## Swim Schools - New Feature - Assign whole Organisation



The Swim School Hub has added a new feature this month. The system now has a group called "Whole Organisation". This group is automatically updated when new users are added to your swim school or a user is removed when you disable them.

Example:

Assign a training module (or a competency or resource) to the whole organisation.

Step 1 – Click on the "Modules" tab

Step 2 – Click on "Action" next to module you wish to assign to the whole organisation

Step 3 – Click on "Assign Groups"

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# Manager Home	@ Modules							Ň	World Wide Swim School
▲ Users ຜ Groups	Modules								
* Administrators									
🦉 Modules 📘	Search								View Users fee
Courses	Module Name	Ф Туре	Created 👻	Version	Enrolled	Enabled	Licences	Library	👍 Assign Users
Competencies	Teaching 3 & 4 year Old Children	In-House	27 Sep 2018	1	0	٥	•		Assign Groups 3
Events	Junior Squad Coaching	In-House	30 Jul 2018	1	0	۰	۰		Settings Disable
Library ~	Water Safety for Over 4's	In-House	04 Jun 2018	1	1	0	۰		Actions + 2
Litt Reports ~	Skills for 2 - 2.5 year Class	In-House	23 Apr 2018	1	3	٥	•		Actions 🔺

Step 4 – Check the Add box for "Whole organisation"

Step 5 – Select licence (this will only add licence to any user not already assigned on)

Step 6 – Choose a "Complete by Date" (this will give the users a due date & automate follow up emails)

Step 7 – Leave "Notify by Email" checked (so all users receive an email letting them know they have been assigned the module and when it is due, including their login details)

Step 8 – Click "Save Changes"

Water Safety for Over 4's						
A, SELECT LICENCE 5						
Choose Active date: 29 Oct, 2018	Complete by date (optional): 28 Nov, 2018 6	Notify by Email 🗹 7			🖌 SAVE C	HANGES 8
Available Groups						
Search					Show 10 V	entrics
Group	* Description		*	Members	•	Add
Freebies				6		
Test	test 4.9.15			0		
Test 2	8.9.15			٥		
Whole Organisation	This group contains all active users in the organisation			100		⊠ 4