



Creating a course and adding participants with Learner Access Passes

In this article:

Creating a course

Adding Participants to your course

- Adding 1 Participant to your course
- Adding multiple participants using the bulk upload feature

Bulk participant upload validation:

- When an email address is incorrect.
- When you have insufficient Learner Access Passes.
- Successful bulk enrolment (without validation errors)

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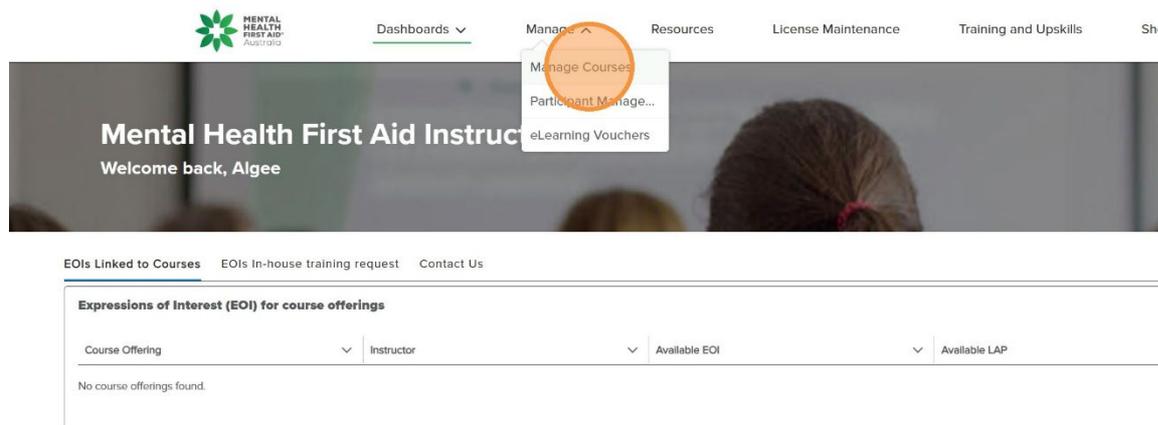
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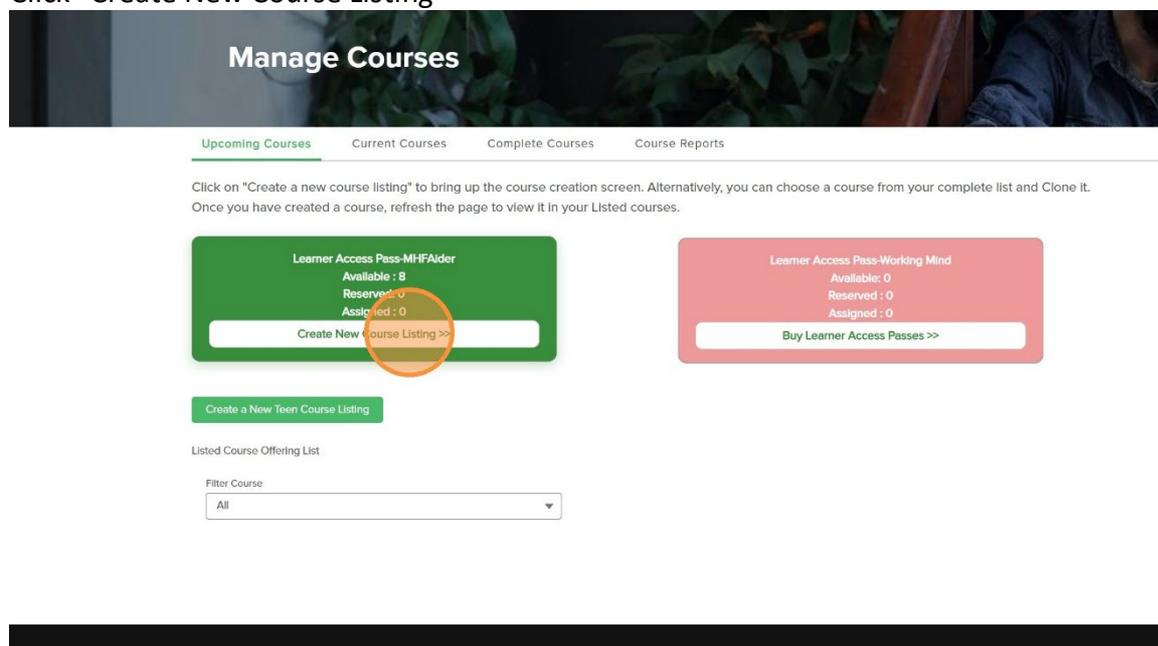
Creating a course

Navigate to the Instructor Portal and from the "Manage" menu, select "Manage Courses"



The green Learner Access Pass tile shows that you have 8 Learner Access Passes available to assign to the next 8 participants for your next course.

Click "Create New Course Listing"



In this example, we are creating a Standard MHFA for Community Settings course on 23rd Feb 2026.

The steps to create a course in the Instructor Portal have not changed. For the purpose of this article, we'll skip the steps to create the course.

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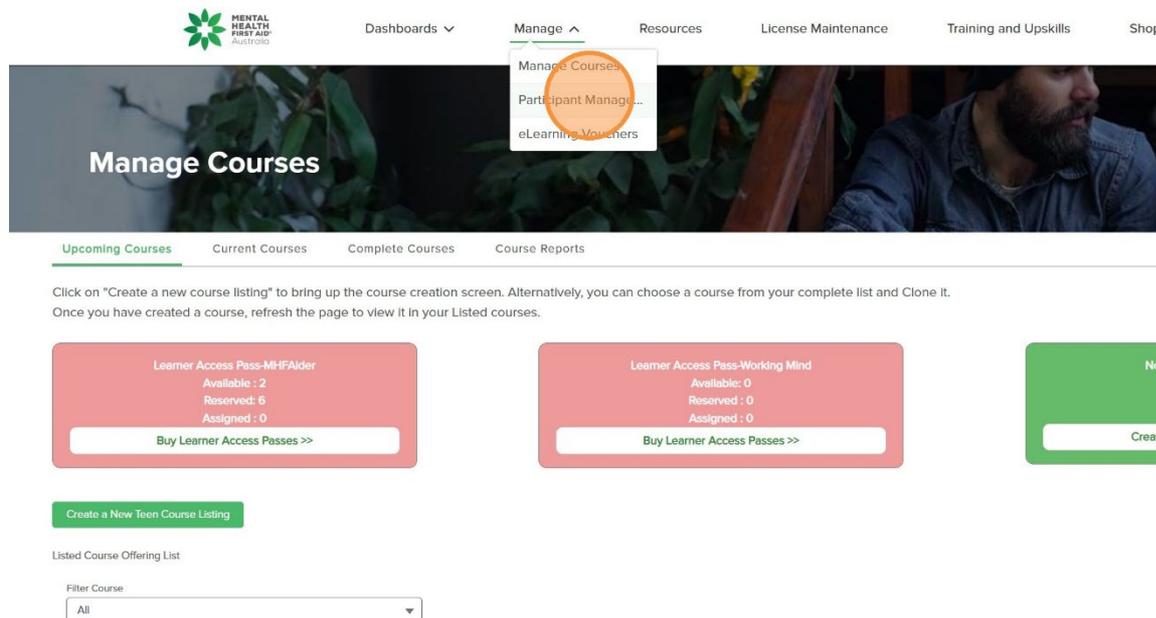
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Once the course has been created, you can see that the tile in the Manage Courses menu has changed from green to red.

This is because you need a minimum of 6 Learner Access Passes to create a course.



Available: 2 This indicates that you have 2 available Learner Access Passes (**in addition to the 6 reserved ones**) to use to add participants to a course. You cannot create a new course until this “Available” number is 6 or more.

Reserved: 6 This indicates that the 6 Learner Access Passes that you used to create this course are reserved for the first 6 participants that you add to this course.

Assigned: 0 This indicates that you have not assigned any participants to enrolled participants to your course.

You will notice that the red tile has also changed from **Create New Course Listing** to **Buy Learner Access Passes**. Selecting this tile while it is red will direct you to the MHFA Shop, where you can purchase more Leaner Access Passes.

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Adding Participants to your course

From the "Manage" menu, select "Participant Management"

Manage Courses

Upcoming Courses | Current Courses | Complete Courses | Course Reports

Click on "Create a new course listing" to bring up the course creation screen. Alternatively, you can choose a course from your complete list and Clone it. Once you have created a course, refresh the page to view it in your Listed courses.

Learner Access Pass-MHFAlder
Available: 2
Reserved: 5
Assigned: 1
Buy Learner Access Passes >>

Learner Access Pass-Working Mind
Available: 0
Reserved: 0
Assigned: 0
Buy Learner Access Passes >>

Create a New Teen Course Listing

Listed Course Offering List

Filter Course: All

Navigate to the course you are working with and select the "View Participants" button

Learning Course: Standard MHFA for the Workplace | Delivery Method: Blended Online | Enrolled / Capacity: 3 / | Course Date: 20/01/2026 | Location: | Advertise on Website: Yes

View Participants

Standard MHFA for Community Settings Bear 23-2-2026
Learner Access Pass-MHFAlder - (Available LAPs: 8)

Learning Course: Standard MHFA for Community Settings | Delivery Method: Blended Online | Enrolled / Capacity: / 10 | Course Date: 23/02/2026 | Location: | Advertise on Website: Yes

View Participants

You will notice that you have 8 available Learner Access Passes **FOR THIS COURSE** to use to add participants. This is a combination of the 6 reserved and 2 available passes.

Standard MHFA for Community Settings Bear 23-2-2026

Learner Access Pass-MHFAlder - (Available LAPs: 8)

Add New Participant

Bulk Participant Upload

No Participants Found.

Back To Course List

Summary of Participant Terms

- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed all sessions.
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

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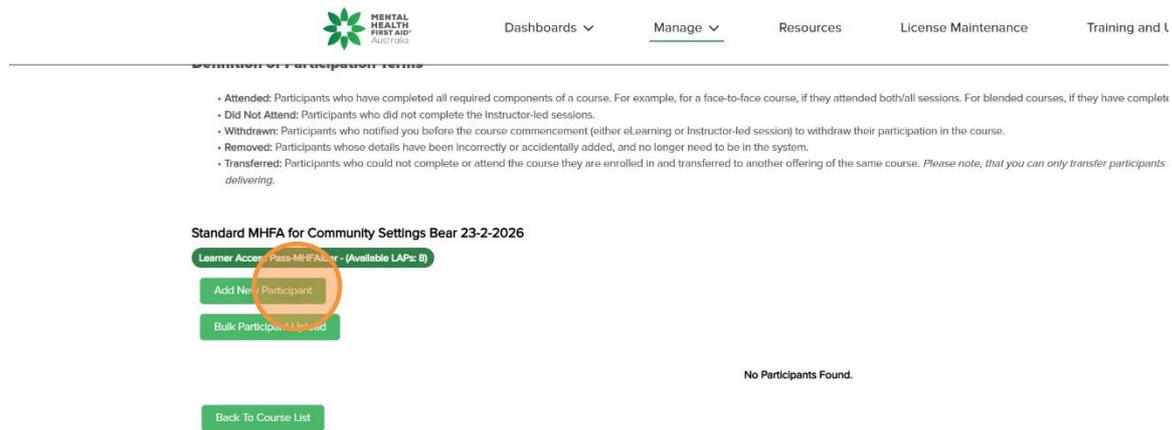
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In this example, we are going to add 1 participant to this course: Test1 User1 Click "Add New Participant"



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Definition of Participation Terms

- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed all required components.
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Standard MHFA for Community Settings Bear 23-2-2026

Learner Access Pass-MHFA Bear - (Available LAPs: 8)

Add New Participant

Bulk Participants Upload

No Participants Found.

Back To Course List

Once you have filled in the participant details, click "Add Participant"

delivering.

Standard MHFA for Community Settings Bear 23-2-2026

Add New Participant

* First Name

* Last Name

* Email

Phone

Back to Participant List **Add Participant**

Once the participant has been successfully added, Click "Back to Participant List"

Manage Participants View Past Participants

Definition of Participation Terms

- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed all required components.
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Participant has been added.

Back to Participant List

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You will notice that you now have 7 available Learner Access Passes **FOR THIS COURSE** to use to add participants. This is a combination of the 5 reserved and 2 available passes.

In the Manage Courses screen, your inventory now looks like this:

Available: 2 This indicates that you have 2 available Learner Access Passes (**in addition to the 5 reserved ones**) to use to add participants to a course. You cannot create a new course until this “Available” number is 6 or more.

Reserved: 5 This indicates that you now have 5 Learner Access Passes reserved for the next 5 participants that you add to this course. (from the original 6)

Assigned: 1 This indicates that you have now assigned the first reserved Learner Access Pass to Test1 User 1, who is now enrolled in this course.

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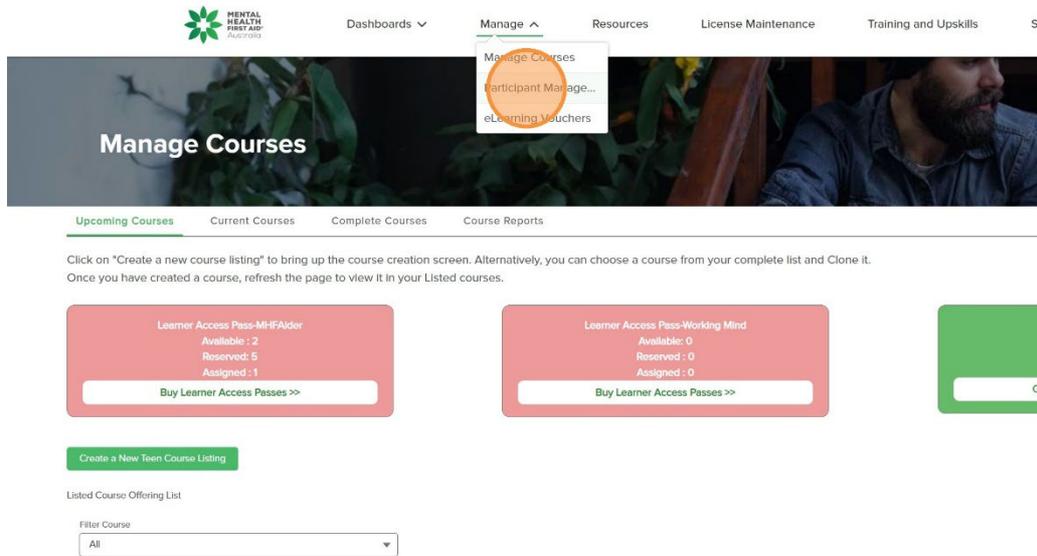
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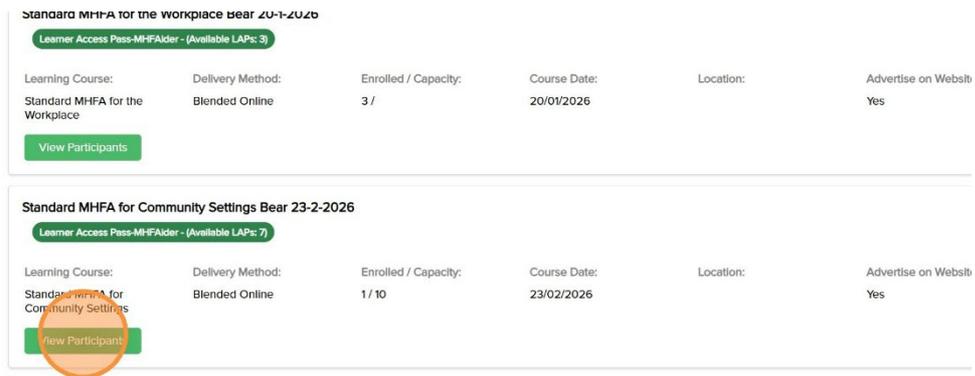
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In this example, we will add multiple participants to this course using the bulk upload feature.

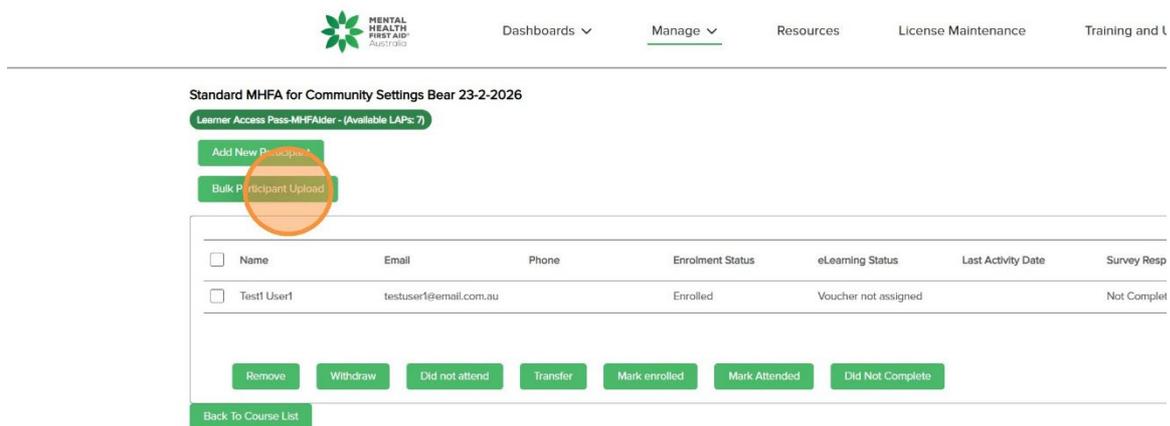
From the "Manage" menu, select "Participant Management"



Navigate to the course you are working with and select the "View Participants" button



Select the "Bulk Participant Upload" button



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The bulk upload feature requires you to use a CSV file that must contain the following columns:

	A	B	C	D
1	FirstName	LastName	Email	Phone
2				
3				
4				
5				

A deviation from this format will result in errors.

To assist, we have provided a template to use. To access the template, click the "Download Sample CSV" button

- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed all required components.
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Bulk Participant Uploader

*Select CSV File

Upload Files Or drop files

Validate

Download Sample CSV

Back to Participant List

Once you download the sample CSV, keep it on file for future bulk uploads.

Populate the CSV file with your participant's details. **Ensure you SAVE the file as a CSV file.**

When you are ready to upload the participants in your file, select the "Upload Files" button. The system will ask you to upload the file from where you saved it on your system.



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- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed all required components.
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Bulk Participant Uploader

*Select CSV File

Upload Files Or drop files

Validate

Download Sample CSV

Back to Participant List

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South Asia
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Pacific
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You will notice that the Validate file button is now green.
 Select the "Validate File" button to display the list of participants.



- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have complete
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Bulk Participant Uploader

*Select CSV File

Or drop files

File selected: Sample_Template_TEST.csv. Click Upload File to preview.

The Validate file button will check the following:

- If there are enough Learner Access Passes available to enrol the list of participants you are attempting, and
- Check for email address formats to ensure accuracy

Bulk upload validation: When an email address is incorrect.

In this example, we have deliberately left a space in the email address for Test7 User7:

	A	B	C	D	E
	FirstName	LastName	Email	Phone	
	Test2	User2	TestUser2@email.com.au		
	Test3	User3	TestUser3@email.com.au		
	Test4	User4	TestUser4@email.com.au		
	Test5	User5	TestUser5@email.com.au		
	Test6	User6	TestUser6@email.com.au		
	Test7	User7	TestUser 7@email.com.au		
	Test8	User8	TestUser8@email.com.au		
	Test9	User9	TestUser9@email.com.au		

- Click "Bulk Participant Upload"
- Click "Upload Files"
- Click "Validate File"

- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have complete
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Bulk Participant Uploader

*Select CSV File

Or drop files

File selected: Sample_Template_TEST2.csv. Click Upload File to preview.

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The validation produces the contents of the CSV into a format that is ready to enrol participants into this course.

Enroll Participants

8 records parsed and ready for enrollment.

Participants to Enroll (8):

First Name	Last Name	Email	Phone
Test2	User2	✉ TestUser2@email.com.au	
Test3	User3	✉ TestUser3@email.com.au	
Test4	User4	✉ TestUser4@email.com.au	
Test5	User5	✉ TestUser5@email.com.au	
Test6	User6	✉ TestUser6@email.com.au	
Test7	User7	✉ TestUser7 @email.com.au	
Test8	User8	✉ TestUser8@email.com.au	
Test9	User9	✉ TestUser9@email.com.au	

Back to Participant List

You can see that the email address for Test7 User7 contains the space.

Last Name	Email	Phone
User2	✉ TestUser2@email.com.au	
User3	✉ TestUser3@email.com.au	
User4	✉ TestUser4@email.com.au	
User5	✉ TestUser5@email.com.au	
User6	✉ TestUser6@email.com.au	
User7	✉ TestUser7 @email.com.au	
User8	✉ TestUser8@email.com.au	
User9	✉ TestUser9@email.com.au	

Select the "Enroll Participants" button to proceed.

- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Bulk Participant Uploader

*Select CSV File

Upload Files Or drop files

Validate File

Download Sample CSV

Enroll Participants

8 records parsed and ready for enrollment.

Participants to Enroll (8):

First Name	Last Name	Email	Phone
Test2	User2	✉ TestUser2@email.com.au	
Test3	User3	✉ TestUser3@email.com.au	
Test4	User4	✉ TestUser4@email.com.au	
Test5	User5	✉ TestUser5@email.com.au	
Test6	User6	✉ TestUser6@email.com.au	
Test7	User7	✉ TestUser7 @email.com.au	
Test8	User8	✉ TestUser8@email.com.au	

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This creates a Validation Failed error.
The error is described for you.

Validation Failed
Enrollment blocked! 1 record(s) failed validation. Fix the following issues in your CSV file: Row 7 (Email: TestUser7@email.com)

Definition of Participation Terms

- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed both/all sessions.
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants to another offering of the same course.*

Bulk Participant Uploader

*Select CSV File

Upload Files Or drop files

Validate File

Download Sample CSV

Enroll Participants

8 records parsed and ready for enrollment.

Participants to Enroll (8):

First Name	Last Name	Email	Phone
Test2	User2	<input checked="" type="checkbox"/> TestUser2@email.com.au	
Test3	User3	<input checked="" type="checkbox"/> TestUser3@email.com.au	
Test4	User4	<input checked="" type="checkbox"/> TestUser4@email.com.au	

Once you are aware of the error, close the error message pop-up.
To proceed with your bulk enrolment, you will have to correct the error in the CSV file that you have saved.
Correct the error in your file and **ensure you SAVE the file as a CSV file.**

Validation Failed
Enrollment blocked! 1 record(s) failed validation. Fix the following issues in your CSV file: Row 7 (Email: TestUser7@email.com): Invalid Email Format

or a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed their eLearning and attended the Instructor-led sessions.

Instructor-led session) to withdraw their participation in the course.
need to be in the system.
nsferred to another offering of the same course. *Please note, that you can only transfer participants to another course you are delivering, not to a course that another licensed instructor will be*

Bulk Participant Uploader

*Select CSV File

Upload Files Or drop files

Validate File

Download Sample CSV

Enroll Participants

8 records parsed and ready for enrollment.

Participants to Enroll (8):

First Name	Last Name	Email	Phone
Test2	User2	<input checked="" type="checkbox"/> TestUser2@email.com.au	
Test3	User3	<input checked="" type="checkbox"/> TestUser3@email.com.au	
Test4	User4	<input checked="" type="checkbox"/> TestUser4@email.com.au	

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Bulk upload validation: When you have insufficient Learner Access Passes.

In this example, we will attempt to enrol 8 additional participants when we only have 7 Learner Access Passes

Click "Bulk Participant Upload"

Click "Upload Files"

Click "Validate File"

Click "Enroll Participants"

- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Bulk Participant Uploader

*Select CSV File

Or drop files

8 records passed and ready for enrollment.

First Name	Last Name	Email	Phone
Test2	User2	TestUser2@email.com.au	
Test3	User3	TestUser3@email.com.au	
Test4	User4	TestUser4@email.com.au	
Test5	User5	TestUser5@email.com.au	
Test6	User6	TestUser6@email.com.au	
Test7	User7	TestUser7@email.com.au	
Test8	User8	TestUser8@email.com.au	

This creates an Enrolment Blocked error.

"You are attempting to enroll 8 participants, but only 7 Learner Access Passes are available. Please adjust your upload file or purchase more passes"



all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed their eLearning and attended the Instructor-led sessions. complete the Instructor-led sessions. before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course. been incorrectly or accidentally added, and no longer need to be in the system. complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants to another course you are delivering, not to a course that another licensed instructor will*

Empty form area for bulk participant upload.

Last Name	Email	Phone
User2	TestUser2@email.com.au	
User3	TestUser3@email.com.au	
User4	TestUser4@email.com.au	

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South Asia
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Once you are aware of the error, close the error message pop-up.
To proceed with your bulk enrolment, you will have to correct the error in the CSV file that you have saved.

Correct the error in your file and **ensure you SAVE the file as a CSV file.**



In this example, you can either:

- Remove the surplus participant details, OR
- Purchase more Learner Access Passes from the shop before attempting the bulk enrolment.

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Successful bulk enrolment (without validation errors)

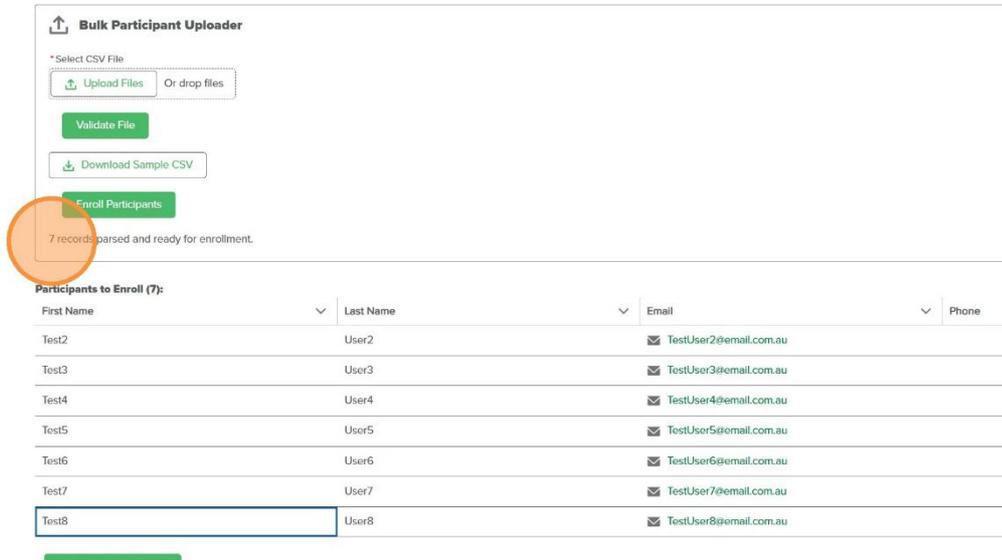
Click "Bulk Participant Upload"

Click "Upload Files"

Click "Validate File"

Notice the message "7 records parsed and ready for enrollment."

- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*



Bulk Participant Uploader

*Select CSV File

Upload Files Or drop files

Validate File

Download Sample CSV

Enroll Participants

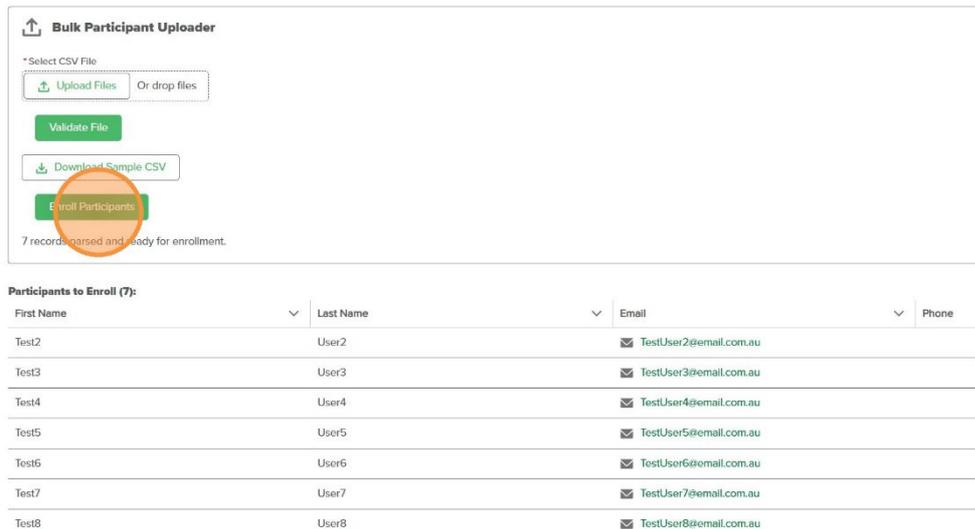
7 records parsed and ready for enrollment.

Participants to Enroll (7):

First Name	Last Name	Email	Phone
Test2	User2	TestUser2@email.com.au	
Test3	User3	TestUser3@email.com.au	
Test4	User4	TestUser4@email.com.au	
Test5	User5	TestUser5@email.com.au	
Test6	User6	TestUser6@email.com.au	
Test7	User7	TestUser7@email.com.au	
Test8	User8	TestUser8@email.com.au	

Click "Enroll Participants"

- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*



Bulk Participant Uploader

*Select CSV File

Upload Files Or drop files

Validate File

Download Sample CSV

Enroll Participants

7 records parsed and ready for enrollment.

Participants to Enroll (7):

First Name	Last Name	Email	Phone
Test2	User2	TestUser2@email.com.au	
Test3	User3	TestUser3@email.com.au	
Test4	User4	TestUser4@email.com.au	
Test5	User5	TestUser5@email.com.au	
Test6	User6	TestUser6@email.com.au	
Test7	User7	TestUser7@email.com.au	
Test8	User8	TestUser8@email.com.au	

East Asia
Japan • Hong Kong • Taiwan

North America
Canada • United States

United Kingdom
England • Wales • Scotland • Northern Ireland

South East Asia
Malaysia • Singapore

South Asia
India

Pacific
Australia • New Zealand

Middle East
Israel • Saudi Arabia • United Arab Emirates

Europe
Austria • Denmark • Finland • France • Germany • Ireland • Luxembourg • Malta • Netherlands • Slovakia • Sweden • Switzerland

You will know this worked when you see a "Success" message like this.

who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have completed their eLearning and attended the Instructor-led sessions. Participants who did not complete the Instructor-led sessions.

Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.

Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.

Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. Please note, that you can only transfer participants to another course you are delivering, not to a course that another is

Community Settings Bear 23-2-2026

Learner Access Pass-MHFAlder - (Available LAPs: 0)

Email	Phone	Enrolment Status	eLearning Status	Last Activity Date	Survey Response	Assessment Completion Date
testuser1@email.com.au		Enrolled	Voucher not assigned		Not Completed	
testuser2@email.com.au		Enrolled	Voucher not assigned		Not Completed	
testuser3@email.com.au		Enrolled	Voucher not assigned		Not Completed	
testuser4@email.com.au		Enrolled	Voucher not assigned		Not Completed	
testuser5@email.com.au		Enrolled	Voucher not assigned		Not Completed	
testuser6@email.com.au		Enrolled	Voucher not assigned		Not Completed	
testuser7@email.com.au		Enrolled	Voucher not assigned		Not Completed	

Your list of participants are now enrolled in your course.

<input type="checkbox"/>	Name	Email	Phone	Enrolment Status	eLearning Status	Last Activity Date	Survey Resp
<input type="checkbox"/>	Test1 User1	testuser1@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test2 User2	testuser2@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test3 User3	testuser3@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test4 User4	testuser4@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test5 User5	testuser5@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test6 User6	testuser6@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test7 User7	testuser7@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test8 User8	testuser8@email.com.au		Enrolled	Voucher not assigned		Not Complet

The available Learner Access Passes for this course have now reduced to 0.

East Asia
Japan • Hong Kong • Taiwan

North America
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United Kingdom
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South East Asia
Malaysia • Singapore

South Asia
India

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Australia • New Zealand

Middle East
Israel • Saudi Arabia • United Arab Emirates

Europe
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The "Add New Participant" and "Bulk Participant Upload" buttons are now disabled due to insufficient Learner Access Passes.
 To add more participants to this course, you will need to purchase more Learner Access Passes.



- **Attended:** Participants who have completed all required components of a course. For example, for a face-to-face course, if they attended both/all sessions. For blended courses, if they have complete
- **Did Not Attend:** Participants who did not complete the Instructor-led sessions.
- **Withdrawn:** Participants who notified you before the course commencement (either eLearning or Instructor-led session) to withdraw their participation in the course.
- **Removed:** Participants whose details have been incorrectly or accidentally added, and no longer need to be in the system.
- **Transferred:** Participants who could not complete or attend the course they are enrolled in and transferred to another offering of the same course. *Please note, that you can only transfer participants delivering.*

Standard MHFA for Community Settings Bear 23-2-2026

Learner Access Passes: 0 / Available LAPs: 0

Add New Participant

Bulk Participant Upload

<input type="checkbox"/>	Name	Email	Phone	Enrolment Status	eLearning Status	Last Activity Date	Survey Resp
<input type="checkbox"/>	Test1 User1	testuser1@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test2 User2	testuser2@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test3 User3	testuser3@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test4 User4	testuser4@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test5 User5	testuser5@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test6 User6	testuser6@email.com.au		Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test7 User7	testuser7@email.com.au		Enrolled	Voucher not assigned		Not Complet

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