



Course Booking Checklist

Course Entered into SMS	<input type="checkbox"/>
Timetable Checked.....	<input type="checkbox"/>
Confirm Trainers	<input type="checkbox"/>
Telephone	<input type="checkbox"/>
Letter.....	<input type="checkbox"/>
Confirm Students	<input type="checkbox"/>
Letter.....	<input type="checkbox"/>
Student Files Generated.....	<input type="checkbox"/>
	<input type="checkbox"/>
Participation Records Completed.....	<input type="checkbox"/>