

# Create a New Course

Click the “Create a New Course” Button



The screenshot shows the Catalina Island Conservancy dashboard. At the top, there is a blue header with the organization's name and navigation tabs for 'Dashboard' and 'Calendar'. Below the header, the main content area is titled 'Catalina Island Conservancy Dashboard'. On the left side, there are four menu items: 'Courses', 'All Registrations', 'Tracks', and 'Service'. The 'Courses' menu item is highlighted with a red arrow. In the center-right area, there are several action buttons: 'Create a New Course' (highlighted with a green background), 'Create a new Volunteer Opportunity', 'Staff Access', 'Volunteer Records (213)', 'Per-Person Service Totals (35)', and 'Edit Program Partner'. On the right side, there is a sidebar with information about the organization, including its status, managed by UC California Naturalist Program, and an administrator named Larry Lloyd. At the bottom, there is a section for 'Courses' with a list of courses, including one for 'California Naturalist' with 36 registered participants.

# Create a New Course

Select which course you are going to be offering (either California Naturalist or Climate Stewards)



## New Registration

1. **Registration Details**

2. **Review**

Ongoing **Course Creation Form** [Details...]  
Open  
18 Registered

### Registration Details

**Course Creation Form\***  
Please select the type of registration you would like to submit.

California Naturalists

[Cancel Registration](#) [Save for Later](#) [Next >](#)


### UC California Naturalist Program

(562) 646-6767  
vmscanaturalist@ucanr.edu

#### Registration Status

92%  
In Progress  
[What's Missing?](#)

#### Submitter

**Catalina Island Conservancy**  
 **Eliot Freutel**  
Community Education Spe

#### Price

**Course Creation Form**

Total	\$0.00
-------	--------

#### Admin Only

[New Note or Task](#)  
[Record a Payment](#)  
[Send Email Message](#)

# Create a New Course

Fill out the information for your course.  
Please include the following items:

- Dates
- Regional Community Education Specialist
- Course format
- Course fee
- Link to your course website
- Name of person to receive the certificates & their mailing address & email
- Participatory science project
- iNaturalist Project
- Syllabus (document or link)
- Etc.

**New Registration**

**1. Registration Details**

**2. Course Info**

**3. Review**

**Course Info**

**Course**

**Course Start and End Dates\***

Start Date\* End Date\*

mm/dd/yyyy mm/dd/yyyy

**Location(s)**  
Where is the course?

All Locations

**Course**  
California Naturalist

**Brief Description**

Add a Detailed Description...

**Regional CES\***  
Choose North (Brook Gamble), South (Eliot Freutel), Central/Sierra, (Greg Ira), Bay Area/Capitol Corridor (Sarah-Mae Nelson), Other (Greg Ira).

North (Greg Ira) More Below - Scroll Down ↓

Cancel Registration < Previous Save for Later Next >

**UC California Naturalist Program**  
(562) 646-6767  
vmscanaturalist@ucanr.edu

**Registration Status**

92%  
In Progress  
What's Missing?

**Submitter**  
**Catalina Island Conservancy**  
Eliot Freutel  
Community Education Spe

**Price**

**Course Creation Form**

Total \$0.00

**Admin Only**

New Note or Task  
+ Record a Payment  
Send Email Message

# Create a New Course

Be sure to select the instructor(s) for your course before submitting.





### Edit Registration


1. Registration Details  
2. Course Info  
3. Review



**Website Link**  
Please provide a website link, if applicable.

**Syllabus Upload**  
Please upload your current syllabus for this course.


 **UPDATED 10617\_Catalina Is....pdf** (104KB)  
Uploaded 3/20/2022 11:51pm by Eliot Freutel [Remove](#)

[Select Files to Upload](#) or  

**Instructors** 

Name	Actions
 <b>Dominguez, Maria</b>	<a href="#">Profile</a>   <a href="#">Remove</a>
 <b>Holt, Hillary</b>	<a href="#">Profile</a>   <a href="#">Remove</a>

[+ Add Instructors](#)


**Course Admins** 

[+ Add Course Admins](#)

[Cancel Registration](#) [< Previous](#) [Save and Close](#) [Next >](#)

**UC California Naturalist Program**  
(562) 646-6767  
vmscanaturalist@ucanr.edu

**Registration Status**  
Submitted

**Submitter**  
**Catalina Island Conservancy**  
 **Eliot Freutel**  
Community Education Spe

**Price**

<b>Course Creation Form</b>	
Full Fee (\$110.00 x 0)	\$0.00
Scholarship Fee (\$55.00 x 0)	\$0.00
Gratis (\$0.00 x 0)	\$0.00
<b>Total</b>	<b>\$0.00</b>

**Admin Only**  
[New Note or Task](#)

# Create a New Course

Click the “Next” button and then the “Submit Button” and you’re all finished!

## Edit Registration


1. Registration Details


2. Course Info


3. Review



**Website Link**  
Please provide a website link, if applicable.

**Syllabus Upload**  
Please upload your current syllabus for this course.


 **UPDATED 10617\_Catalina Is....pdf** (104KB)  
Uploaded 3/20/2022 11:51pm by Eliot Freutel [Remove](#)

[Select Files to Upload](#) or  

**Instructors** 

Name	Actions
 <a href="#">Dominguez, Maria</a>	<a href="#">Profile</a>   <a href="#">Remove</a>
 <a href="#">Holt, Hillary</a>	<a href="#">Profile</a>   <a href="#">Remove</a>


[+ Add Instructors](#)

**Course Admins** 

[+ Add Course Admins](#)

**UC California Naturalist Program**  
(562) 646-6767  
[vmscanaturalist@ucanr.edu](mailto:vmscanaturalist@ucanr.edu)

**Registration Status**  
Submitted

**Submitter**  
 [Eliot Freutel](#)  
Community Education Spe

**Price**

<b>Course Creation Form</b>	
Full Fee (\$110.00 x 0)	\$0.00
Scholarship Fee (\$55.00 x 0)	\$0.00
Gratis (\$0.00 x 0)	\$0.00
<b>Total</b>	<b>\$0.00</b>

**Admin Only**  
[New Note or Task](#)

[Next >](#)