How to add an award syllabus

Set Up Wizard · https://a2bmanager.com/docs/add-award-syllabus/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/add-award-syllabus-walkthrough-v2.mp4

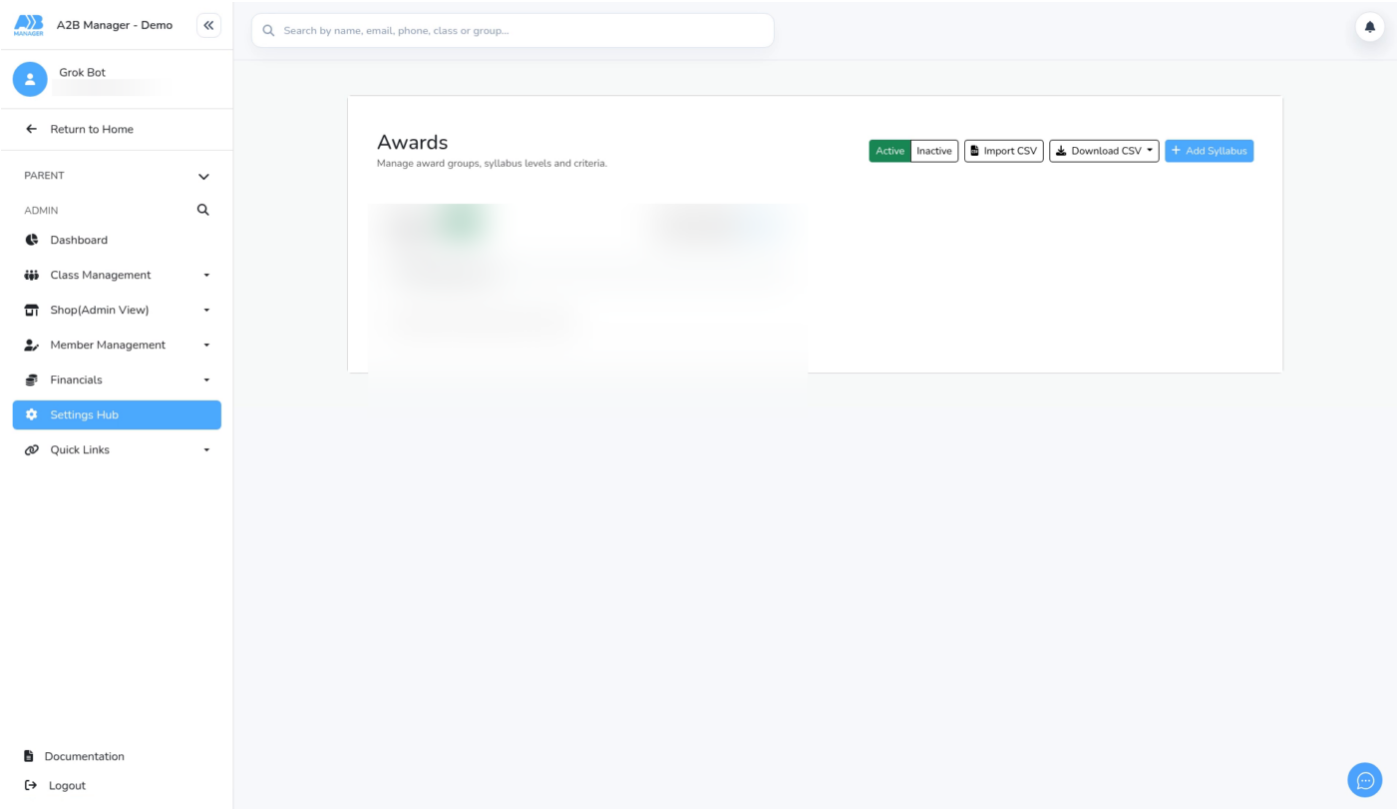
Video walkthrough (163 seconds)

Award syllabuses (such as badges or belts) are set up in **Settings Hub > Organisation > Add Awards**. Each syllabus is made up of levels, and each level holds the criteria coaches tick off.

Adding an award syllabus

Step 1: Open Add Awards (0:00)

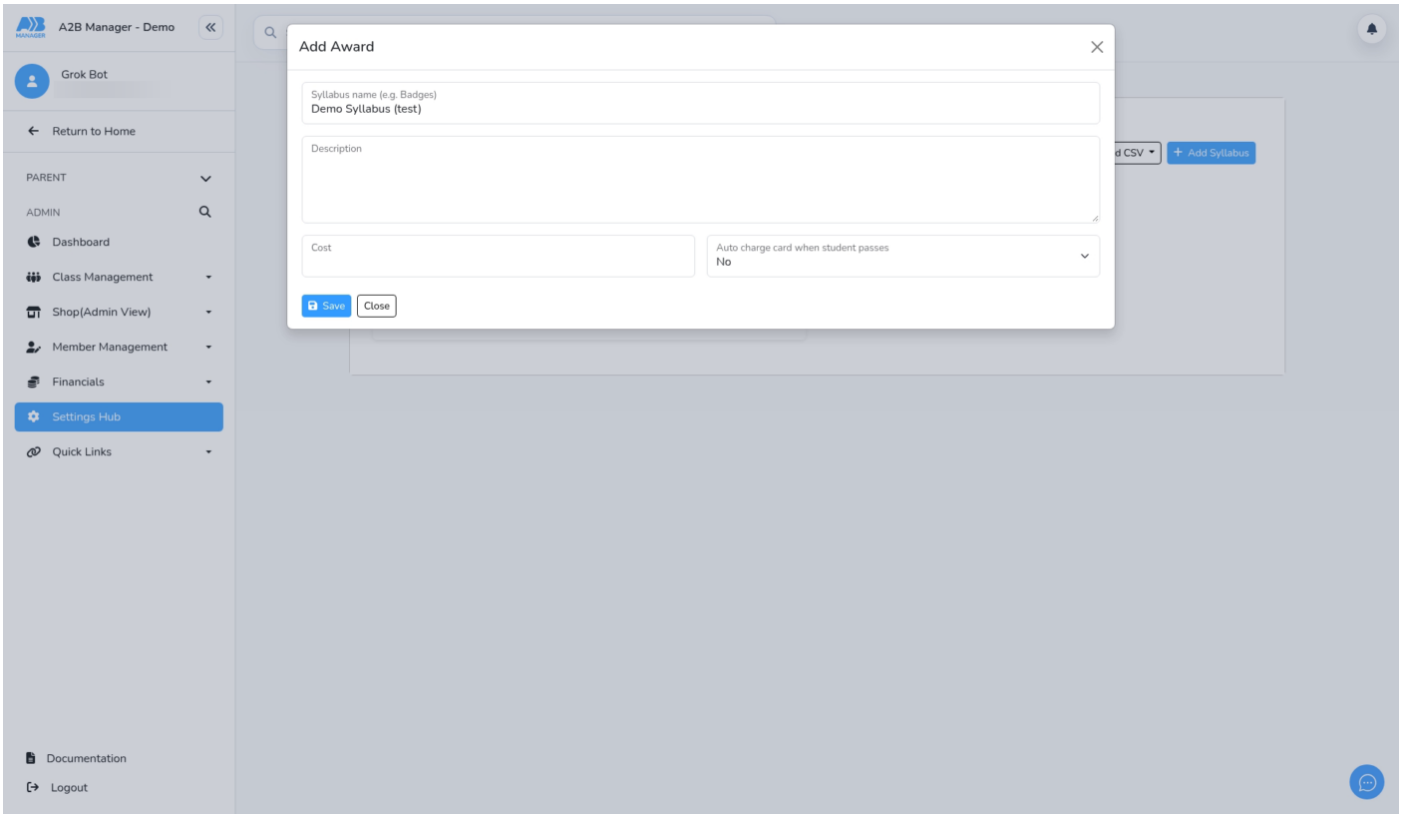
- In the left sidebar, click **Settings Hub**.
- Under **Organisation**, click **Add Awards**. This opens the **Awards** page.
- The toolbar lets you show **Active** or **Inactive** syllabuses, **Import CSV**, **Download CSV** or **Add Syllabus**.



Step 1: The Awards page and its toolbar

Step 2: Add a syllabus (0:19)

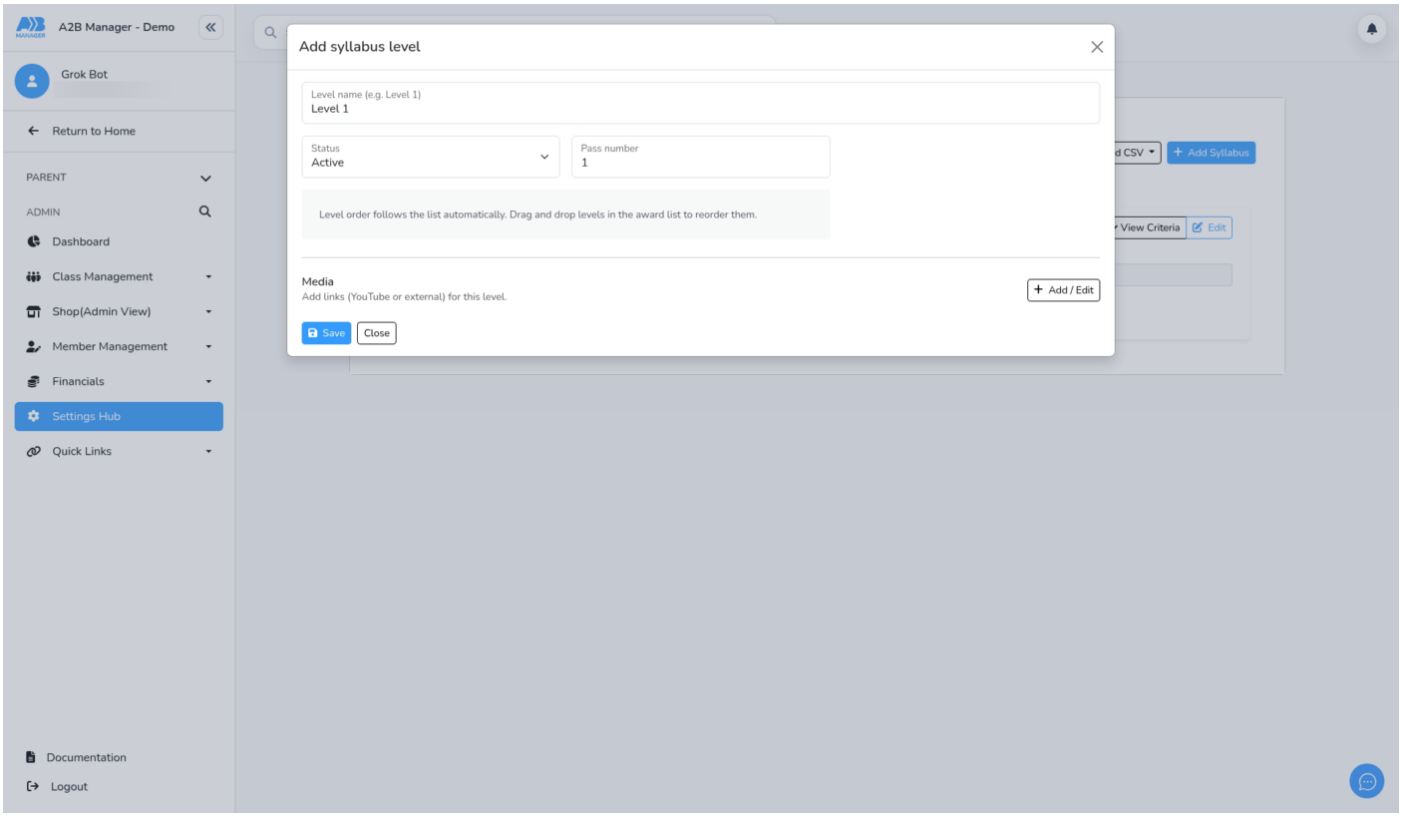
- Click **+ Add Syllabus**. The **Add Award** window opens.
- Enter a **Syllabus name**, for example Badges (required).
- Optionally add a **Description**. You can also set a **Cost** and **Auto charge card when student passes** here, or leave them for now (see Step 7).
- Click **Save**. Your syllabus appears as a card showing its status and number of levels.



Step 2: The Add Award window

Step 3: Add a syllabus level (0:34)

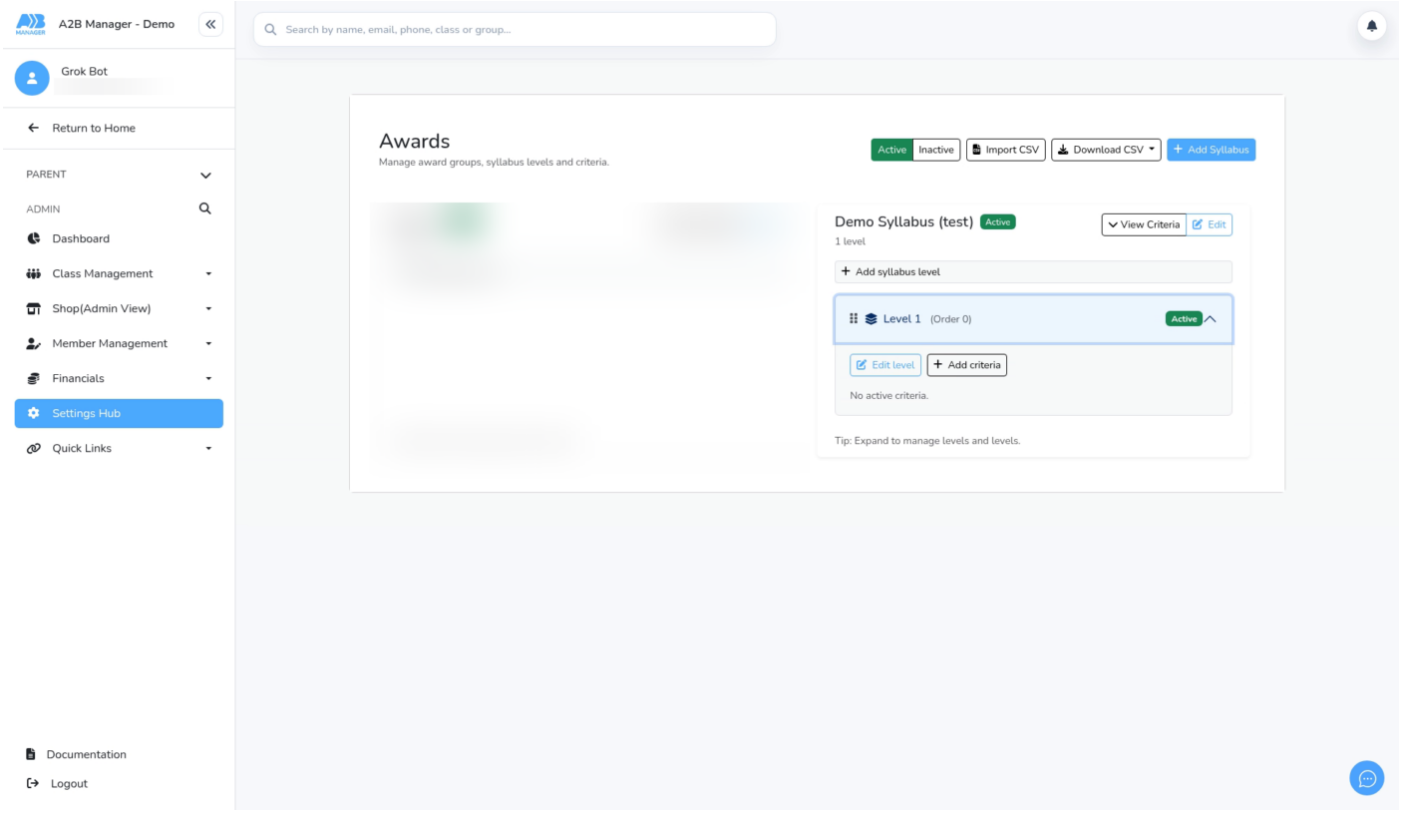
- On the syllabus card, click **+ Add syllabus level**.
- Enter a **Level name**, for example Level 1, and leave **Status** on Active.
- Set the **Pass number** (it starts at 0). A student passes the level once they've completed all the mandatory criteria and at least this number of criteria in total.
- Optionally use **Media > Add / Edit** to attach a YouTube or external link for the level.
- Click **Save**. The card now shows the number of levels.



Step 3: The Add syllabus level window

Step 4: Add criteria to the level (0:53)

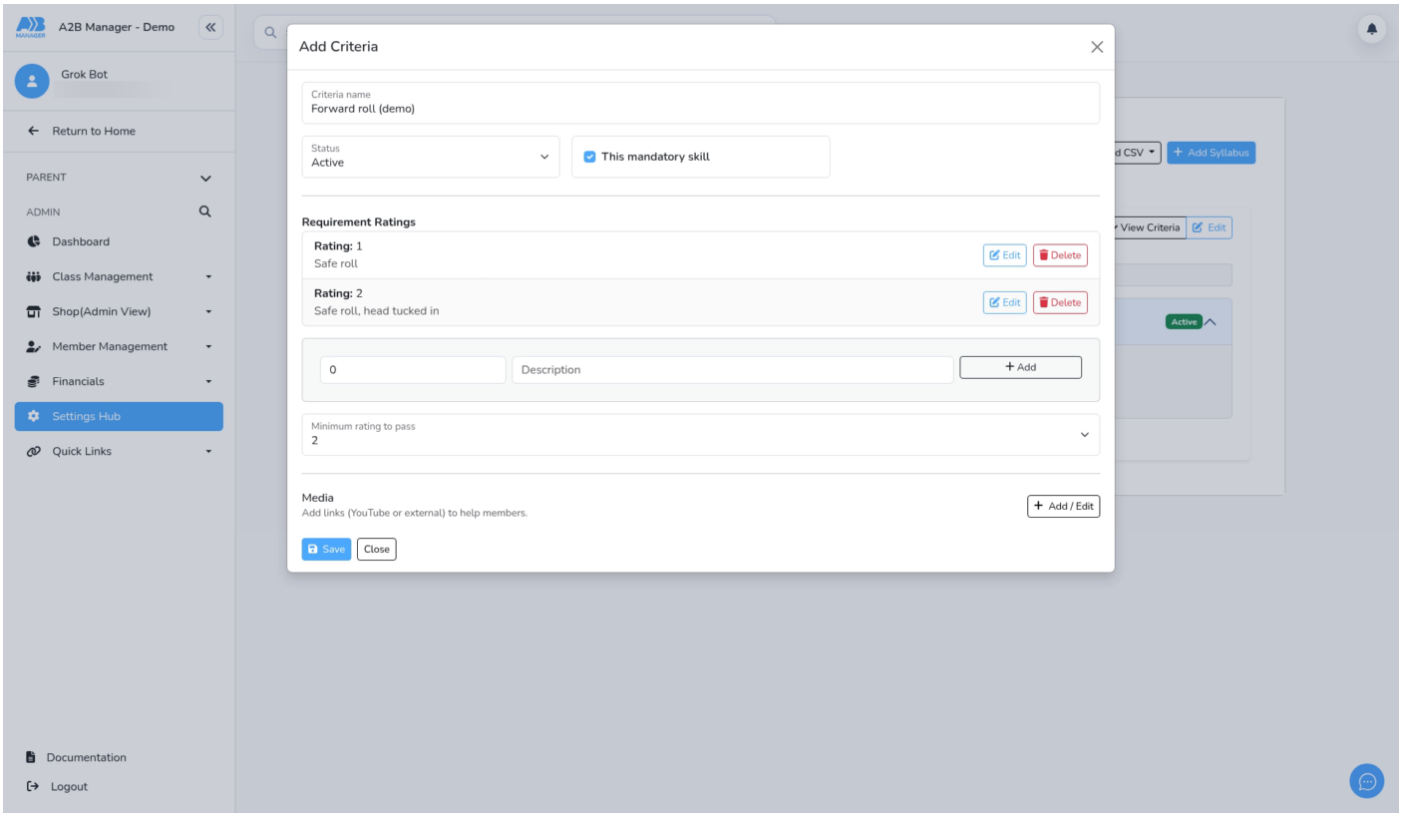
- On the card, click **View Criteria**, then click the level to open it.
- Click **+ Add criteria**.
- Enter the **Criteria name**, for example Forward roll, and leave **Status** on Active.
- Tick **This mandatory skill** if the skill must be passed.



Step 4: An open level with Edit level and Add criteria

Step 5: Set requirement ratings (1:12)

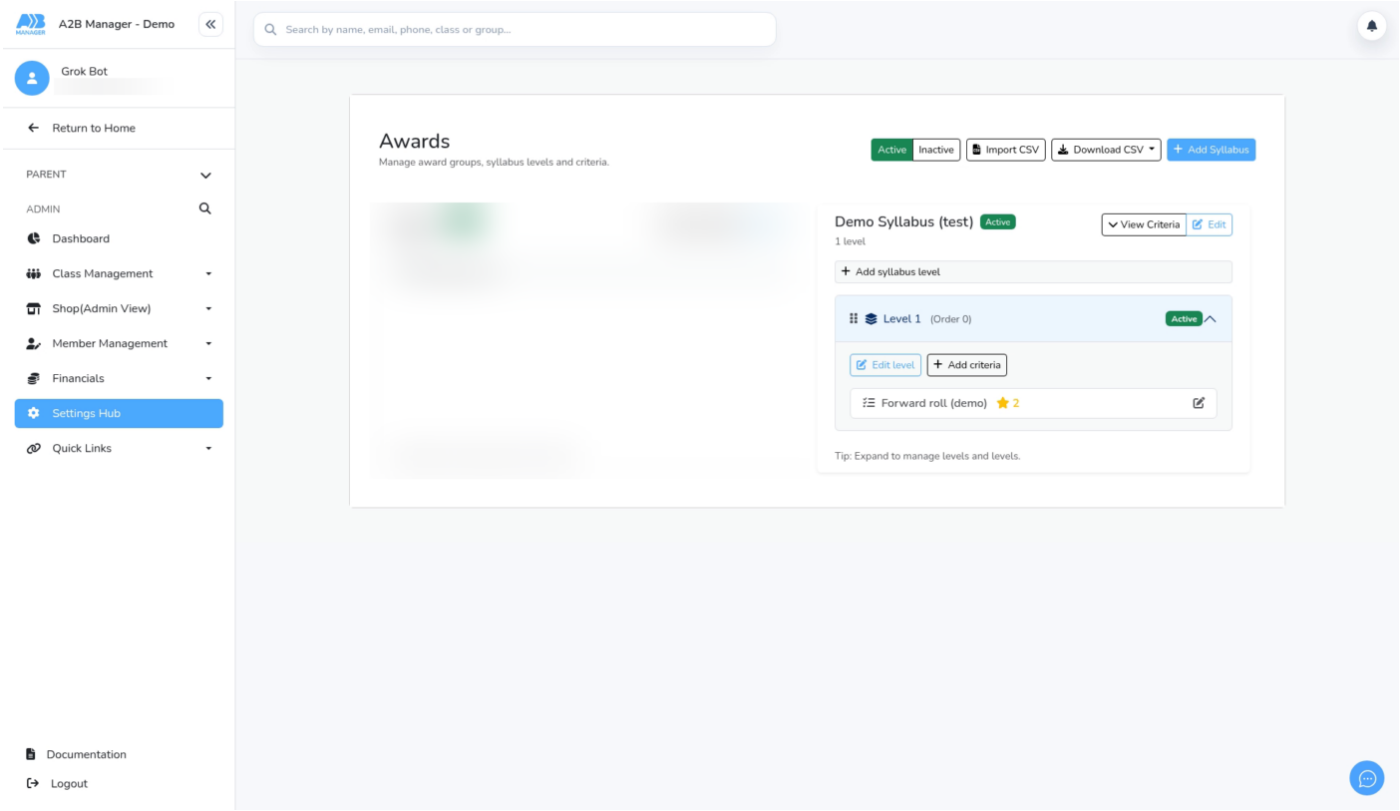
- Under **Requirement Ratings**, enter a rating number and a description, then click **Add** (or press Enter). Repeat for each rating, for example 1 = Safe roll, 2 = Safe roll, head tucked in.
- Once you've added a rating, choose the **Minimum rating to pass**.
- Optionally use **Media > Add / Edit** to add a YouTube or external link that shows coaches what good looks like.



Step 5: Requirement ratings and Minimum rating to pass

Step 6: Save and repeat (1:22)

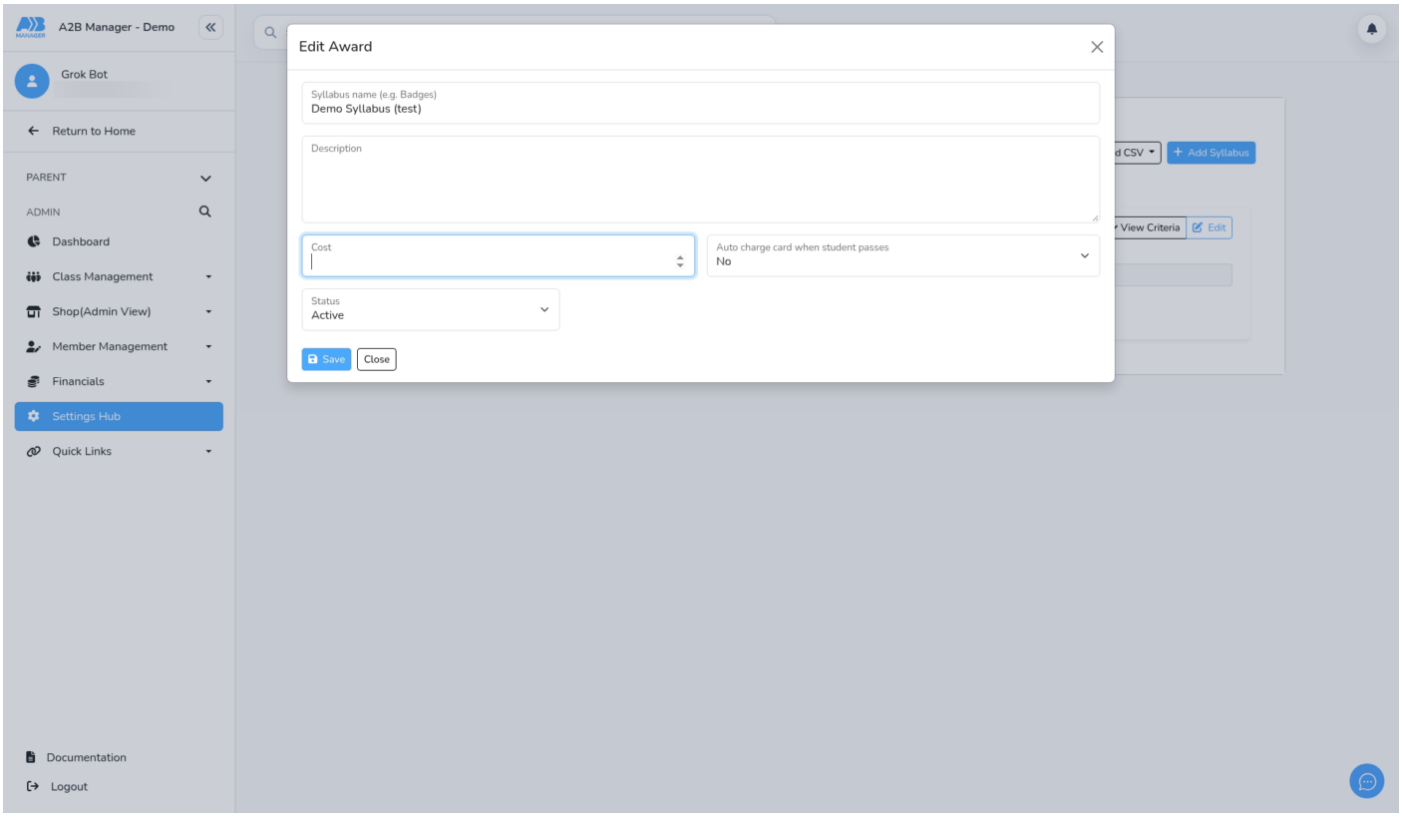
- Click **Save**. The criterion appears under the level with its minimum rating.
- Repeat these steps to add more criteria and levels. Coaches can then score students against your syllabus.



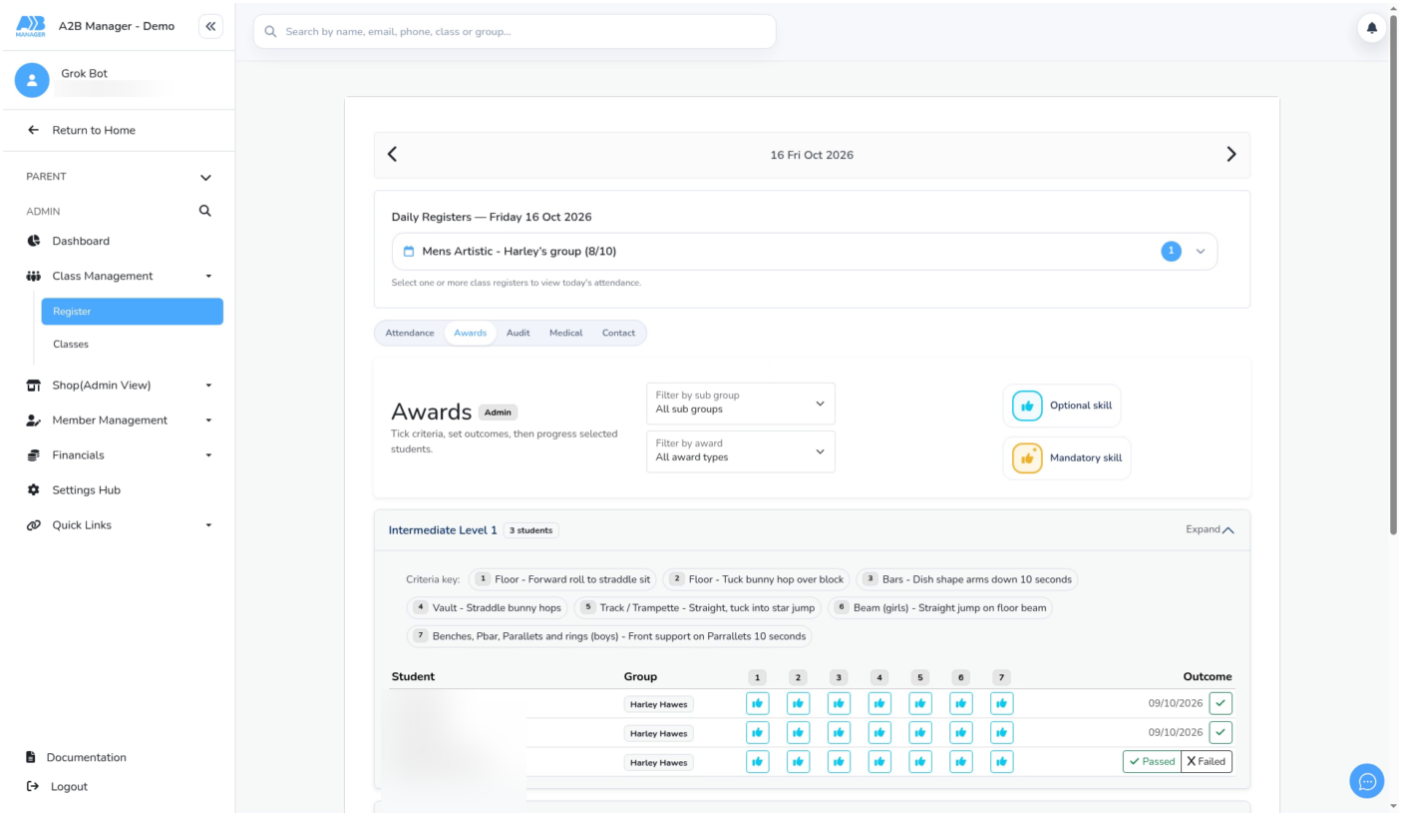
Step 6: The finished criterion under Level 1

Step 7: Charging for awards (optional) (1:33)

- Charging is set for each syllabus. On the syllabus card, click **Edit** to open the **Edit Award** window (you can also set this when you add the syllabus).
- Enter a **Cost**, for example 5.00. The cost is charged **each time a student is progressed to the next level** of this syllabus.
- Set **Auto charge card when student passes** to **Yes**, then click **Save**. If it's left on **No**, nothing is charged.
- The syllabus **Description** is used as the reason on the charge. If it's blank, the syllabus and level names are used instead.
- To charge, go to **Class Management > Register**, choose the class from **Select registers**, click **Apply** and open the **Awards** tab.
- Select the students who are ready to move up, then click **Progress & charge**. The button only appears once you've selected students, and only on a desktop or laptop screen. Ticking criteria or passing a level doesn't charge on its own.
- The parent is charged on the card saved on their account and emailed a payment confirmation. If the payment fails, or there's no saved card, they're emailed an invoice to pay within 7 days.



Step 7: The Edit Award window with Cost and Auto charge



Step 7: The Awards tab on the register, where you progress and charge students

Good to know

- **Import CSV:** you can create a syllabus from a spreadsheet. The columns are *Syllabus Name, Level Name, Criteria Name*, with one row per requirement. If the syllabus already exists, the import adds to it. Use **Download example** in the Import window for a template.
- **Download CSV:** choose a syllabus from the dropdown to download it. The button only shows once you have at least one syllabus.
- **Syllabuses can't be deleted.** To stop using one, click **Edit** on its card and set **Status** to **Inactive**. Use the **Inactive** filter to see it again.
- **Reordering levels:** level order follows the list. Drag and drop levels in the award list to reorder them.
- **Progress button:** on the register's Awards tab the button reads **Progress & charge** when the syllabus has a cost and Auto charge is on. Otherwise it just reads **Progress** and nothing is charged. You can also progress students from the Awards tab on the class page.
- The **Award Syllabus** item in the Setup Wizard checklist links to this same Add Awards page.

> **Tip:** Awards used to be set up in the Setup Wizard (Step 4). They're now managed in **Settings Hub > Organisation > Add Awards**.

Download the PDF guide (optional)