

Adding your participants

For your to the Early Childhood course

A quick step-by-step guide for Course Group Managers

Before you start

To add participants to the Early Childhood course in your course group, follow the three steps in this guide.

As the Course Group Manager, you can do this yourself in just a few minutes.

1 Open Group Management

2 Choose “Add multiple”

3 Enter participant details

STEP 1

Open the Group Management page

Visit whistleblowingservice.org/group-management.

If you are asked to log in, sign in first at whistleblowingservice.org/my-account, then return to the Group Management page.



My account

Login

Username or email address *

Password *

Log in

☐ Remember me

[Lost your password?](#)

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STEP 2

Choose the “Add multiple” option

In the **Enrolled users** section, click the **Users** button and select **Add multiple**, as shown.

Group Management

Group: Test Group

Group Courses

1 Course

— Early Childhood Education (ECEC) Whistleblowing & Reporting Course

Enrolled users

0 Users

22 Seats remaining / 22 Total Seats

Add seats

Users ▾

Reports ▾

Add one

Add multiple

Upload users

Download keys

Export CSV

Status or key

Last name

Email

Status

Key

No data available in table

First

Previous

Next

Last

Showing 0 to 0 of 0 entries

STEP 3

Enter each participant's details

In the **Bulk add & Invite users** section that opens, enter each participant's **First name**, **Last name**, **Email address** and a **Password**.
Scroll down past row 12 to add more (as shown).
Then click Add & Invite users.

Please use a different password for each participant.

Group Management

Group: Test Group

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11.				
12.				
13.				
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22.				
Add & Invite users				

What happens next

Each invited participant will receive a separate email with their password and a login link to take the course.

Prefer us to do it for you?

Just reply with the first name, last name and email address for each person, and we'll add them.

If you have any issues adding participants, let me know.

Kind regards, The WBS Team