

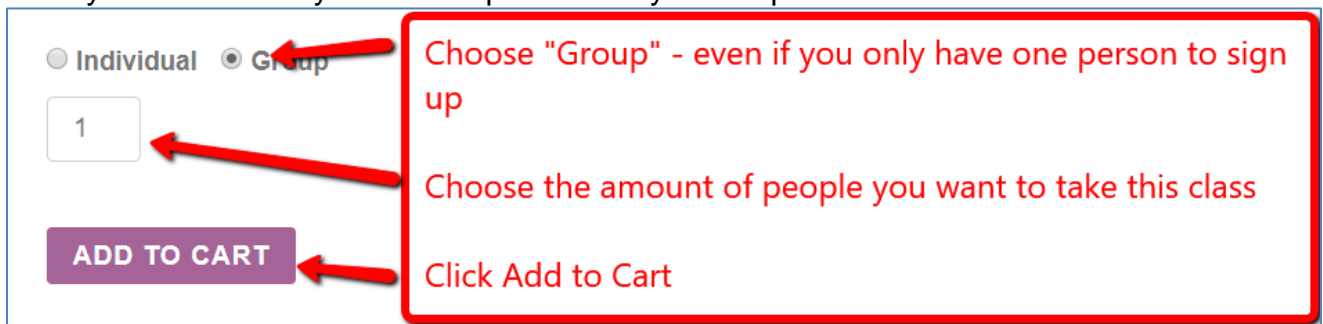
How to Buy a Course for Someone Else

Do you need to purchase a course but someone else is going to be taking the course? If so, our group registration process will make this process easier!

- Group registration allows you to create one account and handle all purchasing of classes. No more logging into different accounts to purchase!
- This means less time for you, and it ensures that the receipt for the class comes directly to you. No need to worry about OCCRRRA credit! You can type the OPIN numbers in the notes, or we will contact you within a few days of the purchase to ensure that everyone receives the proper credit.
- Group registration also ensures that your staff members can access their classes immediately! As soon as you enter their email address they will have access to their class. No more waiting!

Directions:

1. Log into your account. If you don't have an account, you can create one during the checkout process.
2. Choose the course you want to purchase.
3. Choose the group registration option and the number of courses you want to purchase. Repeat for any other courses you want to purchase...you can purchase them all at the same time.



Choose "Group" - even if you only have one person to sign up

Choose the amount of people you want to take this class

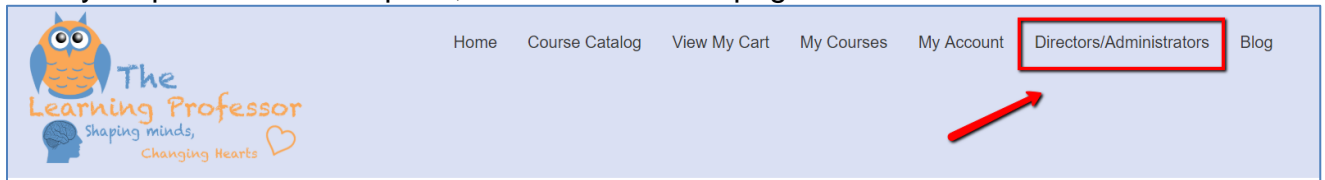
Click Add to Cart

4. Complete the checkout process under YOUR account.

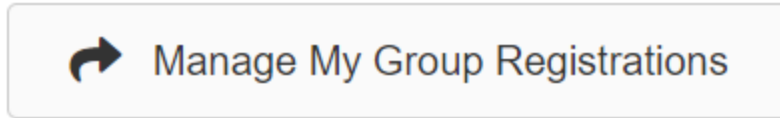
Once you have completed the purchase, now you can easily assign the correct staff members to the courses you purchased. You'll just need their first and last name and their email address. See the directions on the next page to complete the process!



5. After your purchase is complete, visit the Director's page on our website.



6. Scroll down and click on “Manage My Group Registrations”



7. Enter the staff person's name and email address. Be sure this information is accurate. The first and last name will appear on the certificate, and the email address is how the staff person will receive information about the course and log in to his/her account.

A screenshot of the 'Group Registration' web form. The form is titled 'Group Registration' and contains several sections. A red callout box with an arrow points to the 'Select Product' dropdown menu, with the text 'First select the class that you want to enroll people into.' Below this is the 'Enrolled User Details' section, which includes a search bar and a table with columns for 'NAME', 'EMAIL', and 'ACTION'. A red callout box with an arrow points to this section, stating 'This section will list people you have enrolled.' At the bottom of the form is the 'Import using csv:' section, which has a 'Choose File' button and an 'UPLOAD' button. A red callout box with an arrow points to this section, containing the text: 'Enter the person's first name, last name, and email address. Be sure this is accurate! Then click Add more to add another user. When you are finished adding users, click "Add Users". The system will automatically create an account, enroll the student into the course, and send an email to your staff with instructions for logging into their account.' Below the CSV section is a table with columns for 'FIRST NAME', 'LAST NAME', 'EMAIL', and 'ACTION', with input fields for the first three and a 'Clear' button for the last.

What happens next?

If the person you registered already had an existing account with us, they will receive an email telling them that you enrolled them in a course with a link to our site where they can log in and begin. If they cannot remember their log in information, they can use the links on the account page to help them or contact us. We can always assist in resetting passwords.

If the person you registered is a new user, the email will also include their username and password.

Not ready to enroll everyone right now? That's ok...enroll the students you know know and come back later. Your registrations will be waiting for you when you are ready!

If you make a mistake in the email address, need to remove someone, or need any other assistance, just call us!