

Ko Awatea Learn Rosterer Guide

(Face-to-face courses – manager approval required)

Rosterer guide

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Face-to-face sessions

Rosterers have extra access within the Ko Awatea Learn courses that they manage. Booking staff on to a course on their behalf is part of that access. Removing staff can also be done by Rosterers. This guide goes through instructions on how to add and remove staff to seminar sessions.

Add attendees

- Find the **session date** you want to access
- Click on the **three dots** on the far right of the session date
- Click on **Attendees**

Upcoming events Add event

District	Event status	Booked	Session times	Rooms	Session status	Actions
Capital, Coast and Hutt Valley	Upcoming Booking open	0 / 20	7 July 2025, 8:00 AM - 4:30 PM	CTU Room 10	Upcoming	Go to event ...

Past events

District	Event status	Booked	Session times	Rooms	Session status	Actions
Capital, Coast and Hutt Valley	Over	0 / 20	6 May 2025, 8:00 AM - 4:30 PM	CTU Room 10	Session	Event details Attendees

Export attendance Format Export to file

- Click on Actions – choose **Add users**

Event Details Attendees Wait-List Cancellations Take Attendance Message Users

Actions ▼
Actions
Add users
Add users via file upload
Add users via list of IDs
Remove users
Manage archived users

There are no records in this report

Export as CSV Export

- In the **box next to the Search button** enter the name of the person to be added
- Click **Search**
- Click on the **person's name** when they appear in the list on the right-hand side, e.g. Belinda Test account – check the name and email address are for the correct district
- Click **Add**

Note: Do not tick Allow scheduling conflicts, this would allow people to be booked on more than one course at the same time.

The screenshot displays a web interface titled "Select users to add (step 1 of 2)". It is divided into two main sections: "Users to add" on the left and "1 potential users" on the right. The "Users to add" section contains an empty list box and a "Search" input field. The "1 potential users" section shows a search result for "Belinda Test account, connectme@ccdhb.org.nz" which is highlighted. Below the search results is a search input field containing "belinda test" and a "Search" button. A "Show all" button is also present. In the center, there are two buttons: "Add" (highlighted with a blue box) and "Remove". At the bottom left, there is a checkbox for "Allow scheduling conflicts" and two buttons: "Continue" and "Cancel".

- Once the person's name is on the left-hand side, repeat the process to add any other users to the session
- **Once all users have been added** on the left-hand side, click **Continue**

Select users to add (step 1 of 2)

Users to add

Belinda Test account, connectme@ccdhb.org.nz

◀ Add

▶ Remove

Search

1 potential users

Search results (1)

belinda test

Search

Show all

Show only users who declared interest in this activity

Allow scheduling conflicts

Continue

Cancel

- Tick **Book users without requiring approval** – this stops an approval email going to the user’s manager. If you forget to tick this, the attendee will go to the Approval Required tab.
- In the **Additional information** box enter any details useful to the course facilitator to know about the user, e.g. user is on crutches so may need a chair for elevation
- Click **Confirm**

Add users (step 2 of 2)

Name	Work email address (lowercase letters)	ID number
Belinda Test account	connectme@ccdhb.org.nz	

[Change selected users](#)

[▼ Collapse all](#)

▼ Booking options

Book users without requiring approval

▼ Sign-up fields

The values entered below will be populated for all selected users. To enter different values for each user use the file import

Additional information

[Confirm](#) [Cancel](#)

Once added to the session, the user will be listed in the course **Attendees** tab, see screenshot below.

✓ Bulk add attendees success - Successfully added/edited 1 attendees. [View results](#) ×

Test course

Event Details **Attendees** Wait-List Cancellations Take Attendance Message Users

Actions ▼

1 record shown

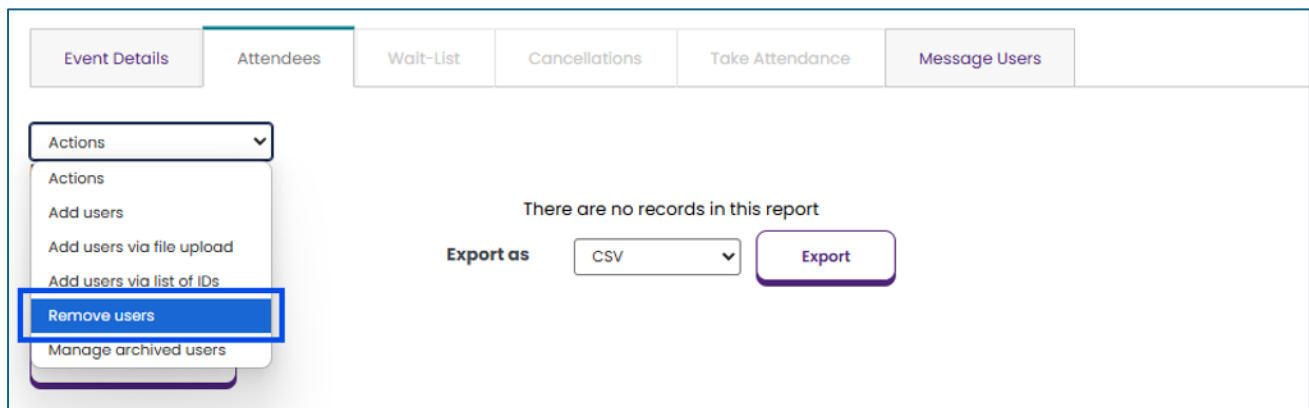
Name	User's Email	Time of sign-up	Signup status	Manager Name(s)	Team	Profession	Additional information	Actions
Belinda Test account	connectme@ccdhb.org.nz	24 June 2025, 1:02 PM	Booked	- Site admin Belinda Colley			On crutches, may need extra seat	

Export as [Export](#)

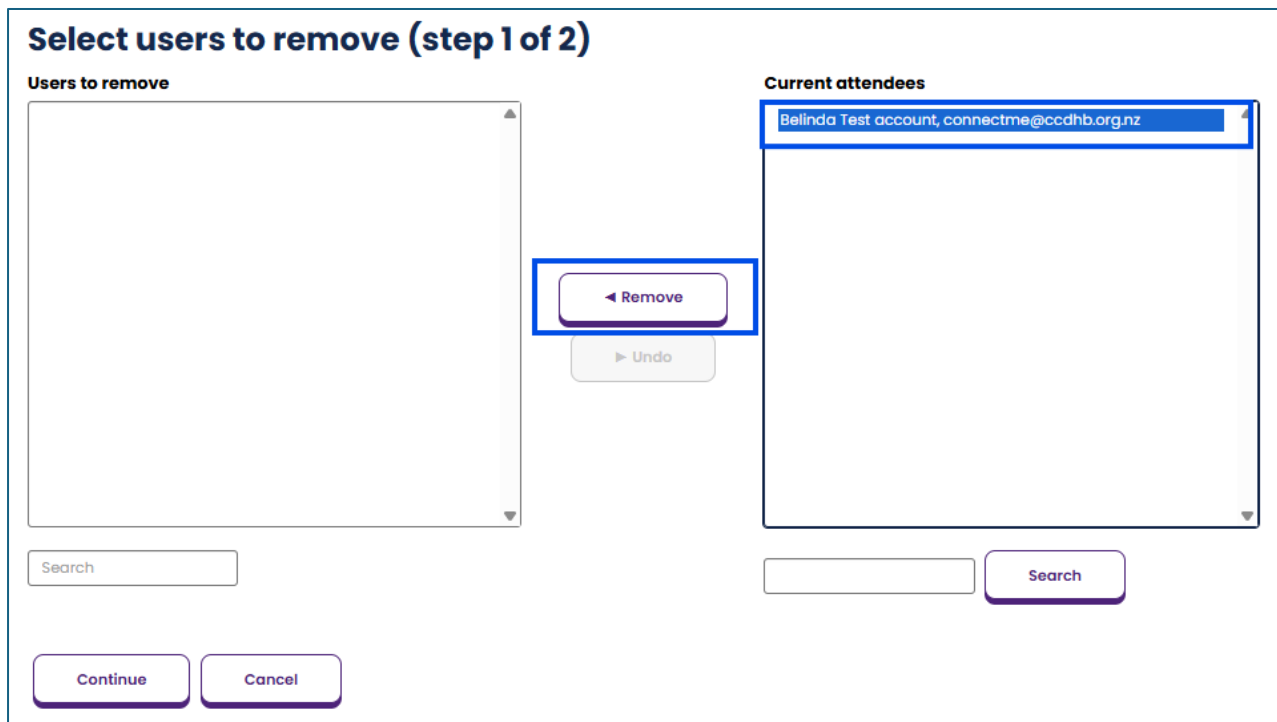
Emails: When you add a staff member to a session, they are automatically sent an email confirming they are booked on the course, including the session details, e.g. name, date, start and finish time, any details of the session. Their manager will also receive an email advising them their staff member is booked on the course and the same information about the session.

Remove users

- Go to the session that the user is being removed from
- Click on **Actions** – choose **Remove users**



- Click on the **name of the user** you want to remove and click **Remove**



- Once the name of the user you want to remove is on the **left-hand side of the screen**, follow the same process for anyone else you want to remove.
- Click **Continue**

Select users to remove (step 1 of 2)

Users to remove

Belinda Test account, connectme@ccdhb.org.nz

Search

Current attendees

Search

◀ Remove

▶ Undo

Continue

Cancel

- Fill in a reason for the cancellation in the **Cancellation note**, e.g. 'Needed on the ward'
- Click **Confirm**

Remove users (step 2 of 2)

i Removing users from this session also deletes their sign up data.

Name	Work email address (lowercase letters)	ID number	Sign-up data
Belinda Test account	connectme@ccdhb.org.nz		Yes

Change selected users

▼ Cancellation fields

The values entered below will be populated for all selected users.

Cancellation note

Confirm

Cancel

Once removed the user will no longer be in the **Attendees** list. They will be listed in the **Cancellations** tab, see below screenshot.

✓ Bulk remove users success - Successfully removed 1 attendees. [View results](#) ✕

Test course

Event Details **Attendees** Wait-List **Cancellations** Take Attendance Message Users

Actions ▾
Results - 0 records

There are no records in this report

Export as CSV ▾ **Export**

View all events

Cancellations tab - Shows the details of when the user signed up, cancelled and their cancellation reason.

Event Details Attendees Wait-List **Cancellations** Take Attendance Message Users

1 record shown

Name	Time of sign-up	Time Cancelled	Cancellation type	Cancellation note	Actions
Belinda Test account	24 June 2025, 1:02 PM	25 June 2025, 12:13 PM	User Cancelled	Needed on the ward	⚙️

Export as CSV ▾ **Export**

View all events

Approve users

The **Approval Required** tab only appears when a person is awaiting approval. To update a request, click on **Approve** or **Decline** then click **Update requests**.

The screenshot displays the 'Approval Required' tab in a software interface. At the top, there is a navigation bar with tabs: Event Details, Attendees, Wait-List, Cancellations, Take Attendance, **Approval Required**, and Message Users. Below this is a table with the following data:

Name	Time Requested	Attendee's note	Manager's Name	Decide Later	Decline	Approve
Belinda Test account	27 June 2025, 2:07 PM		Site admin Belinda Colley	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Below the table, there are two buttons: **Update requests** and **View all events**.

Once approved or declined, an email with a calendar appointment is sent to the staff member. An email is also sent to the manager advising whether the staff member is either booked or not.