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# A Course Organiser's Handbook

Thank you for agreeing to organise an ART Day Course. ART has run well over 400 such courses and we have written this handbook to help you make your own course as successful as possible. **Please read of this even if you have organised a course before, because the process does change over time.**

## Objective of running a day course

An ART Module is much more than just a day course; it is the beginning of a learning journey to train new teachers and to help inexperienced teachers to improve their teaching skills. As part of the preparation before the course, the Course Organiser and Tutor will work together to ensure that mentoring arrangements are in place. After the day course teachers will work with another teacher or a mentor, who provides guidance and advice throughout a period of skills development and consolidation supplemented by online resources for both teachers and their ringers. The Module concludes with a teaching lesson observed by an ART Assessor; only after this can a teacher become a Member of the Association of Ringing Teachers.

## Requesting a course

Once you are ready to arrange your course please complete the [online form](#) contained within the 'How to Organise an ART Day Course' section on the ARTOnline learning portal:

<https://artonline.bellringing.org/>

This will ensure you have provided all the information required.

To run a course the following will need to be in place:

- A Course Organiser to make local arrangements about the tower, refreshments, and lunch.
- A suitable venue/tower
- An ART Tutor to lead the Day Course
- A number of delegates to make the course financially viable
- An adequate number of experienced teachers who are willing to act as mentors to each of the new and inexperienced teachers after the initial day course
- A date on which all the above can meet which is at least 6 weeks in the future, or at least 8 weeks in the future if you want local ringers to have a 14 day early booking window before the course is open for booking for other ringers

It is sometimes difficult to know where to start but normally the request for a course arises from the need to meet demand in a particular area. If you can, please suggest a range of dates that could work for a suitable venue in your area. ART will assign a Tutor to lead the course on one of these dates (if you have not already made direct contact with one that you know). Only then can the course be listed on the Events website for delegates to register.

## Choice of Venue

Key requirements include:

- A minimum of six and preferably eight bells to support typically 10 to 12 delegates
- For M1 courses there will be two people per rope so there should be enough room in the rope circle and ringing room to allow for this.

- Ideally sufficient seating in the ringing room for delegates when watching the tutor demos
- Tied bells for M1 courses
- A simulator for M2F and M2C courses
- A separate room or quiet area for theory sessions which will involve use of a projector and screen (provided by the ART Tutor)
- Facilities to provide coffees/teas and light refreshments
- Toilet facilities

## Promoting your course

Running any ART course is a valuable contribution to ringing in your area, not just for very local ringers but for people from neighbouring counties who have been waiting for an opportunity to attend a course within travelling distance. If you have a core group of 6 definite local ringers but your tower is large and can accommodate 12 or even 14 people, consider how you might spread the word through branch contacts, practices or personal emails to ringing friends to invite others. When advertising:

- Personal contact is the best way to gain someone's interest to register for a course
- Send a link to the course listing on the Events website direct to potential delegates
- Use the *Invite a Friend* button on the details page of the course for personal invites
- Use Guild/Association websites and mailing lists including a link to the course details page
- Use local photos, names and testimonials wherever possible.
- Consider using Guild/Association and/or Branch/District social media such as Facebook pages/groups, Twitter, Instagram

The best results can be achieved when the mentor/teacher pair (or teacher/teacher pair) both come on the same course, especially if they are from the same tower. See if you can encourage this when seeking delegates. There are some sample advertising materials that you can modify for your own needs on the ARTOnline learning portal in the '*How to Organise an ART Day Course*' section:

<https://artonline.bellringing.org/>

If a course is still undersubscribed (less than 8 delegates) two weeks before the course date, ART will decide whether the course is still viable. Filling the course with more than the minimum delegates not only provides a lively atmosphere on the day with people sharing their experience and ideas, but gives certainty that it can go ahead.

## Advertising the course on the ART Events website

Once the date, venue and assigned ART Tutor are known, the course can be set up on the ART Events site – [events.bellringing.org](https://events.bellringing.org) which is where all delegates must register for the course.

To complete this there are some key pieces of information that you will need to discuss and agree with the ART Tutor as part of the pre-course arrangements:

- Maximum number of delegates on course – this is usually determined by the maximum number of people it is feasible to have in the ringing room
- Start time
- Lunch arrangements:
  - Delegates could be asked to bring packed lunches OR
  - Lunch might be organised by local ringers OR
  - Lunch could be in a local pub/cafe if they take pre-orders to save time.

If you have any questions or need help please email [events@bellringing.org](mailto:events@bellringing.org).

## Registering for the Course

### Data Protection

Delegates must register themselves onto the course. The registration process requires each delegate to agree to ART processing their personal data and this permission cannot be given by anyone else.

Once the course is live on the Events site, potential delegates are able to register. To do so they first need to create an account for the site (if they do not already have one) by clicking on the [sign up on this site](#) link on the log-in page.

**Note that this site is separate from SmART Ringer site that they may already have access to – their SmART Ringer username and password will not work on the Events site.**

Once signed up for an account, a delegate can log in using their chosen username and password. A list of available courses can be seen under the *Events List* tab in the top menu bar – details of the courses may be found by clicking on *All Events* or a specific *module*. To register attendance on a course the delegate will use the *Register Individual* option.

The Event Registration process can be protected with a course PIN, shared only to the local organiser, to pass on to their local delegates first. This ensures that local ringers have an *early booking window* before any remaining places are made available to those from further afield. This PIN will be requested when potential delegates click on the '*Register*' link.

Delegates' course fees are collected as part of their registration process – these can be paid via Paypal/Credit Card or via direct BACS payments.

Course Organisers can also arrange vouchers that can be passed to local delegates if, for example, the host Guild/Association covers the course fees. These are available in the ART shop – <https://shop.bellringing.org/>

Registrations for the course will be halted when the maximum number of delegates have signed up. At this point additional registrations can be added to a Waiting List in case any places become available later using the *Join Waiting list (Individual)* option.

## Course Entry Requirements

When inviting people to attend, please ensure that they meet the entry requirements for each course.

For specific modules delegates must:

- M1 - Be able to demonstrate competent bell handling and be able to ring up and down (The minimum standard is the equivalent of the Learning the Ropes Level 2 assessment)
- M2F - Be confident ringing Plain Hunt on any bell and be able to ring up and down in peal
- M2C - Have rung a quarter peal of Plain Bob Minor inside and be able to ring up and down in peal

## Teacher - Mentor pairings

As delegates sign up for the course you should start thinking about teacher-mentor pairings. This is particularly important if a potential mentor will also need to attend a day course, as it provides the opportunity for them to attend together with the person they will mentor. As the course date draws closer and the list of delegates is close to completion the Tutor will look for your input regarding the teaching experience of local delegates and their potential mentors.

You can also seek input and advice from your Guild/Association Training Officer, local Ringing Master and/or local ART Teaching Hub if required.

Before attending an ART Course all teachers must have an assigned mentor. Please read our [Mentor Selection Guidelines](#) for further guidance on this.

## Using the Events website as Course Organiser

### Who is booked on the course?

Before you can see who's booked on your course you must sign-up to the – [events.bellringing.org](https://events.bellringing.org) and inform the Events Team by emailing [events@bellringing.org](mailto:events@bellringing.org) – when, as Course Organiser, you will be given access to the registrants listing.

Once the first delegate has registered for the course, a link to an Excel spreadsheet file (\*.xlsx), entitled *Registrant Activity*, will appear at the top of the course listing. Only the Tutor and yourself will be able to view this file. Your PC or mobile device will need an application to read Excel files.

The file contains details of who has registered, any dietary requirements, whether they are bringing a mentor or need help finding one, and whether they have paid for their place. It will update in real time as people register. Remember that until payment has been received, their course space is not confirmed.

### Cancelling a place on a course

If a delegate changes their mind about attending, they can re-visit the Events site and cancel their registration themselves using the *My Registrations* tab on the home page. For more details on what happens when a delegate cancels a place please see the FAQs at the end of the document.

**Note that their name will still appear on the registrations list but will be marked as cancelled.**

### Closing bookings

Course bookings will be **closed two weeks before the course** to allow time for the course materials to be prepared and sent to the Tutor.

Late entries after the bookings have closed incur extra administration and additional costs and are only possible if bookings have not reached the maximum capacity for the course and in consultation with the Tutor. If late entries are requested, please inform the ART Tutor and Events team by emailing [events@bellringing.org](mailto:events@bellringing.org) and arrangements will be made for a new delegate to register themselves for the course. Please note that from 1 January 2026 a fee of £10 will be added to the course fee for all late bookings to cover the additional administration costs to ART in processing the late booking.

## Waiting list

If the course reaches maximum capacity before the closing date, any late applicants can be added to the waiting list. This means they will receive an automatic notification if any spaces become available due to cancellation, and they will have 24 hours from when the notification was sent to register for the course, after which the space will be made available to the next person on the waiting list or for opened for public booking if there is no one else on the waiting list.

## Help and advice

For help with the booking process there is a detailed walk-through guide on the Events website, which can be accessed via the link in the *Need Help?* section on the left-hand side of the home page.

For more specific help email [events@bellringing.org](mailto:events@bellringing.org) and a member of the ART Events team will be able to offer any help and support. As Course Organiser, the Events team should always be the first people you contact with any issues or questions. They are approachable and helpful and are used to helping delegates who are having trouble registering. It takes a lot of time for them to unravel problems afterwards.

## Making the most of the course

### What is good practice?

- A pre-course group meeting to set expectations and plan follow-up activities works well
- Emphasise commitment to the whole process on application i.e. follow up to accreditation
- Consider whether a local recruitment drive could help provide opportunities for teachers to put what they have learned into practice
- Establish an email or WhatsApp group to enable follow up
- Organise a post-course group practice and teaching session
- At the time of running an M1 course propose a date for M2

## Before the course

Please complete a functional check of the bells just before the course. In particular please ensure that there are no damaged/cracked stays on bells we will need to use on the course. For safety reasons we will be unable to run the course if there are any stays that are damaged/cracked.

## On the day

We require a local contact to be present throughout day during the course. This is usually the Course Organiser, but if you are not going to be there please send the Tutor the contact information of the person who will undertake this role on your behalf.

This person needs to help with things such as:

- Be at the venue early to assist the Tutor setting up
- Be present for the whole day to deal with (or know who to contact) for any issues that may arise where local knowledge is essential, e.g. location of first aid kit, heating and lighting controls, trip switches for electricity, alarms, etc
- Take care of security of the building and the Tutor's equipment during the practical sessions
- Have hot water ready for the refreshment breaks
- Ensure the sign-in sheet is completed and given to the Tutor
- Ensure all course materials are issued on the day to delegates

- Ensure permission from delegates is obtained for photographs to be taken and used on ART websites and social media channels
- Arrange for photographs to be taken and a brief write up of the day by one of the course delegates, to be sent to the Administrator, [resourceadmin@bellringing.org](mailto:resourceadmin@bellringing.org), within one week if possible. Please ask for permission for photos to be taken and tell delegates they will be used on media platforms e.g. Facebook, ART Website and ART Publications
- Collect any local costs
- Be available to assist the Tutor to pack away after the end of the course

### **After the initial one-day session**

To support course delegates towards achieving their ART accreditation it works best if there is follow-up support in place. This role is often carried out with support from the local Guild/Association Training Officer, Ringing Master, or a nearby ART Hub, with input from the course Tutor as required. Actions that could be taken to support this are:

- Periodic checks to ensure that the teacher/mentor pairings are working. Adjust as necessary
- Encouragement of group teaching sessions
- Investigation of the possibility of these developing into ART Teaching Hubs
- Keeping local ART Assessor(s) informed of progress
- Periodic articles, on progress for Guild/Association/District/Branch newsletters/Social media

## F.A.Qs

### **When should the course be listed on the Events website?**

It is helpful to get the course listed as soon as details about the date, venue and Tutor are confirmed – even if this is well in advance.

Once you are ready to arrange your course please complete the [online form](#) contained within the 'How to Organise an ART Day Course' section on the ARTOnline learning portal:

<https://artonline.bellringing.org/>

Ideally, we want the course listed on the Events website no later than two months before the course date to allow sufficient time for advertising the course and for delegates to register.

### **What happens if the course is full and there is a waiting list?**

Delegates on the waiting list will automatically be emailed (using the address given as part of the registration process) if a place becomes available. This will contain a link to accept the place which will be valid for 24 hours. If not accepted in that time the place will be offered to the next person on the waiting list.

### **Can I book other people on to the course?**

Delegates should register for their own individual place on the course as their consent to the terms and conditions of registration are required. If an individual has difficulty in registering for any reason, please ask them to email [events@bellringing.org](mailto:events@bellringing.org) with their contact details and the Events team can help them through this over the phone.

### **What do I do if a delegate has registered but cannot attend?**

The delegate will need to log into the Events website and select *My Registrations* in the top menu and cancel their place. This can be done up to 14 days before the course. The space will then be available to the next person on the waiting list. In the event of a cancellation a voucher for a future course can be obtained by emailing [events@bellringing.org](mailto:events@bellringing.org). If they need to cancel within 14 days of the course, please contact [events@bellringing.org](mailto:events@bellringing.org). In certain circumstances, we may be able to offer you a voucher for a future course.

### **How long does a delegate have to pay?**

Payment for courses is due at the time of registration. This is immediate and automatic if paying by Paypal/Credit Card online. If paying by BACS, the registration will be held open for a maximum of seven days after which the place will be offered to someone else.

### **Why do names sometimes appear twice in the list of course delegates?**

This usually occurs if the delegate has failed to complete the payment process or has cancelled their registration. Contact [events@bellringing.org](mailto:events@bellringing.org) for more information about specific cases.

### **Can someone come as an observer?**

With the exception of new Tutors undergoing training, we do not usually allow people to attend the course as an observer and we will not be able to admit unplanned observers on the day of the course.

### **What if a course is undersubscribed?**

If a course is undersubscribed, then it may not be practical or financially viable and ART reserves the right to cancel or postpone the course. Arranging an early listing of a course can substantially reduce the risk of this. If a course is postponed, then vouchers for a future course will be issued to those registered.

### **How does a course delegate use the Events website?**

Once the course is live on the Events website, delegates can register for a place. To do this they first need to sign up for an account (if they do not already have one) by using the signup link on the home page - [events.bellringing.org/signup](https://events.bellringing.org/signup)

**Note that this website is separate from the SmART Ringer website that some may already have access to, so their SmART Ringer username and password will not work on the Events website.**

Once they have signed up for an account, they need to login using their chosen username and password. A list of available courses can be seen under the *Events List* tab – click on the course header to see details and on the *Register Individual* button to register for a place.

Event registration can be protected with a course PIN shared only with you, the Course Organiser, to be passed on to local delegates first. This available for courses at least eight weeks in the future and ensures that local ringers have an early booking window before any remaining places are made available to those from further afield. This course PIN will be requested when potential delegates click on the *Register Individual* button.

If you have a high number of local delegates who have said they definitely want to register for the course, ART recommends using a PIN number to keep the course bookings exclusive for up to 14 days so that everyone local has a chance to register first. If you have only a few definite delegates and need to do further publicity to fill the course, adding a PIN is likely to be unnecessary and reduces the open booking time for other potential delegates from neighbouring areas who could help fill the course and make it viable to go ahead.

Delegates' course fees are collected as part of their registration process – these can be paid via Paypal/Credit Card or via direct BACS payments. Course Organisers can also buy vouchers in advance from the ART Shop - <https://shop.bellringing.org/> and pass a voucher code to a delegate to cover all or part of the course cost. Delegates must ensure they enter the voucher code when they register as we are unable to give refunds if they forget to use their voucher code.

Registrations for the course will be halted when the maximum number of delegates have signed up. At this point additional registrations will be added to a system waiting list in case any places become available later.