Adding an Instructor to a Course

All courses set up in the revSPORT system must have a valid instructor assigned. Validity of an instructor is determined by:

- Instructors having a valid qualification required to instruct the specific course e.g. Dinghy Instructor to run Start Sailing 1.
  - Prerequisites for the qualification must also be valid (First Aid Certificate, Working with Children Check, Powerboat Handling Certificate etc.)
- Instructors having paid the annual renewal fee issued by Australian Sailing

The system will not allow instructors without a valid qualification to be added to a course as the instructor. Failure to add an instructor to a course will result in a Centre not being able to mark participants as complete, which will delay certificates being issued to participants. Multiple Instructors can be added to a course.

The following steps outline how to add an Instructor to a course:

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

2. In the Events overview, click details for the course that you want add an instructor to.
3. On the right-hand side of the page in the list of options, click **manage officials**.

![Event summary](image)

4. Enter the name of the Instructor in the Member field. Note: The Instructor needs to have been added to the revSPORT database in order to be added as an Instructor. When adding an Instructor to revSPORT they can be assigned with the payment class (membership category) of ‘Instructor’ so as not to confuse them with club members.

![Event officials](image)

5. Please ensure you click **Add event official** at the bottom of the page to add the Instructor.

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