Setting up a course

Accredited Discover Sailing Centres can set up courses in the revSPORT portal that they have been accredited to deliver as part of the annual accreditation process.

The following steps outline how to set up a course:

1. After logging in to your revSPORT portal, click **events** in the left-hand menu.

   ![Image of the revSPORT portal menu with events highlighted]

2. In the events area, click **add event**.

   ![Image of the events area with add event option highlighted]

3. Add the relevant details for the course you are setting up. When adding details, please take note of the information about the following fields:

   **Select event**: you can type in the name of a previous course you have set up and copy the course and amend details (date etc.) to save time setting up a course.
Link to course: select from the list of course templates that your centre has access to deliver. You need to select the correct template for the course you are setting up. This will ensure participants receive the correct outcome (certificate etc.) upon course completion.

Once you have selected the course template from the Link to course field, a box will display highlighting the Australian Sailing fee per attendee. Note: the Australian Sailing fee represents the minimum course fee.

Visible to: the options available:
- Public – included in main list: available to anyone and included in the events list
- Public – hidden from main list: available to anyone but not included in the events list
- Members only: available to members only

Display on home page: This will determine if the course displays on the homepage events widget on the revSPORT website.

Description: There is a standard description set up on the course template that will display for all courses. Note: after the course has been added you will be able to view the template description when editing the course. You can add additional information below this description by entering relevant details e.g. parking availability, lunch options etc.
**Event waiver:** There is a standard Event waiver (T’s & C’s) set up on the course template that will display for all courses. Note: after the course has been added you will be able to view the template waiver when editing the course. You can add additional details below this waiver by entering relevant details e.g. centre refund policy.

**Post-event information:** after a course has finished, people can view the course. The post-event information will display. Useful information that could be added might include details about future courses being offered.

**Attendees must register:** if you would like allow participants to register online tick the box. This will reveal additional fields that will need to be completed to allow participants to register.

**Registration email text:** there is standard information that displays on the registration confirmation email. You can add additional information, this might include: Parking instructions, lunch options, clothing required etc.
Show attendee list: by ticking this box, a list of course attendees (participants already registered) will appear for people to view. Australian Sailing does not recommend selecting this option for courses.

Registration is open to: because the course is linked to an Australian Sailing course template this setting is defaulted to Members only. If the course is open to anyone please tick the checkbox Allow "whole of sport" registration checkbox.

Payment required: if you would like to collect payment for the course through the system, tick this option and additional options will be revealed to set up payment.

Make payment mandatory with registration: by selecting this option participants will not be able to complete registration unless they pay online. Note: you will need to have applied to receive payments online in the finance area to enable this setting.

Booking fee amount: If you have selected a course for which Australian Sailing requires a minimum fee per entry, you will need set a booking (registration fee) at this amount or greater. If you are taking registration payments online through revSPORT, this fee will automatically be split and distributed to Australian Sailing. If you are not taking payment online through revSPORT, you will receive a monthly invoice for participant fees.

Additional registration fields: you can add as many additional registration fields as required for a course.
4. Click **Add event** to create the course.

For additional support using the revSPORT system, please contact onlineservices@sailing.org.au