

<b>1.</b>	<b>Basic Details</b>			
	Agency Name:	Sports Leaders UK		
	Agency Type:	**Select from Look-Up entitled 'Agency Type'		
<b>2.</b>	<b>Address</b>			
	Post Code:		Country:	
	House No/Name:			
	Street:			
	Town/ City:			
<b>3.</b>	<b>Contact Information</b>			
	Telephone No:			
	Email Address:			
	Website:			
**You can't add the info below until you have Clicked On ' <b>Save</b> ' (Top Left) if it's a New Agency				
<b>4.</b>	<b>Agents</b>			
	Surname:		Forename:	
	Gender:		**Note: Now Click On the 'Continue' icon	
**Use the proforma entitled 'PM Agent Details' to complete this next Section in SIMS.net				
<b>5.</b>	<b>Notes and Documents-</b> **mostly don't use this section			
<b>6.</b>	<b>Linked Students</b> (Click On ' <b>New</b> ' and a Window pops up requiring the following details)			
**You don't need to complete the next section if you have already linked students to individual Agents.				
	Relationship Type:	(Select from Look-Up entitled 'SEN Linked Adult Relationship Type')		
	Start Date:		End Date:	
	SEN Link: **Tick One	Yes:	No:	
<b>Linked Student Names:</b>				
a	Surname:		Forename:	
b	Surname		Forename	

Add further students on reverse.....