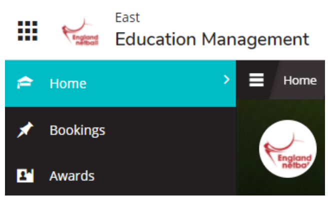
ENgage – Education Management

Contents

This section of the system is where county and region coaching and umpiring secretaries can access information around individuals in their area with qualifications and those in the process of completing a qualification with England Netball.

Role Access

The following roles at a Region or a County have access to Education Management:



- Chair – Full access to qualifications (Awards) and details of those qualifying (Bookings)
- Secretary – Full access to qualifications (Awards) and details of those qualifying (Bookings)
- Vice Chair – Full access to qualifications (Awards) and details of those qualifying (Bookings)
- Coaching Secretary – Access to coaching qualifications (Awards)
- Umpiring Secretary – Access to officiating qualifications (Awards) and details of those qualifying as an official (Bookings)

1 – Bookings

The Bookings tab provides an overview of bookings for officiating courses by individuals linked to the county or region. This provides an indication of those individuals training to be come an umpire of a particular level and their progress along this process.

What each column shows

Registration Status – the individuals progress through the qualification

ENA ID – the individuals England Netball ID number. This is the number they will need in order to log into their ENgage account

First Name – the individuals first name

Last Name – the individuals last name

Age – the age of the individual on the date you are viewing the data

Event Code – the reference code of the course the individual is registered on

Event Name – the name of the course the individual is registered on

Status – the status of the individuals booking on the course e.g. Approved

Progress – the individuals progress towards completing the course

Start Date – the first date of the course

Spaces Available – the number of spaces still available on the course

Primary Venue – the main course venue (if applicable)

Transaction Code – reference for the transaction

Transaction Date – payment date

Transaction Price – payment amount

Payment Method – what method of payment was used to complete the transaction

Paid – status of the payment

Discount – amount of discount applied (if applicable)

Added By – the account that created the order

Email – the individuals email address

2 – Awards

The **Awards** tab provides a table of all individuals linked to the region or county with a qualification.

What each column shows

EN Member – this indicates if the individual has an active England Netball membership for the current membership year

ENA ID – The individuals England Netball ID number. This is the number they will need in order to log into their ENgage account

First Name – the individuals first name

Last Name – the individuals last name

Date of Birth – the individuals date of birth. This needs to be accurate to ensure that they are presented with the correct membership package options

Qualification – the qualification the individual holds

Category – the category of qualification e.g. coaching, officiating

Awarding Body – the body that awarded the qualification

Status – the status of the qualification

Awarded – the date the qualification was awarded

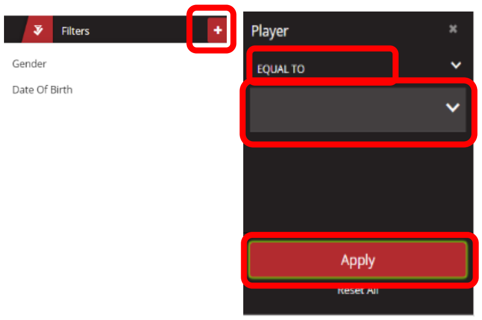
Expiry – the expiry date of the qualification if applicable

3 - Useful Functions

Filter

Using the funnel symbol you can filter the contents of the table based on various parameters.

1. Select the plus **+** symbol to add a filter
2. Select from the list what you want to filter by
3. Select the rule you wish to filter with
4. Select or enter the filter parameter
5. Select **Apply**

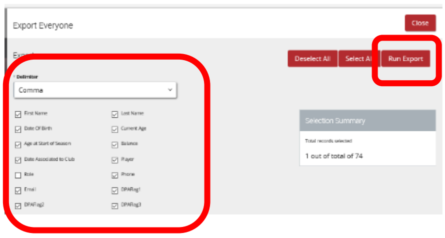


Export

Once you have selected a record(s), you can press the **Export** button in the top panel.

You will then be asked to indicate what fields you want to be included in the export. Once you've indicated this by ticking the relevant boxes, click **Run Export**.

The system will then download a spreadsheet containing the selected records and details.



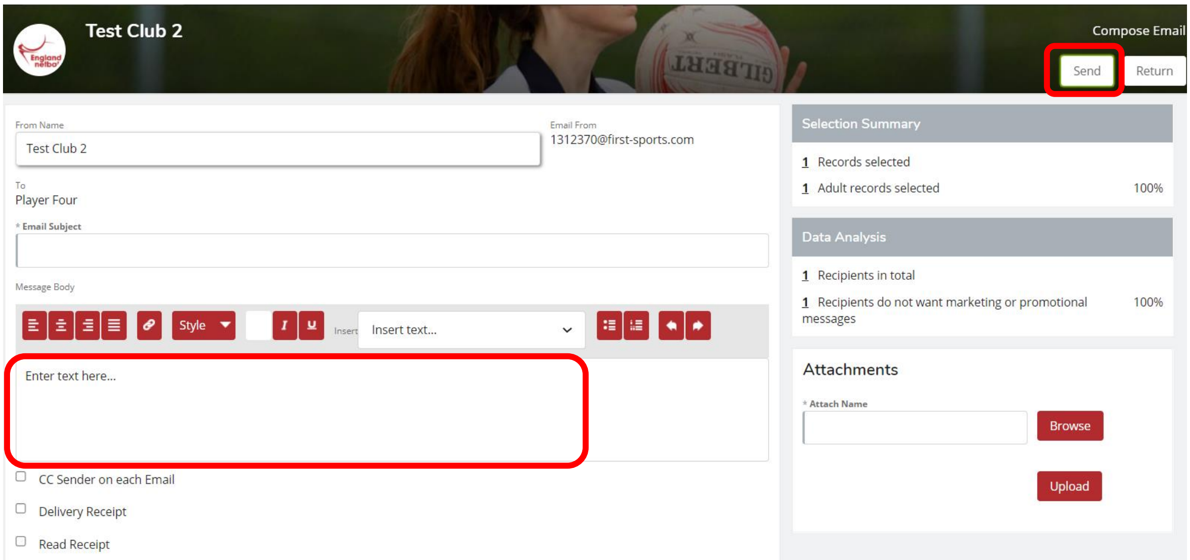
Email

Once you have selected an individual(s), you can send them an email through the system.

1. Select the individual(s) you want to email
2. Press **Email**

You will be presented with a window which provides an overview of the distribution list and allows you to create the email content.

3. Compose the email you wish to send
4. Press **Send**



Where you have selected to send an email to a child the system will automatically send the same email to the Parent. There is a section in the email composer where it states why the parent is receiving the email. You are able to amend this section also.