Managing Your Organisation's People

Access to this function within the ISA website and database is restricted to;

- Centre Principal
- Profile Manager
- Training Centre Manager

This section will guide you through managing your organisation's people.

Clients, members and instructors can join your organisation by following the steps outlined below. You can then approve and assign roles to your members, for example whether they are committee members or instructors.

2.1 Add, View and Manage Your Instructors

Instructors must be linked to your organisation in order for you to assign them to scheduled courses.

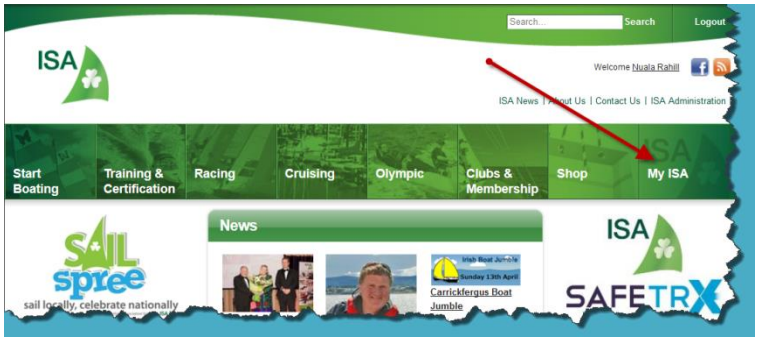
Step 1 – Login In To ISA Website

Go to homepage www.sailing.ie.

Login with your user name and password

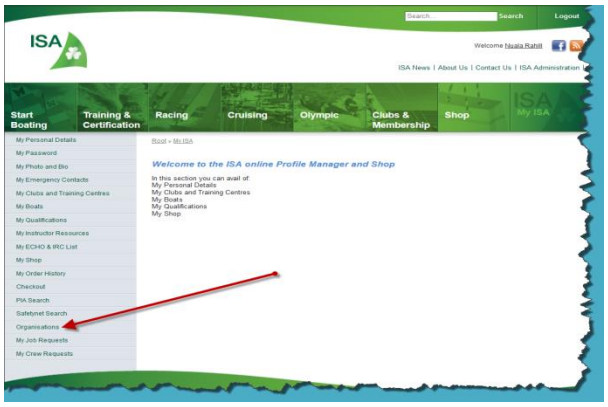
Step 2 – My ISA

Click on the My ISA icon at the top right of the page



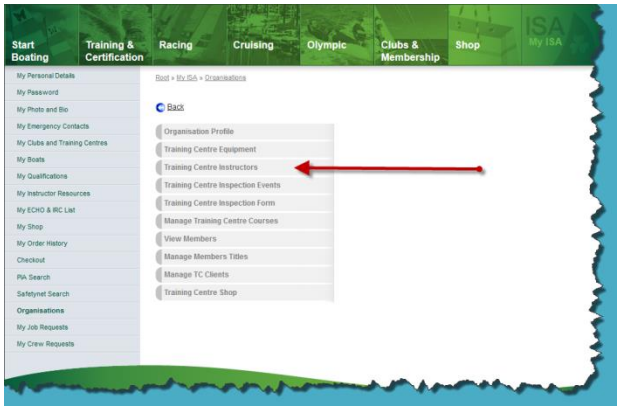
Step 3 - Organisations

Click on the organisations option at the bottom on the left hand pane.



Step 4 – Training Centre Instructors

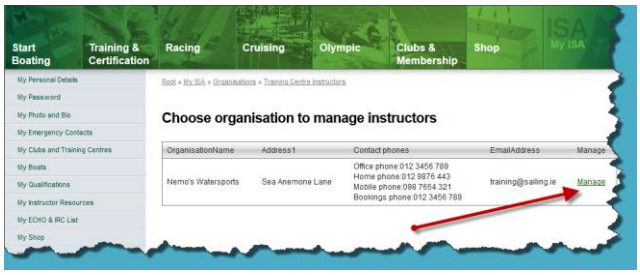
Now click on the Training Centre Instructors option from the list.



Step 5 – Your Organisation's Instructors

You will now see the screen below which contains details of the organisations you are involved in. Please note that you may see more than one organisation listed.

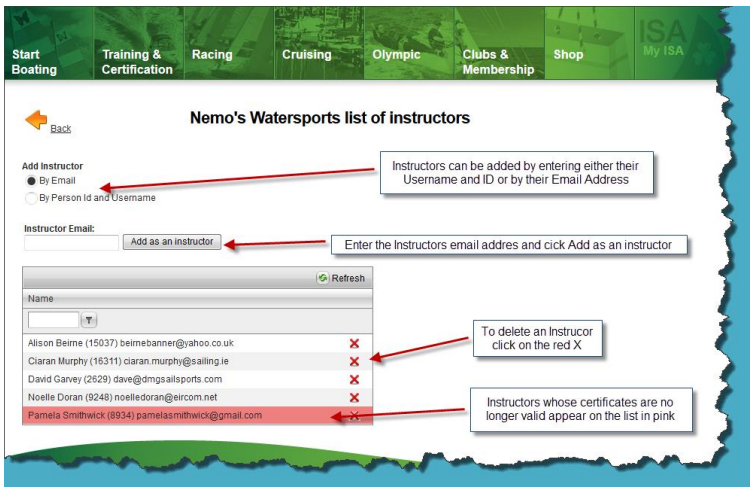
Click on "Manage" for the organisation whose profile you would like to change.



Step 6 – Amend and Edit

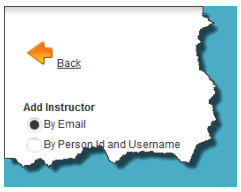
You will see the following screen. Here you can manage your instructors by adding or deleting them.

Please note that before you can add an instructor to your list they must already be registered on the ISA Database.



Once added your instructors are visible on your Training Centre Inspection form and are also visible to the public.

Click the Back Arrow to return to the previous page.



Step 7 – Logout

When you are happy with your editing and amendments please logout.

2.2 View and Manage Your Organisation's Members, Members Titles and Training Centre Clients.

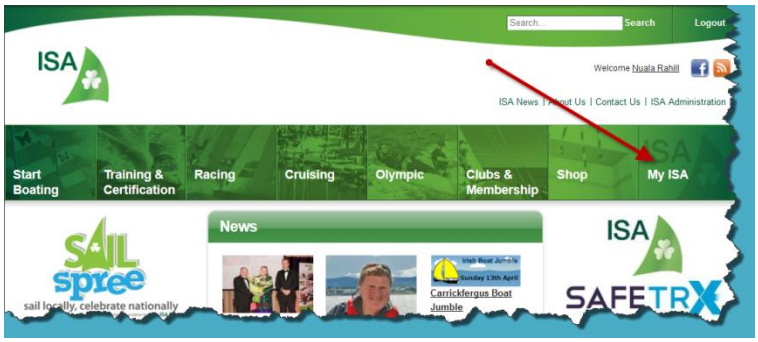
Step 1 – Login In To ISA Website

Go to homepage www.sailing.ie.

Login with your user name and password

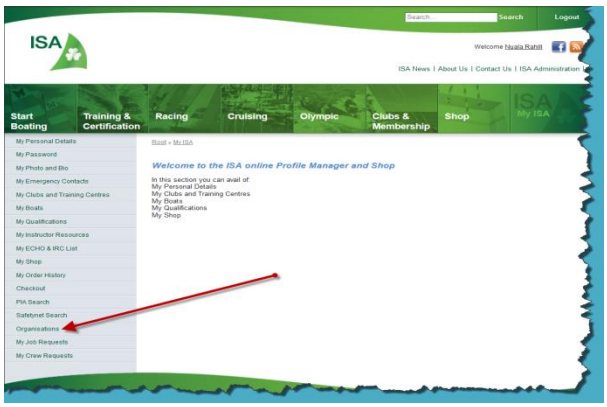
Step 2 – My ISA

Click on the My ISA icon at the top right of the page



Step 3 - Organisations

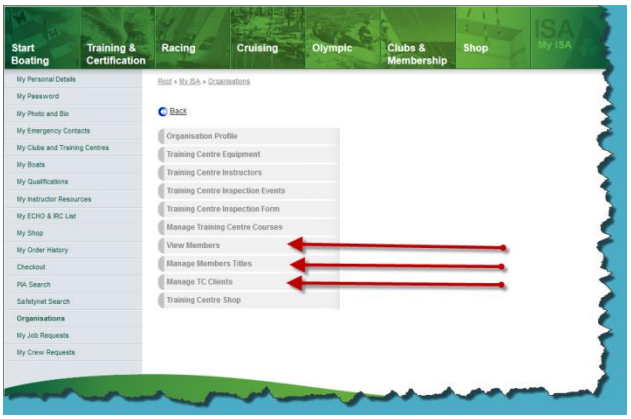
Click on the organisations option at the bottom on the left hand pane.



Step 4 – Organisation's Members, Members Titles and Training Centre Clients

Now click on the required option from the list:

- Organisation's Members;
- Members Titles; or
- Training Centre Clients



Should you wish any changes to be made to any of the lists please contact Nuala in the ISA Office.

Step 5 – Logout

When you are happy with your editing and amendments please logout.