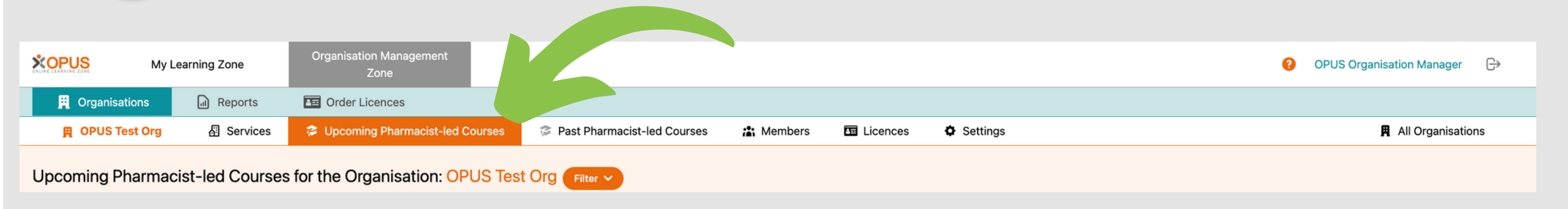


BEGINNER'S GUIDE TO COMPLETING YOUR PHARMACIST-LED TRAINING ATTENDANCE LIST

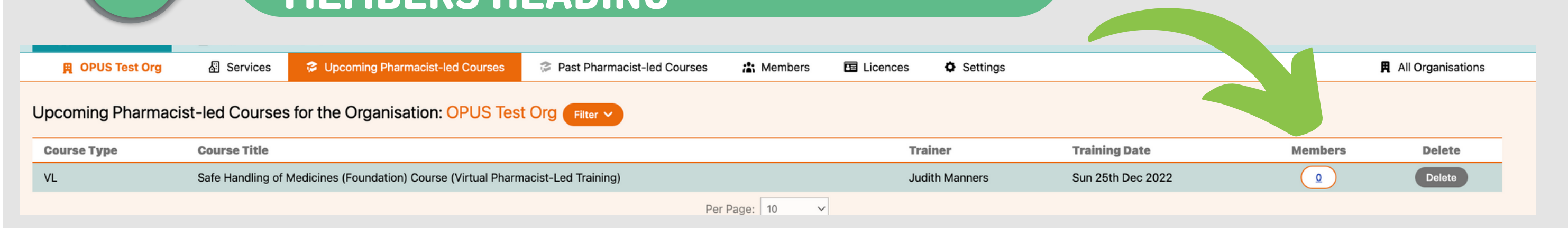
01

SELECT 'UPCOMING PHARMACIST-
LED COURSES' TAB



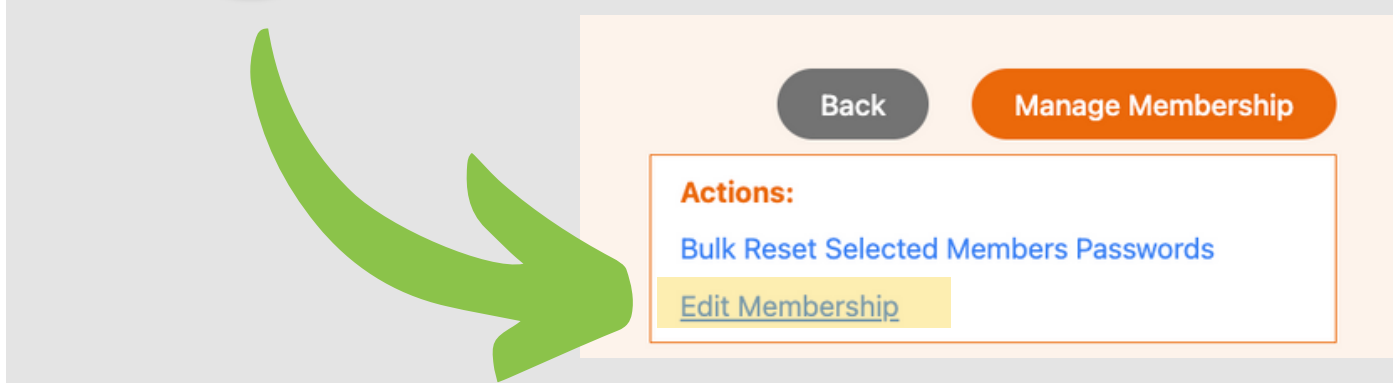
02

CLICK ON THE NUMBER UNDER THE
MEMBERS HEADING



03

SELECT 'MANAGE MEMBERSHIP' + EDIT
MEMBERSHIP

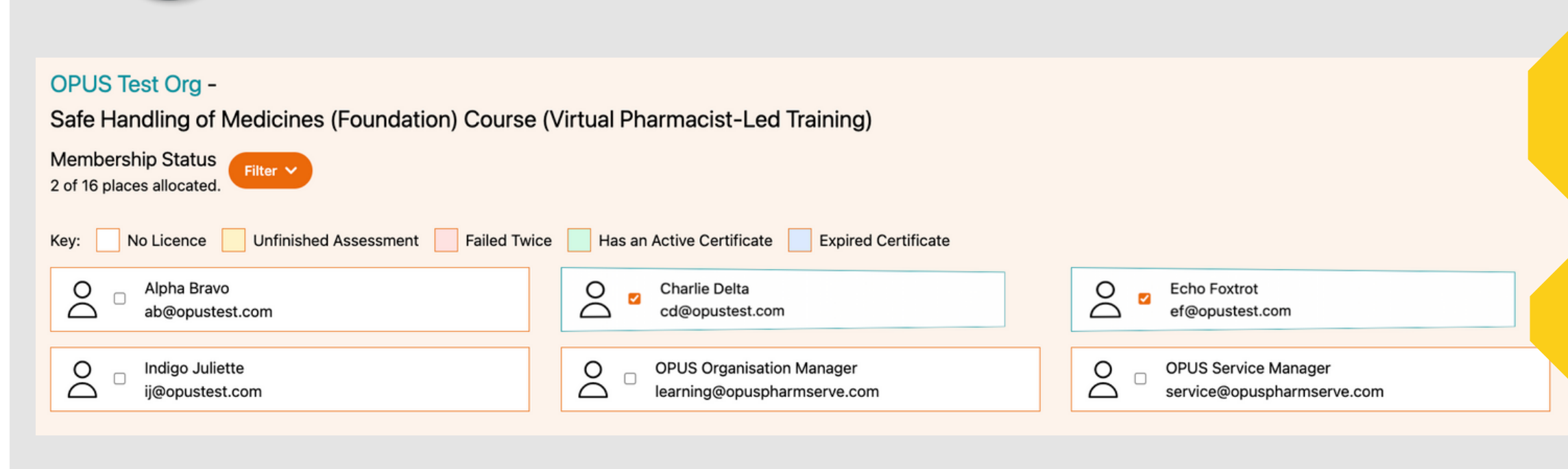


Top Tip

Select 'Bulk Reset Selected Members Passwords' to send password reminders to multiple Members in one go.

04

CLICK ON THE MEMBERS YOU WISH
TO ADD TO THIS COURSE



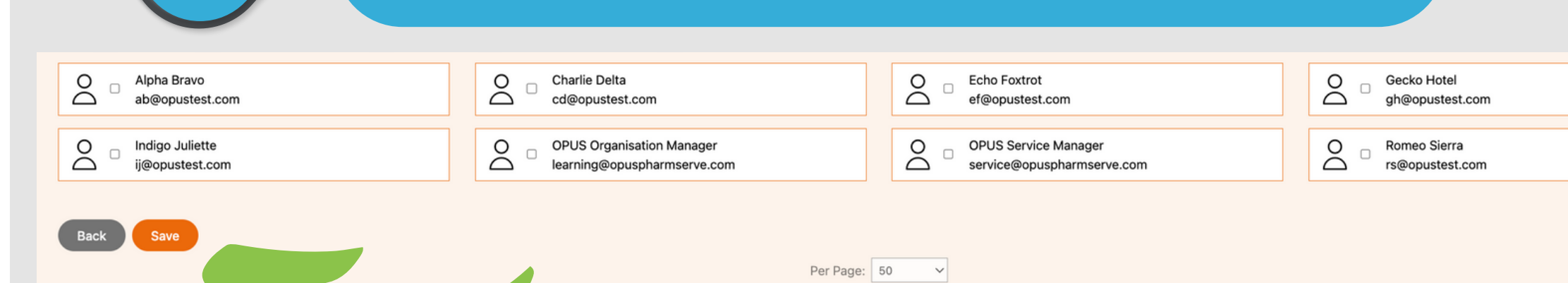
Top Tip

'Edit Membership' will only show Members who have an OPUS account. To add new Members, follow our Beginner's Guides for adding new Members.

New Members added will receive login details immediately on creation of their account.

05

SELECT 'SAVE'



Top Tip

Access to assessments will be granted AFTER the training course, once the Pharmacist Trainer has confirmed who attended.

EASY!