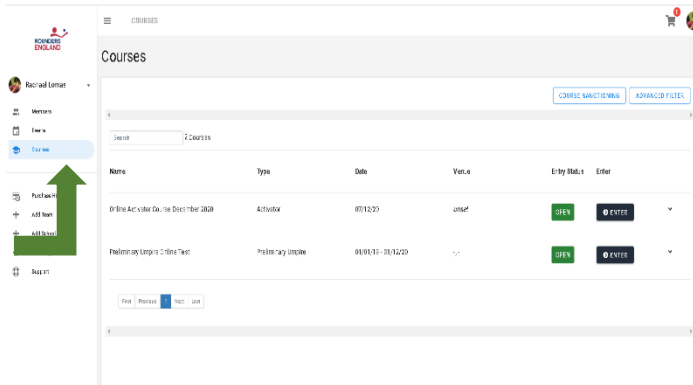
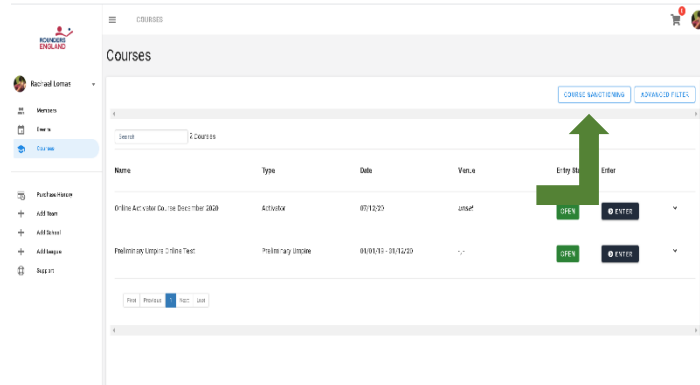


All Course Organisers

1. Go to 'Courses' on the left column



2. Go to 'Course Sanctioning' on the upper right



3. Read and accept the T & C's

4. Complete the 'Event Sanction Request Form'

Course Info

- Add the 'Course Name' as the first part of your venue name and then the course type e.g. St Mary's RYLA/Ashlawn PU
- Start date, start time, end date, end time, choose course type

General Info

- Is the course open? If you would only like your pupils to access the course then the answer is 'no', if the general public can go on the course then click 'yes'
- Course Description – course information available on our website. You can copy and paste to provide information to all attendees
- Course Information Pack – not mandatory. If you do not have a learner pack to distribute then leave this blank

Venue Address

- Add in your postcode and click 'find address' or enter the address manually
- You must also choose your 'county' from the drop down box

Organiser Info

- Complete your name, email address, telephone and preferred contact method
- Require a tutor? If you are a Rounders England tutor and organising your own course then choose 'no'. If you are self-delivering Rounders England will validate your tutor request. If you require Rounders England to allocate you a tutor then choose 'yes'.

PRESS SAVE

You will receive an automated email to confirm you have requested a course. Rounders England will also receive an email with your request, will check your course details and approve.