👤 Learners explained

You can access a full list of the registered learners for your centre at: **asdan.org.uk/member/learners**

Here you can add new learners, search, view and edit existing learners and remove learners.

Add new learner

Use the form to add learner details. Forename, surname, gender and date of birth are mandatory fields. The rest are optional.

Once a learner has been added here, you can add them to cohorts, moderations and request certificates.

You can also 📤 **upload new learners from a spreadsheet**, by downloading and using the template provided. We recommend using this feature for 50 or more learners.

⚠️ ASDAN has systems in place that try to prevent duplicate learners, but please check you are not adding the same learner twice.

> **Not sure what to click?** Hover over the ❓ help icon next to a button to find out what it does.

View and edit learners

Click to view and edit the details for individual learners. You can also view their previous ASDAN achievements.

You must not use the edit learner functionality to swap a registration to a different learner. You should only use this button to edit details for the specific learner (eg change in surname).

Remove learner

The remove learner function will permanently delete the selected learner from the centre learners.

⚠️ ASDAN cannot transfer or refund learner registrations that have been deleted or have units added to them.
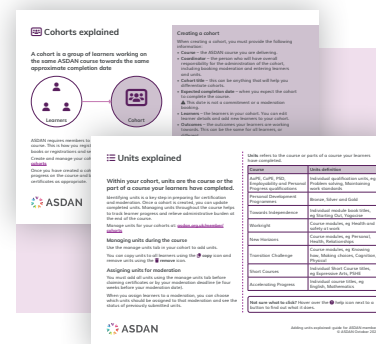
For information and guidance on adding learners to cohorts and managing units, please see the 👥 **Cohorts explained** and ☰ **Units explained** guides, found at: **asdan. org.uk/member/help-and-support**