

Setting up your Competency Levels

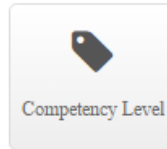
Competency Levels can be anything you wish, as it is a quick tagging function for a child in attendees... Example a Karate school will create different colour belts, then tag a child on that colour belt, and re tag him when he grades up, this function can also be presented on the registration form if you want the parent to give the relevant info

Quick Guide...

- Go to your AdminOnline dashboard
- Click on the “Competency Level” button
- Click on the “Add Level” button
- Box pops up on the middle of the screen
- Type in the Name of the Level
- Set status to Active in the drop down
- Confirm your Selection

Step by step in detail...

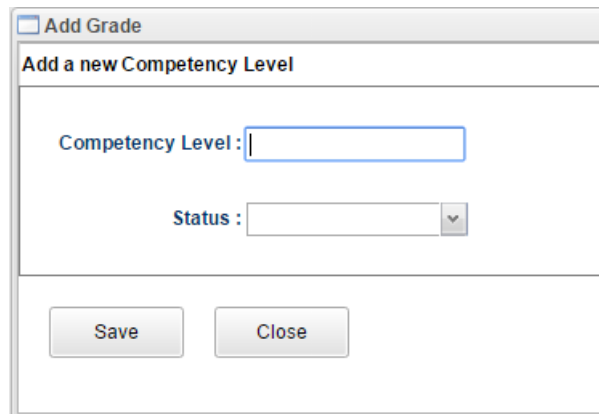
- Go to your AdminOnline dashboard under “Settings” section
- Click on the “Competency Level” button



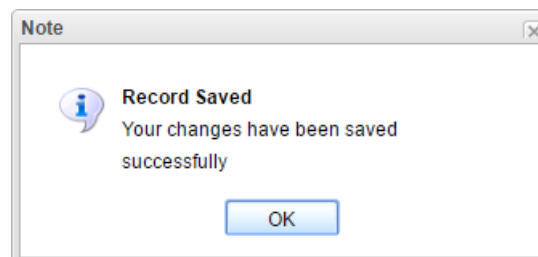
- Click on the “Add Level” button



- Box pops up on the middle of the screen

A dialog box titled "Add Grade" with a subtitle "Add a new Competency Level". It contains a text input field labeled "Competency Level :", a dropdown menu labeled "Status :", and two buttons at the bottom: "Save" and "Close".

- Type in the Name of the Level
- Set status to Active in the drop down
- Confirm your Selection



Once you have entered all your levels in, you can tag a child on a level. This is done on the Menu under the Attendees function where you can highlight the child and click on Edit level comment and make your selection