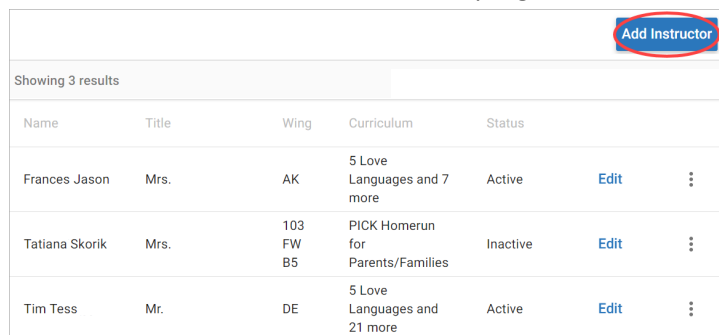


## 1 ADDING AN INSTRUCTOR:

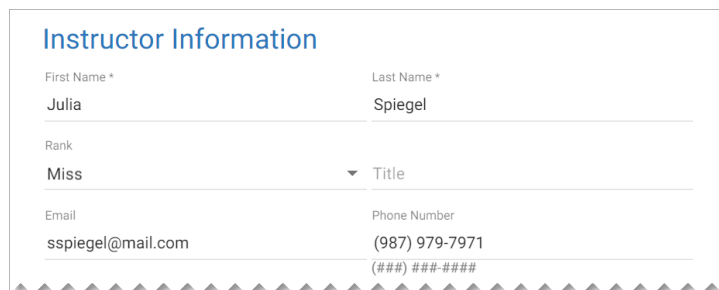
Strong Bonds ANG users can add new instructors for their events.

1. As an ANG P&P Div Chief or ANG SBPM, click *Admin Tools* in the Strong Bonds ANG menu bar.
2. Click *Instructor Management* in the left sidebar of the *Admin Tools* page.
3. Click the *Add Instructor* button in the top-right corner.



Name	Title	Wing	Curriculum	Status		
Frances Jason	Mrs.	AK	5 Love Languages and 7 more	Active	Edit	⋮
Tatiana Skorik	Mrs.	103 FW B5	PICK Homerun for Parents/Families	Inactive	Edit	⋮
Tim Tess	Mr.	DE	5 Love Languages and 21 more	Active	Edit	⋮

4. Complete the *Instructor Information* section of the *Add Instructor* page. Note that all mandatory fields are marked with an asterisk.



**Instructor Information**

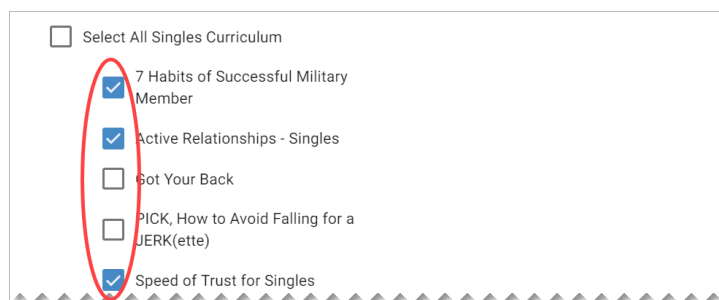
First Name \*  Last Name \*

Rank  Title

Email  Phone Number

(###) ###-####

5. Use the checkboxes to select which curriculum(s) this instructor can teach.



Select All Singles Curriculum

7 Habits of Successful Military Member

Active Relationships - Singles

Got Your Back

PICK, How to Avoid Falling for a JERK(ette)

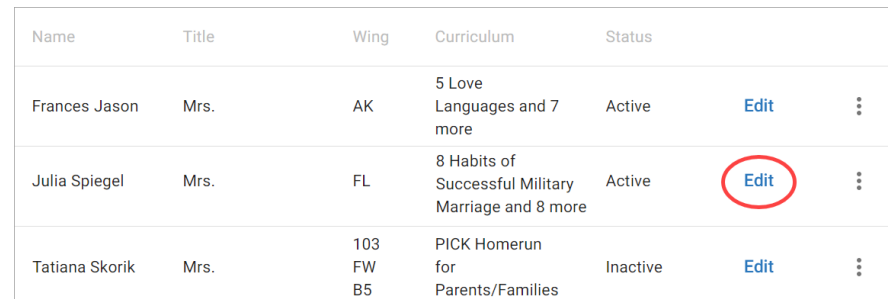
Speed of Trust for Singles

6. Click *Save* in the top-right corner of the *Add Instructor* page.

## 2 ACTIVATING/DEACTIVATING AN INSTRUCTOR:

Strong Bonds ANG users can edit, active or deactivate instructors.

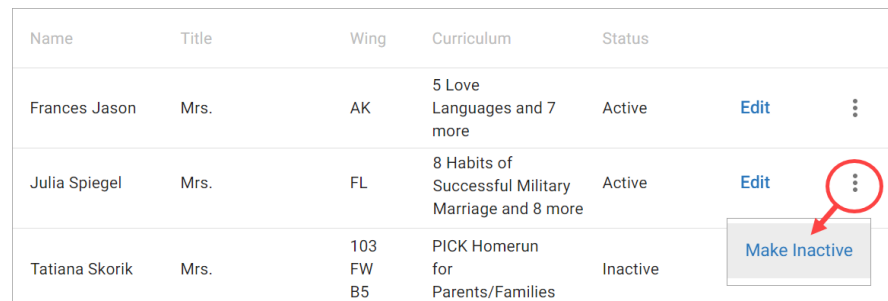
1. On the *Instructor Management* page, use the filter sidebar to refine your search for an instructor(s), then click *Apply Filters*.
2. Click *Edit* to update an instructor's information.



Name	Title	Wing	Curriculum	Status		
Frances Jason	Mrs.	AK	5 Love Languages and 7 more	Active	Edit	⋮
Julia Spiegel	Mrs.	FL	8 Habits of Successful Military Marriage and 8 more	Active	Edit	⋮
Tatiana Skorik	Mrs.	103 FW B5	PICK Homerun for Parents/Families	Inactive	Edit	⋮

Make your changes and then click *Save* in the top-right corner of the *Edit Instructor* page. Otherwise, click *Cancel*.

3. To deactivate an instructor who is currently active, click the *Menu* icon and select *Deactivate* in the drop-down.



Name	Title	Wing	Curriculum	Status		
Frances Jason	Mrs.	AK	5 Love Languages and 7 more	Active	Edit	⋮
Julia Spiegel	Mrs.	FL	8 Habits of Successful Military Marriage and 8 more	Active	Edit	⋮
Tatiana Skorik	Mrs.	103 FW B5	PICK Homerun for Parents/Families	Inactive		Make Inactive

4. To activate an instructor who is currently not active, click the *Menu* icon and select *Activate* in the drop-down.

### NOTES:

- Only ANG P&P Div Chiefs and ANG SBPMs have full access to the *Instructor Management* page.
- Wing PMs have a view only access to the *Instructor Management* page.
- You can assign instructors from the event's details page. For more information on how to add instructors to your event, see the *Managing Event Details in Strong Bonds ANG User Guide*.