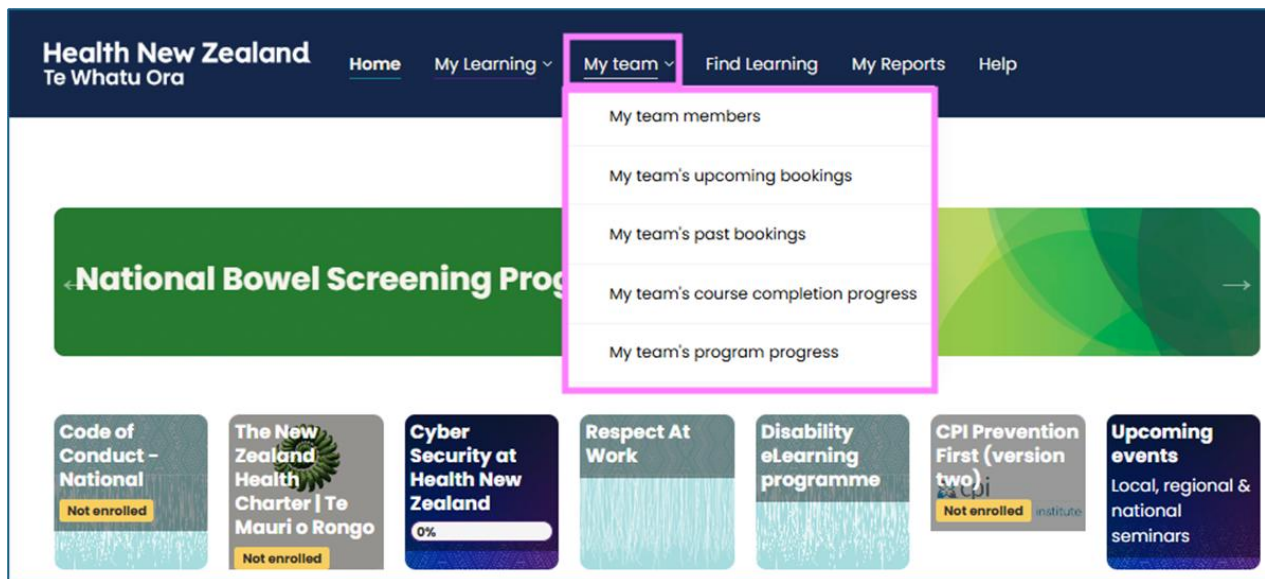


Guide for Managers using Seminars in Ko Awatea Learn

This guide will show you how to book staff on courses, remove them from courses and approve or decline a request for a booking. As a manager you have extra access in seminars in Ko Awatea Learn. You can book your staff on courses; see what courses they have asked to attend and see what courses they have completed.

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My team menu

- My team members – a list of your staff members
- My team's upcoming bookings – details of F2F sessions that your staff are booked on
- My team's past bookings – details of F2F sessions that your staff have been to
- My team's course completion progress – details of courses your staff are enrolled on and how

Bookings

To book on a session, please **discuss with your manager** and then follow the below steps to request approval to book on the agreed session date.

- Click '**View all events**'
- Click '**Go to event**' next to the date and time of the session
- Click **Request approval** on the right-hand side of the page
- You will **receive an email** stating if you are approved or declined
- If approved, **accept the calendar invite** in the confirmation email

Note: You are not booked on a session until you receive a confirmation email. **Please do not go to a course if you have not received a booking confirmation email.**

Nelson Marlborough test course

View all events

Booking staff on courses

Go to the course you want to book your staff member on.

1. Scroll down the page to the Bookings section
2. Click on either the **name of the session** or **View all events**

Nelson Marlborough test course

Booking All Room All

Upcoming events

Last reservations are 1000 days before the event starts. Unallocated reservations will be deleted 999 days before the event starts.

| Context | District | Event status | Seats available | Sign-up period | Session times | Rooms | Session status | Actions |
|-----------|--------------------|------------------------------|-----------------|--|------------------------------------|---|----------------|-----------------------------|
| NETP only | Nelson Marlborough | Upcoming Booking not open | 6 | 1 January 2026, 12:00 AM – 26 January 2026, 12:00 AM | 1 February 2026, 8:30 AM – 4:30 PM | Nelson Hospital Clinical Skills Training Room | Upcoming | Go to event |
| | Nelson Marlborough | Upcoming Booking open | 20 | | 1 March 2026, 8:30 AM – 4:30 PM | Nelson Hospital Clinical Skills Training Room | Upcoming | Go to event |
| | Nelson Marlborough | Upcoming Booking open | 35 | | 20 March 2026, 8:30 AM – 4:30 PM | Nelson Hospital Seminar Centre Room 1 | Upcoming | Go to event |

Notes:

- If a session is greyed out you won't be able to book anyone on that session, e.g. the 1 February session is not available for bookings. The reason for this is the **Sign-up period** opens on 1 January 2026 and it's currently November 2025.
- Check the **Context** field to make sure that you should be booking staff on this session, e.g. NETP only, so this session is not for anyone who isn't a NETP.

3. Click on **Go to event**

Allocate spaces for team (0/1000)

Nelson Marlborough test course

▼ Event

District

Nelson Marlborough

Seats available

20

Event booking

Booking open

Approval required by:

Manager Approval

Details

Reminder to complete pre-reading, see link to course page.

▼ Sessions

| Status | Times | Rooms |
|----------|---------------------------------|---|
| Upcoming | 1 March 2026, 8:30 AM – 4:30 PM | Nelson Hospital Clinical Skills Training Room |

4. Click on **Allocate spaces for team**

Note: Check **Seats available**, e.g. in this course there are 20.

Allocate spaces for team

Nelson Marlborough test course

Allocated team members (0 / 1000)

This event

None

Available team members (1000 left)

ChrisHELL Sunset

Amanza Sunset

◀ Add

Remove ▶

Go to event

View all events

On the right-hand side should be the names of your staff

- Click on the **name of the person** you want to add to the session, e.g. ChrisHELL Sunset
- Click **Add** and the person will be added to the session, and you'll be taken back to Event details page

Note: If you want to add more than one person, hold down the Shift key and use your arrow keys to select all the people you want to add.

Allocate spaces for team (1/1000)

Nelson Marlborough test course

▼ Event

District
Nelson Marlborough

Seats available
19

Event booking
Booking open

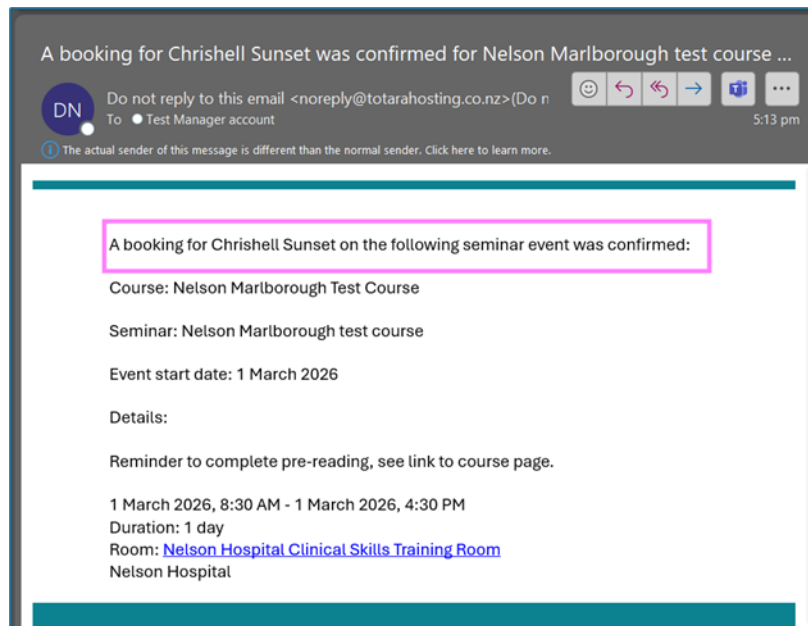
Approval required by:
Manager Approval

Details
Reminder to complete pre-reading, see link to course page.

▼ Sessions

| Status | Times | Rooms |
|----------|---------------------------------|---|
| Upcoming | 1 March 2026, 8:30 AM – 4:30 PM | Nelson Hospital Clinical Skills Training Room |

To check that the person has been added to the session, the Allocate spaces field will now be updated with the number of people you added to the session, e.g. 1 person on this course. You will also receive a confirmation of booking email.



This is a copy of the confirmation email that is sent when a staff member has been booked on a course.

Health New Zealand
Te Whatu Ora

Home My Learning **My team** Find Learning My Reports Help

My team members **My team's upcoming bookings** My team's past bookings My team's course completion progress My team's

Home / Reports / HNZ | Managers | Seminar Upcoming Bookings for the team

HNZ | Managers | Seminar Upcoming Bookings for the team

To comply with the Privacy Act 2020, please consider privacy when running reports or sharing information gathered in reports.

Please restrict your reports by completing the relevant fields below.

This report is visible to all managers and shows records based on direct and indirect reports.

| User's Fullname | Course Name | Seminar Name | Session Start Date/Time | Signup status | Date/Time of sign-up | Actioned By |
|-----------------|--------------------------------|--------------------------------|-------------------------|---------------|---------------------------|----------------------|
| Chrisell Sunset | Nelson Marlborough Test Course | Nelson Marlborough test course | 1 March 2026, 8:30 AM | Booked | 11 November 2025, 5:12 PM | Test Manager account |

In the **My team** section you can also use the **My team's upcoming bookings** report to see who in your team is booked on a course and when. The **Actioned By** field shows who approved the booking.

Allocate spaces for team (1/1000)

Nelson Marlborough test course

▼ Event

District

Nelson Marlborough

Seats available

19

Event booking

Booking open

Approval required by:

Manager Approval

Details

Reminder to complete pre-reading, see link to course page.

▼ Sessions

| Status | Times | Rooms |
|----------|---------------------------------|---|
| Upcoming | 1 March 2026, 8:30 AM - 4:30 PM | Nelson Hospital Clinical Skills Training Room |

Removing a staff member from a session

1. **Go to the session** that you want to remove the staff member from, click on **Allocate spaces for team**

Allocate spaces for team

Nelson Marlborough test course

Allocated team members (1 / 1000)

This event

Chrisshell Sunset

Available team members (999 left)

Amanza Sunset

◀ Add

Remove ▶

Go to event

View all events

2. Click on the **name of the person** you want to remove, e.g. Chrisshell Sunset
3. Click **Remove**

You'll be taken back to the Event details screen. The number of allocated spaces will now be reduced by the number of people you removed, e.g. 1 to 0 on this session.

Approve booking of Amanza Sunset for Nelson Marlborough test course on 8:30 AM



Do not reply to this email <noreply@totarahosting.co.nz>(Do not reply to this email)

To: Test Manager account

5:27 pm

The actual sender of this message is different than the normal sender. Click here to learn more.

Amanza Sunset has requested to be booked onto the following seminar event and you are assigned as an approver.

Please review this request before registration closes on 20 Mar, 08:30

Follow the link below to approve the request:

<https://koawatealearn.co.nz/mod/facetoface/attendees/approvalrequired.php?s=34341>

Course: Nelson Marlborough Test Course

Seminar: Nelson Marlborough test course

Event start date: 20 March 2026

How to approve a staff member request to attend a course from the email

When staff book onto a course themselves, an email is sent to you as their manager, and you will need to approve or decline their request.

The **link in the email** will take you to the Approval Required section in the session bookings page in Ko Awatea Learn where you can approve or decline your staff member's booking request.

If you're not already logged into Ko Awatea Learn you will need to log in first, but you will be taken to the correct place once logged in.

Nelson Marlborough test course

Event Details

Attendees

Wait-List

Cancellations

Take Attendance

Approval Required

Message Users

| Name | Time Requested | Attendee's note | Manager's Name | Decide Later | Decline | Approve |
|---------------|---------------------------|-----------------|----------------------|--------------|-----------------------|-----------------------|
| Amanza Sunset | 11 November 2025, 5:26 PM | | Test Manager account | | <input type="radio"/> | <input type="radio"/> |

Update requests

View all events

This is the **Approval Required** section in session bookings. The link in the Approval request email takes you to this section.

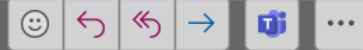
1. Click on the button under either **Approve** or **Decline**, depending on what you decide
2. Click **Update requests**

Note: You will see the names of everyone who has awaiting approval for the course, please only approve your staff member.


A booking for Amanza Sunset was confirmed for Nelson Marlborough test course o...



Do not reply to this email <noreply@totarahosting.co.nz>(Do n
To ● Test Manager account



5:31 pm

 The actual sender of this message is different than the normal sender. Click here to learn more.

A booking for Amanza Sunset on the following seminar event was confirmed:

Course: Nelson Marlborough Test Course

Seminar: Nelson Marlborough test course

Event start date: 20 March 2026

Details:

Reminder to complete pre-reading, see link to course page.

20 March 2026, 8:30 AM - 20 March 2026, 4:30 PM

Duration: 1 day

Room: [Nelson Hospital Seminar Centre Room 1](#)

Nelson Hospital

If you approve the booking a confirmation email will be sent to both you and your staff member.

If you decline the booking an email advising the request has been declined will be sent to both you and your staff member.