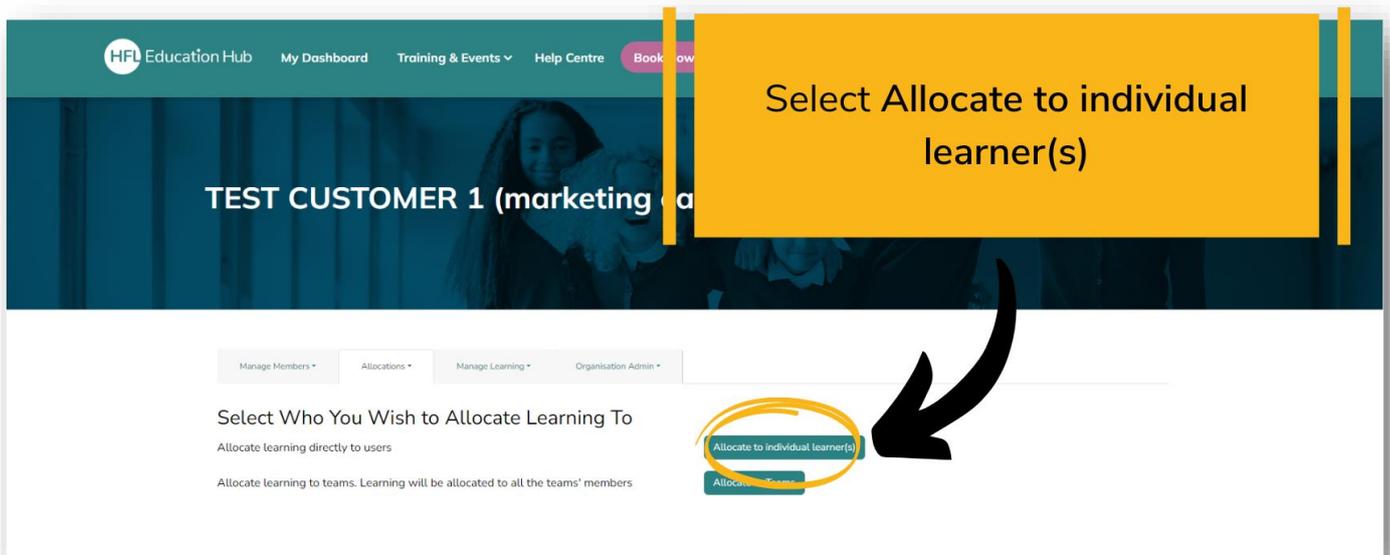
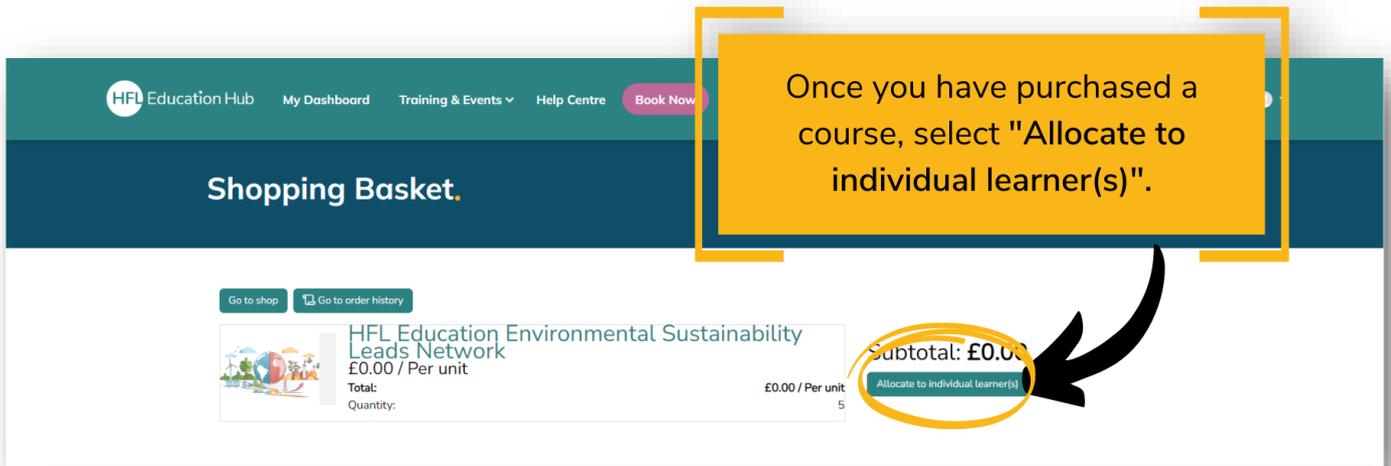


Who is this guide for?

- **Organisation administrators** (headteachers and office managers) looking to **allocate** courses to individuals.
- This process will only work once a **course license** has been **purchased** in the shop.
- This guide is for allocating a course **immediately after purchase**. For a guide on how to allocate courses that were not immediately allocated, please see **“Allocating courses to users”**

What is in this guide?

- How to **allocate a course immediately after purchase** to users within an organisation. This will allow them to attend the course.



TEST CUSTOMER 1 (marketing campaigns B)'s Shop Packages.

2

Scroll back to the top of the page and press "Save Changes"

2

1

Use the tick-boxes to allocate the courses to the users you wish to attend.

1

| Package | Course 1 | Course 2 | Course 3 | Course 4 | Course 5 | Course 6 | Course 7 | Course 8 | Course 9 | Course 10 |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Licences | 1 | 1 | 4 | 2 | 1 | 2 | 1 | 1 | 1 | 1 |
| Total Learners Allocated | 1 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 1 |

| First name | Surname | Organisation | Course 1 | Course 2 | Course 3 | Course 4 | Course 5 | Course 6 | Course 7 | Course 8 |
|------------|----------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| Alex | Yotes B1 | TEST CUSTOMER 1 (marketing campaigns B) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alex | Yotes B3 | TEST CUSTOMER 1 (marketing campaigns B) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Outcome

- Completing these steps will enrol your users onto courses you have purchased.

How will I know it has worked?

- The user/s you have allocated the course to will receive an email notification telling them they have been enrolled on the course.

Troubleshooting (common errors)

- After allocating the course (Step 3 Part 1), make sure you scroll up and select "Save Changes". Exiting the page before doing this will reset the page and the course will not have been allocated.
- If you wish to allocate the course to a member of staff who does not currently have an account, they will need to be added as a user. Please see our guide "**Adding users to your organisation**".

Related guides

- **Allocating courses to users** (useful for allocating previously purchased course licenses)
- **Adding users to your organisation** (useful if you want to allocate a license to a member of staff who does not currently have an account on HFL Hub).