



LEAPWARE NEWS

COURSE MANAGER SOFTWARE

WINTER / SPRING 2009

## EXCITING NEW MANAGEMENT SOFTWARE FOR GROUPS, STAFF AND EQUIPMENT.



An online software program from LEAPware provides managers with an efficient way to control their facility by keeping detailed records of equipment and offering a calendar to schedule groups and staff.

The LEAPware Course Manager is a critical tool for challenge courses, camps, and school facilities. As we move into a new era of records, accreditation, insurance and safety concerns, this program will save time and paperwork, ease administrative workloads, and quite possibly save lives.

By using this system all certification requirements are easily met and detailed schedules are well organized.

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**THIS PROGRAM WILL SAVE TIME AND PAPERWORK, EASE ADMINISTRATIVE WORKLOADS, AND QUITE POSSIBLY SAVE LIVES.**

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The LEAPware Course Manager gives you the ability to store an enormous amount of information BUT you only have to enter what is most relevant to your course.

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# COURSE MANAGER pro BETA

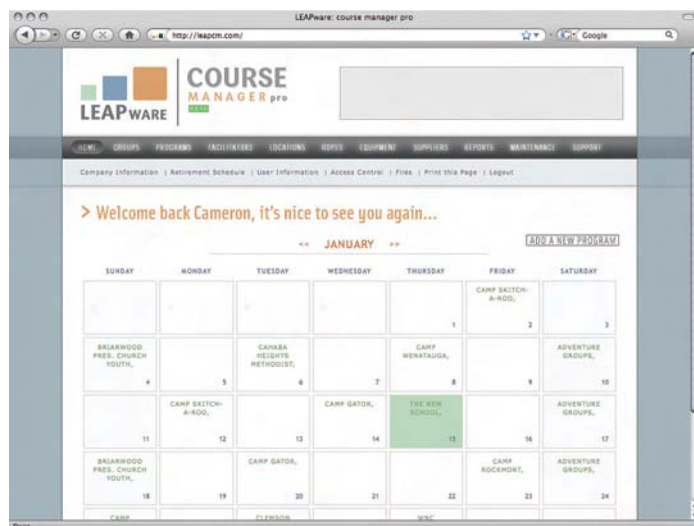
THE LEAPWARE COURSE MANAGER IS ONLINE.  
SAVE PAPER, TIME, AND HEADACHES.

SIGN-UP TODAY FOR A  
30-DAY **FREE** TRIAL  
AT [WWW.LEAPCM.COM](http://WWW.LEAPCM.COM)





THE SOONER YOU ENTER ALL YOUR COURSE INFO, THE SOONER YOU'LL BE READY TO GET STARTED WITH THE LEAPWARE COURSE MANAGER



## CALENDAR

The Course Manager makes it easy to schedule items such as programs, facilitators and course maintenance. New programs are added by filling in the details of the Group and location you are scheduling, and the date and time of the group's program. The size of the group, the age range, required elements, and staff assignments are also entered at this time. Fees associated with a particular program or food required are noted, while details of a program can be edited at any time.

## GROUPS

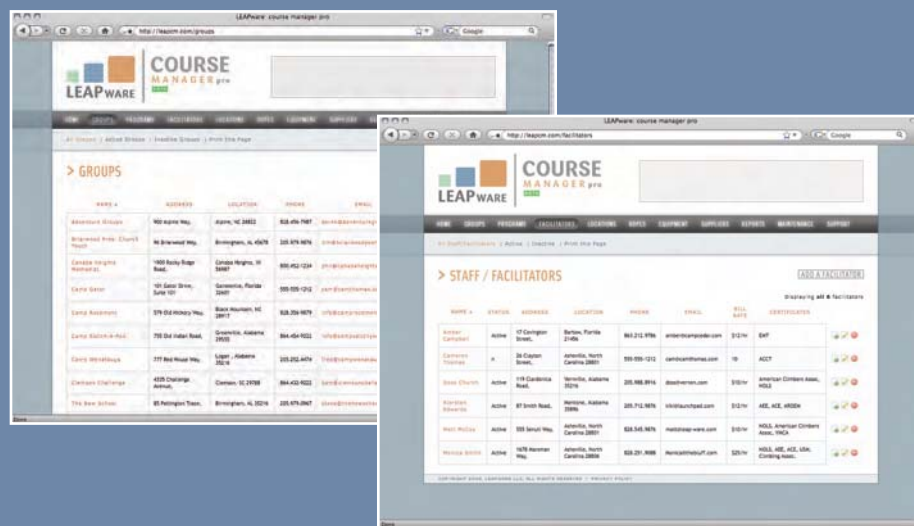
When a new group or existing group is ready to book a program, the information is entered on the calendar. Details of the event including programs, staff assignments, equipment usage, and food requirements are added and the information is then available to all appropriate parties.

## FACILITATORS / STAFF

The LEAPware Course Manager allows you to manage all of your staff member's daily work assignments AND track the hours they log to help with their personal accreditation goals. Once you have all of your staff details entered you can begin scheduling them for work and tracking their progress.

THE LEAP COURSE MANAGER ALLOWS YOU TO MANAGE ALL OF YOUR STAFF MEMBER'S DAILY WORK ASSIGNMENTS AND TRACK THE HOURS THEY LOG TO HELP WITH THEIR PERSONAL ACCREDITATION.

Staff changes such as address, accreditation or availability are easily edited and should you happen to double-book a facilitator, the system will alert you.



## The LEAPware Course Manager puts YOU in control.

### ELEMENTS + EQUIPMENT

The LEAPware Course Manager keeps detailed information about locations, elements and equipment, including maintenance and inspections. Once you've added all elements, you are able to easily assign them to a program. The Course Manager makes it simple to inventory all of the equipment related to your programs with regards to usage, inspection and condition. When it is time for another inspection, course maintenance, or to replace equipment, the information is readily available in The Course Manager's usage reports.

The system also gives you the ability to add suppliers and separate rope inventories into their own unique listings including use and participant load for all ropes. Ropes are kept organized as well as the supplier from which you obtained the gear.

### REPORTS + MAINTENANCE

As every good Program Manager knows, it is extremely important to keep good records. The Course Manager gives you the ability to create detailed records and reports of equipment and element usage, course maintenance, inspections, accidents and incidents, and more.

THE COURSE MANAGER MAKES IT SIMPLE TO INVENTORY ALL OF THE EQUIPMENT RELATED TO YOUR COURSE AS WELL AS USAGE, REPORTS, AND INSPECTIONS.

In each case, you have the option to upload and attach documents to specific reports or records. Finding the report you are looking for or keeping track of all the details related to your inspections and maintenance is now only a few clicks away.