen.



- Select "Create"



- You will need to select the type of "External Training Template" . Click Select.

Approval Request ID: Not yet saved

External Training Template: Select Please Select from a pre-defined template, NOTE: This is mandatory

*Title:

Date Completed:

Expiry Date:

Vendor:

Certificate/Card number:

Description:

Comments:

g) Select "Intermediate_Pre-Course_Workbook"

Select Other Activity

8 records found

Short name	Long name	Type
Annual_and_Seasonal_Plan	Annual and Seasonal Plan	
First_Aid_Certificate	First Aid Certificate	
Intermediate_Pre-Course_Workbook	Intermediate Pre-Course Workbook	
Junior_Coach_Project	Junior Coach Project	
Other	Other	
Physical_Preparation_Project	Physical Preparation Project	
Self-analysis_Project	Self-analysis Project	
Spotting_Log_Book	Spotting Log Book	

Short name: # a b c d e f g h i j k l m n o p q r s t u v w x y z

Cancel

h) Fill in the rest of the form

Approval Request ID: Not yet saved

External Training Template: 4289928

*Title: Intermediate Pre-Course Workbook

Date Completed:

Expiry Date:

Vendor: Vendor

Certificate/Card number:

Description:

Comments:

Save

i) At the bottom of the page, click **SAVE**

- j) Once you have saved it please scroll down and under "Attachment," select "Select file"

The screenshot shows a web form interface. On the left, there are labels for 'Approval Status:' and 'Attachments:'. To the right of 'Approval Status:' is the text 'Pending'. Below that is a 'Download' link. Under 'Attachments:', there is a 'Select File...' button, which is highlighted with a red rectangular box. At the bottom right of the form, there is a blue 'Save' button, also highlighted with a red rectangular box. The form is set against a dark grey background.

- k) Upload the scanned version or photos of your workbook. Select "Save".
l) Your State/Territory Association will receive notification that you have uploaded your book and waiting for approval. Once processed, your Pre-Course Workbook Certificate will appear in your "Training History" portal, within your LMS.