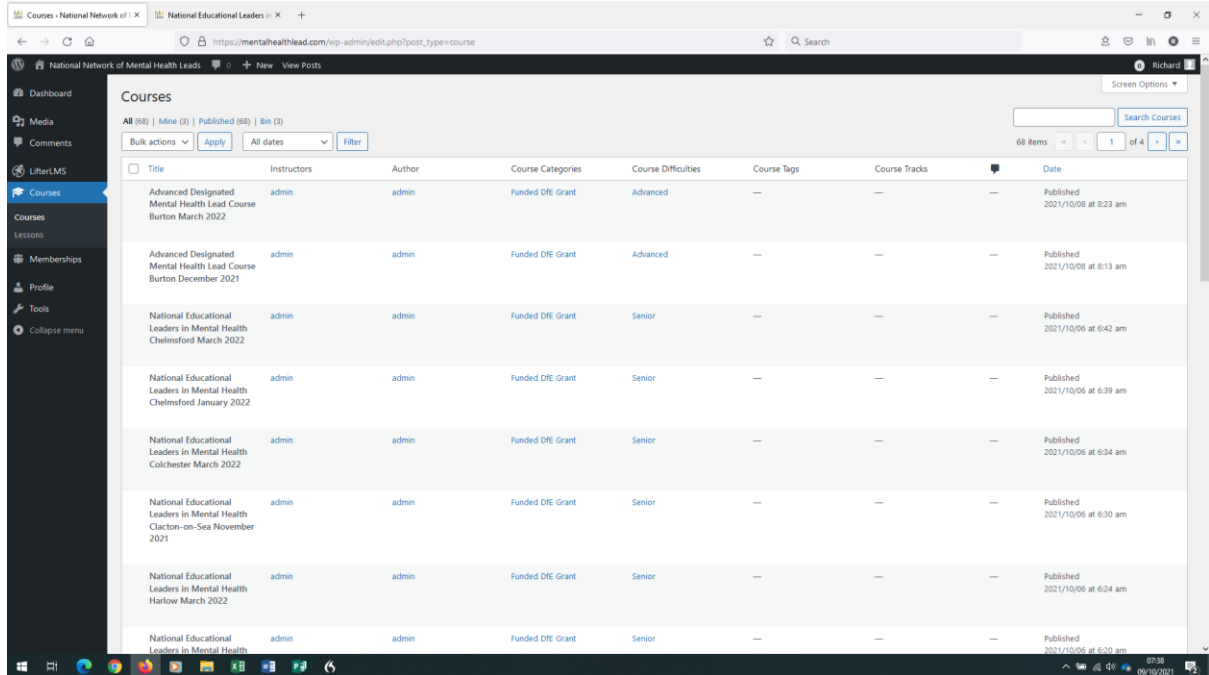![MH LEAD logo]

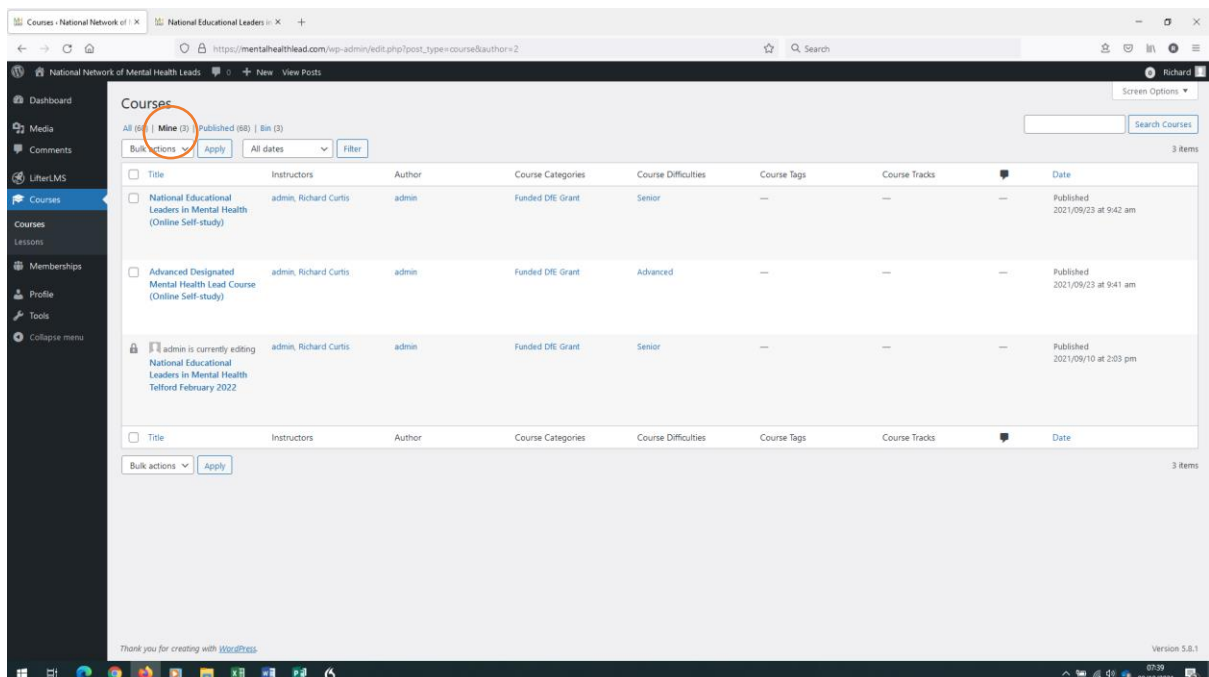**Adding Details to Courses**

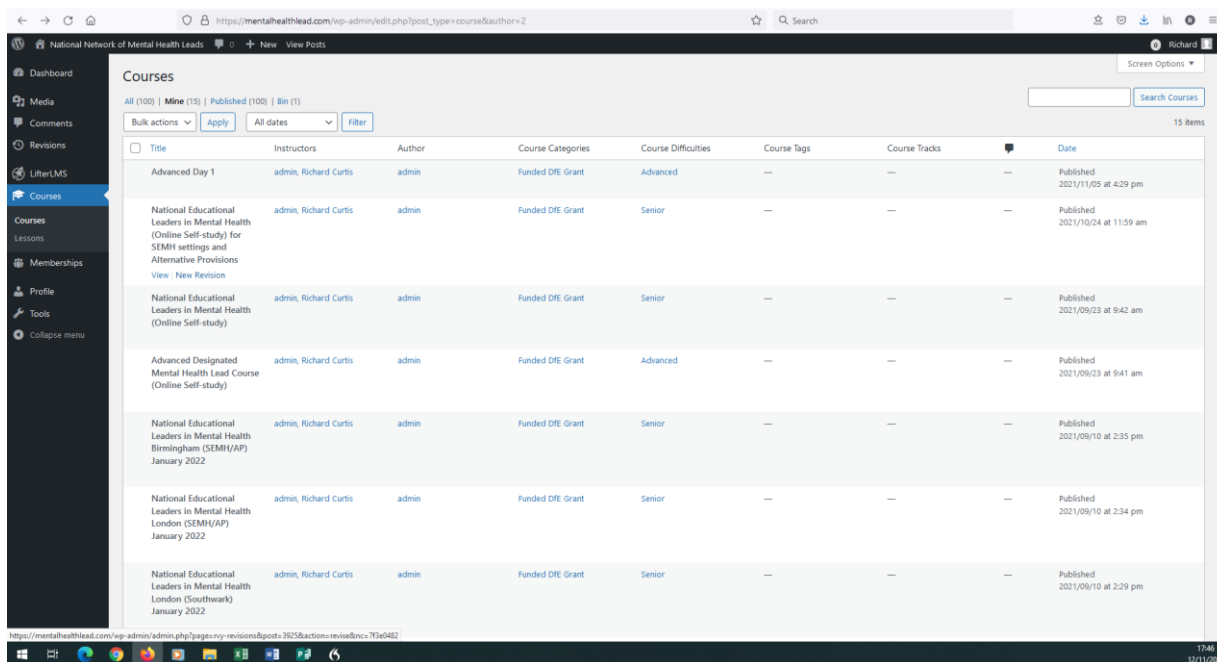Login to mentalhealthlead.com

1. Accessing your courses

Once the admin have added you as a trainer you can go to https://mentalhealthlead.com/wp-admin/edit.php?post_type=course (or click "Courses I'm Delivering" in the top menu).
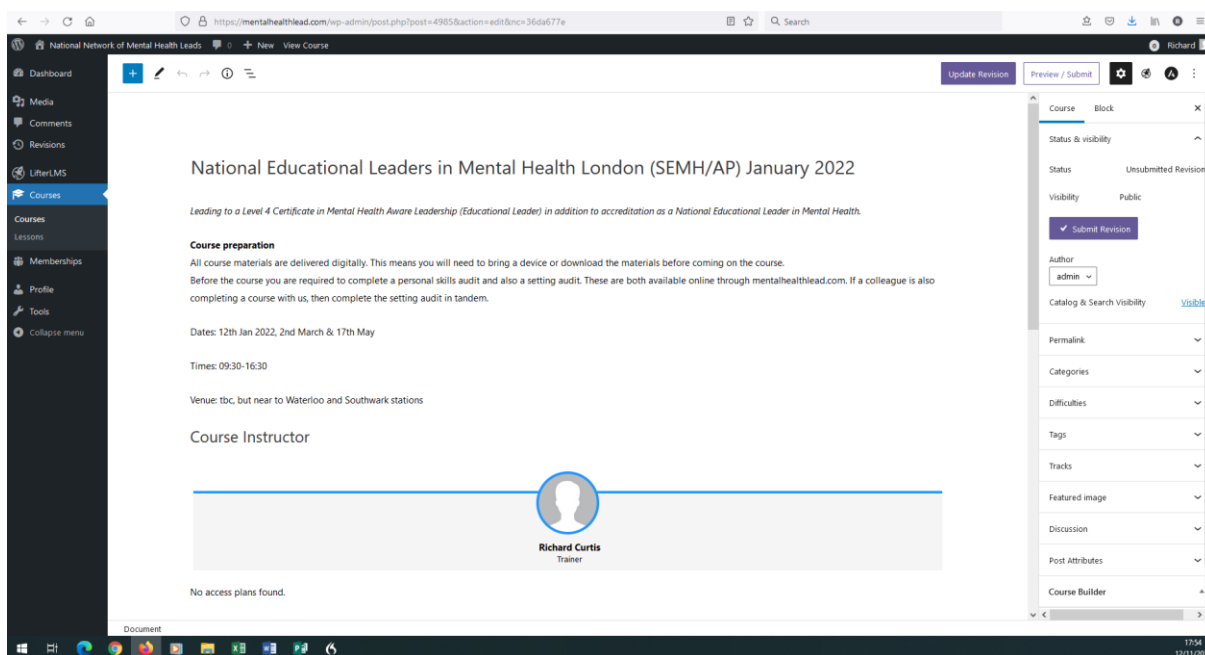

Click on "Mine" at the top just underneath "Courses".

Click on "New Revision" under the title of the course you want to view or edit.

You will now see a page like this (if a pop-up appears offering you a tour of features, then close it):

Do not edit/change the highlighted areas:

National Network of Mental Health Leads   0   + New   View Course   Richard

Dashboard
Media
Comments
LifterLMS
Courses

Courses
Lessons

Memberships
Profile
Tools
Collapse menu

Switch to draft   Preview   Submit for Review

Course   Block

Status & visibility
Public

Permalink
Categories
Difficulty
Tags

Course Builder
Launch Course Builder

National Educational Leaders in Mental Health Telford February 2022

Leading to a Level 4 Certificate in Mental Health Aware Leadership (Educational Leader) in addition to accreditation as a National Educational Leader in Mental Health.

Course Registration

£800

You will be invoiced £800 plus VAT only if we ... ME funding (we have applied for this course fee to be ... tal Health Lead Training Grant).

50%

Precourse Skills Au...   1 of 2   Handbook and Po...   2 of 2

Course

Document

National Network of Mental Health Leads   0   + New   View Course   Richard

Dashboard
Media
Comments
LifterLMS
Courses

Courses
Lessons

Memberships
Profile
Tools
Collapse menu

Switch to draft   Preview   Submit for Review

Course   Block

Status & visibility
Visibility   Public

Permalink
Categories
Difficulties
Tags
Tracks

Course Builder
Launch Course Builder

Course Options

Sales Page   Gen...   ...ormidable   Advanced Videos

Sales Page Content
Customize the content displayed ...
Display default course content

Access Plans

Course Registration...

Add New   Save

Student Management

Manage Existing Enrollments   Any Status ▾   Search students by name or email...

ID	Name	Status	Enrollment Updated	Progress	Grade	Last Lesson	Enrollment Trigger
32	Katie	Enrolled	September 11, 2021	0%	N/A	–	Admin: Richard Curtis (#1)
33	Louise	Enrolled	October 9, 2021	0%	N/A	–	Order #1454
30	grid	Enrolled	September 11, 2021	0%	N/A	–	Admin: Richard Curtis (#1)

1 of 1

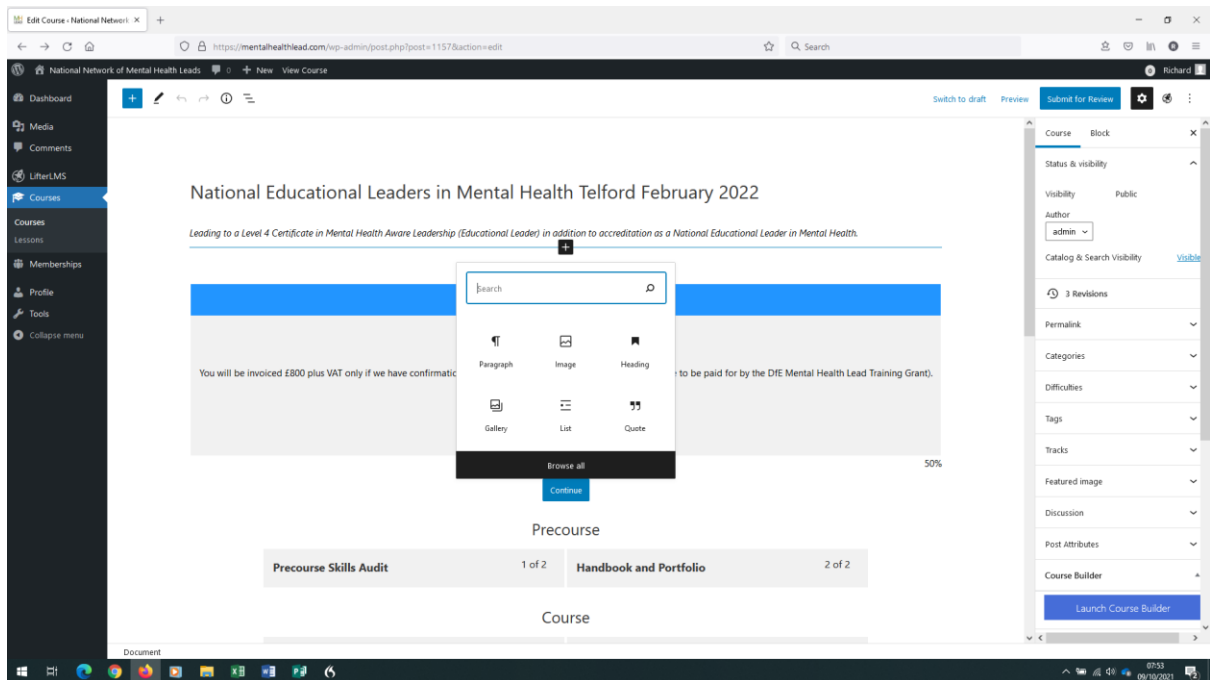Document

Adding details to your courses

To add venue details, dates, times, additional resources, hover over the space between the bottom of the text and the Course Registration bar. A line with a plus symbol will appear:
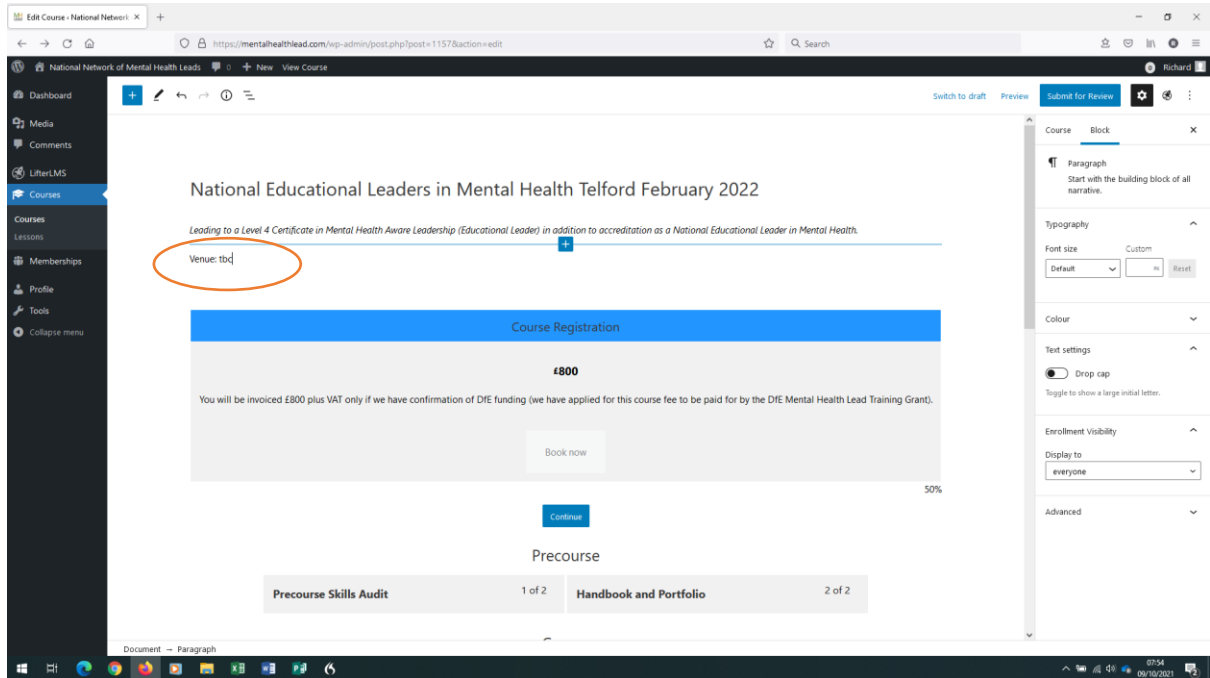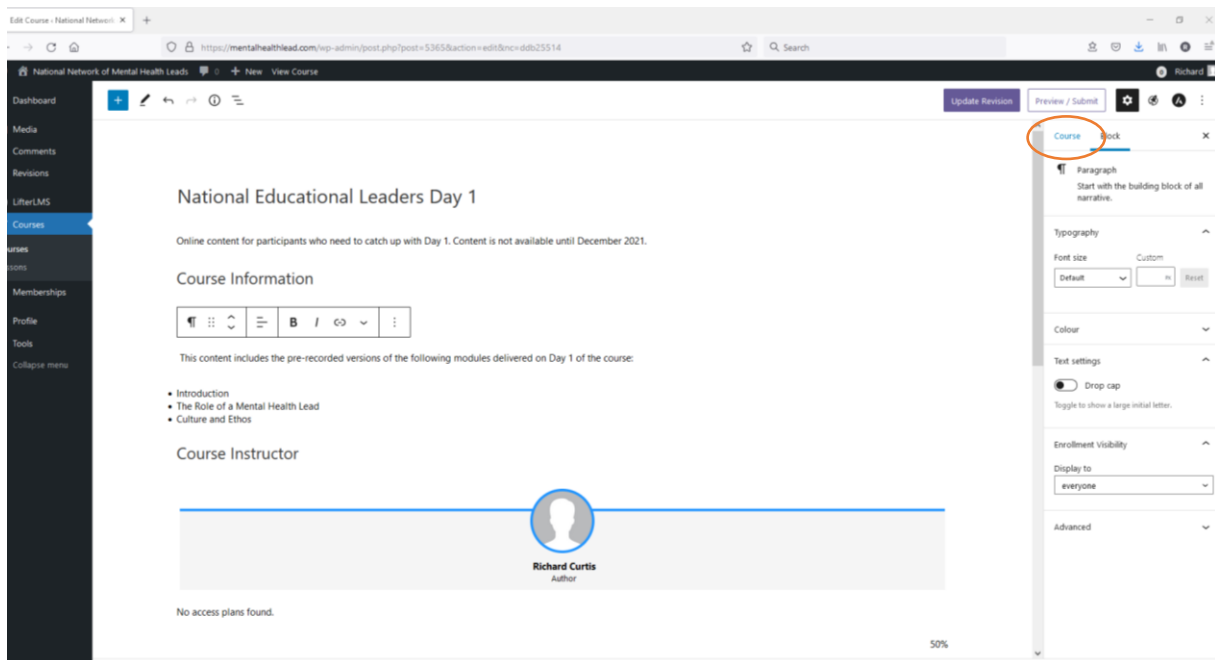

A popup will appear:

Adding text

If you are adding text (e.g. venue) then click on paragraph and type your text:

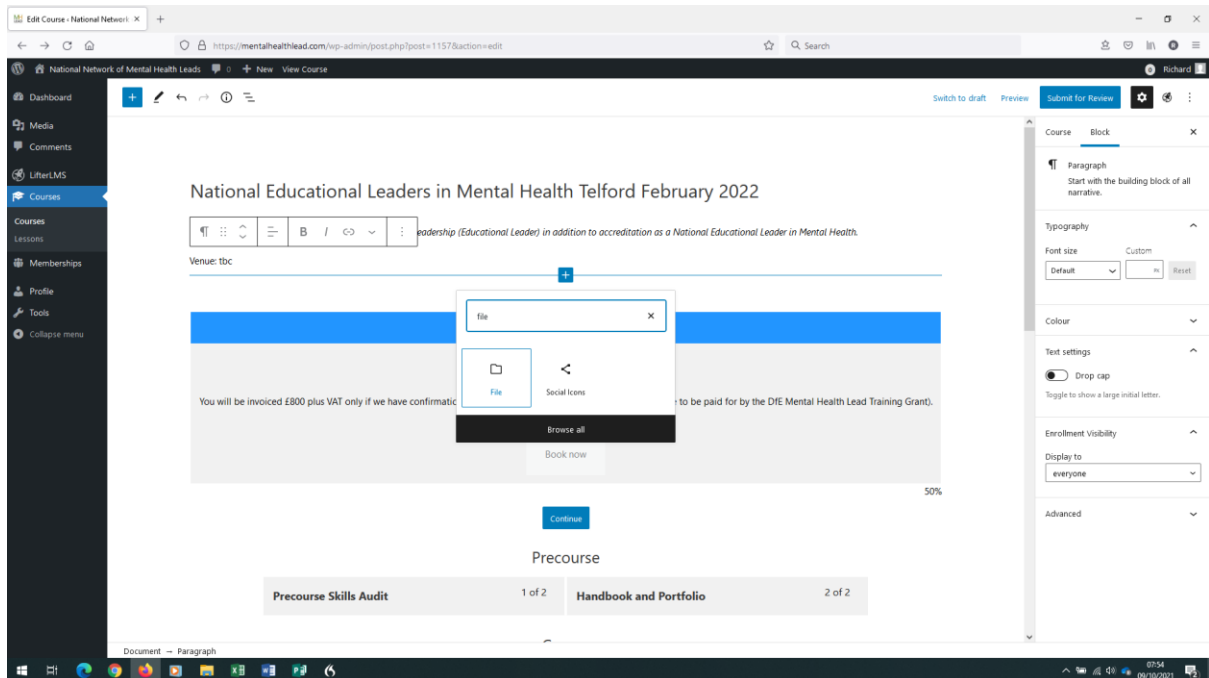On the right hand menu ensure the Course widgets are showing:

When you have finished you need to click on the "Submit for Review" button on the right and notify the admin team it needs reviewing. You may be required to click on the gear icon to see the button, the Update Revision button at the top does NOT submit your revision, it just saves it. Once the Submit Revision button is clicked, it will then be reviewed and approved:
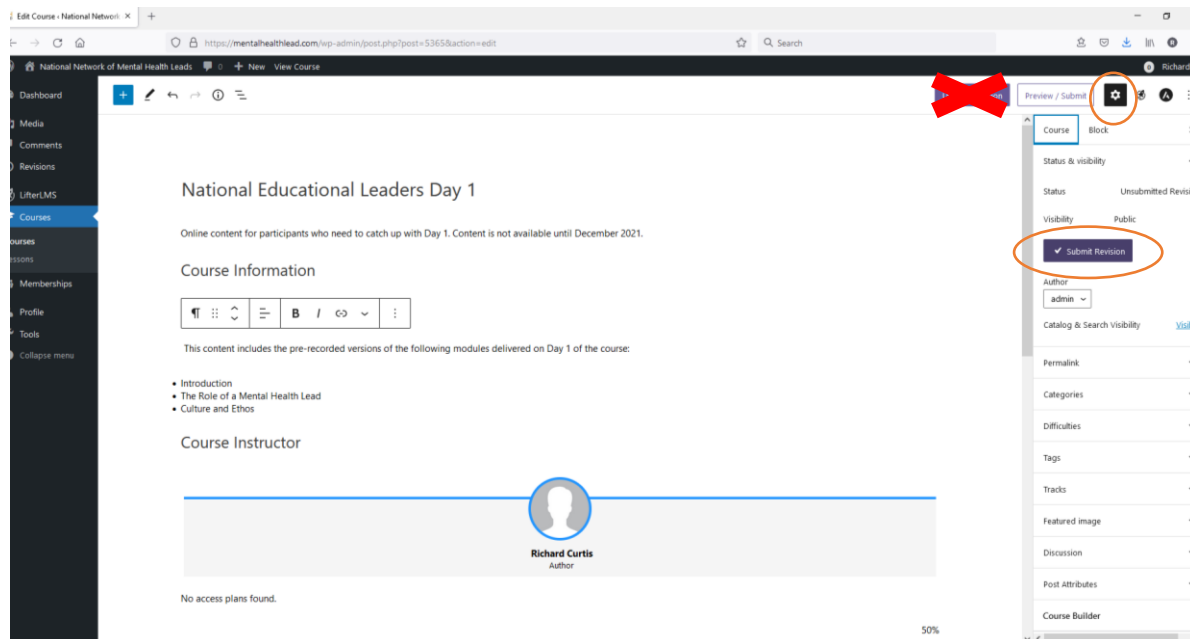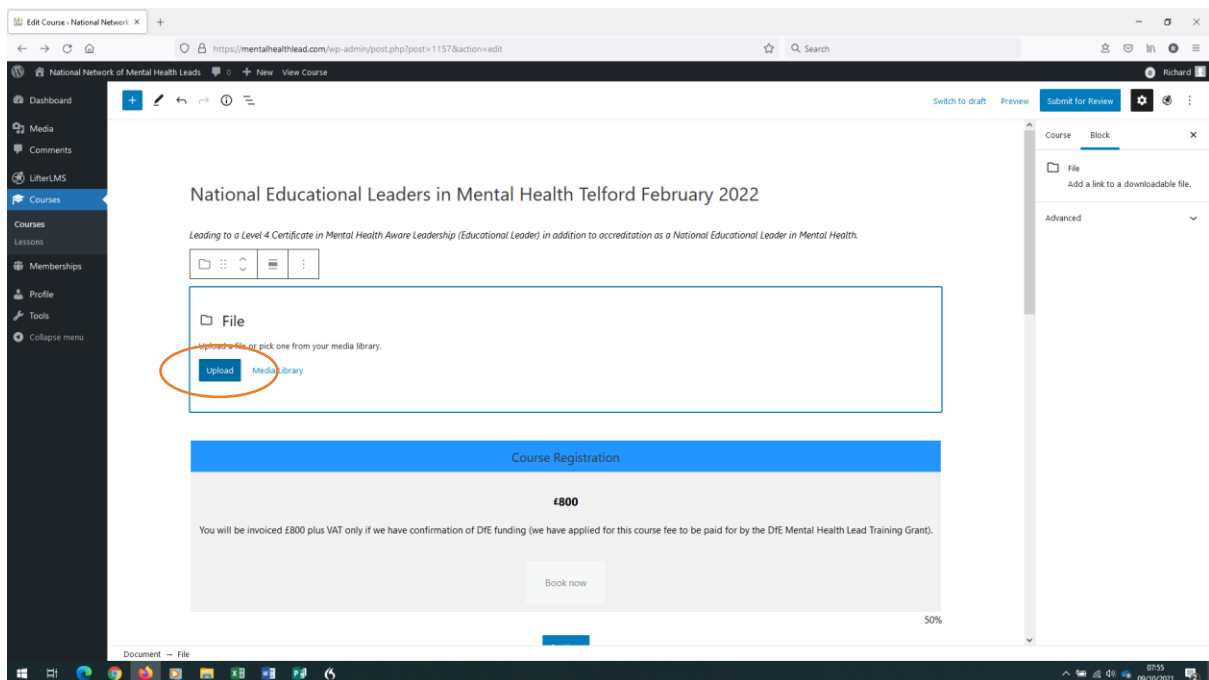

You will receive an email to confirm that your changes have been approved.

Adding files or images

If you are adding a file or image, you will need to upload it. Click on File/Image if the icon is on the dropdown (or you may need to search for "file" or "image"):

Select upload:

Upload your document. NB if you wish to replace this document, then it must be done by one of our admins (for example an updated document).

When you have finished you need to click on the "Submit for Review" button on the top right and notify the admin team it needs reviewing. It will then be reviewed and approved.