

PURCHASE INSTRUCTIONS 5 EASY STEPS

STEP 1 CREATE YOUR ACCOUNT

Click the sign up now button on the right to begin.
Fill in your information and click "Sign Up."

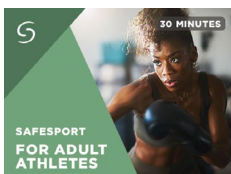
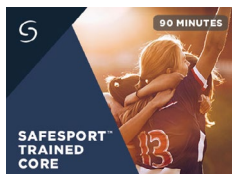
SIGN UP NOW



NOTE: If buying for others and you already have an account that trainings have been taken on, use these instructions to create a new purchasing only account. No trainings can be taken on this account.

STEP 2 IDENTIFY YOUR COURSE

Once logged into your new account, select "Catalog" and click the cart at the bottom of the tile to add to your cart to purchase. **Do not select any course that indicates "Completed."** Some courses may say "enroll." These courses do not have a cost.



STEP 3 SHOPPING CART

Select the Shopping Cart at the top right. The course you selected will display. Click on the "View Shopping Cart" button.



**VIEW
SHOPPING
CART**

Shopping Cart information will display. If you are purchasing training for others, click on the tab "Buying for Others."

Update the number of courses you are purchasing in the "Quantity" field on the right & the total will update.

BUYING FOR MYSELF

BUYING FOR OTHERS



STEP 4 CHECKOUT

Click the “Proceed to Checkout” button on the right. Follow the prompts to complete your purchase. If you selected the “Buying for Others” tab, seats will be issued via a link and enrollment key to share with staff.

PROCEED TO CHECKOUT



STEP 5 ACCESS TRAINING

BUYING FOR OTHERS:

After you complete your purchase, you will receive an Enrollment Key & URL. Share the URL with learners that don't have an account yet. Share the Enrollment Key with learners that have an account. The course will show up under “My Courses.”

INDIVIDUAL PURCHASE:

After you complete your purchase, refresh your browser. The course you purchased will show up automatically under “My Courses.”

REMINDERS:

- You must select “Buying for others” tab if buying for others. Single seats purchased will be issued to your own account and are non-refundable.
- Do not share this information publicly as you want to control who uses the key.
- An Enrollment Key is considered used once a user enrolls in the course, not when completed.
- You will receive an email receipt. Add your Enrollment Link and Key to the template, save, and then share instructions.

**THANK YOU FOR BEING A PART OF OUR
MISSION TO END ABUSE IN SPORT.**