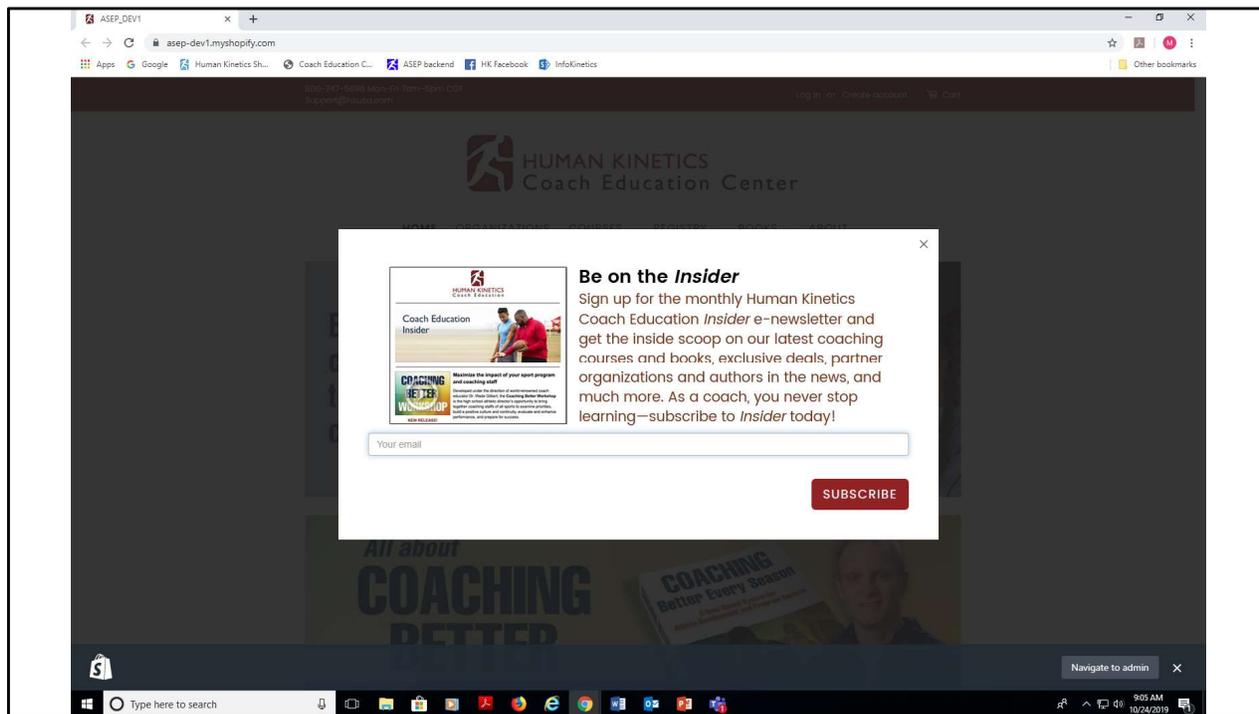
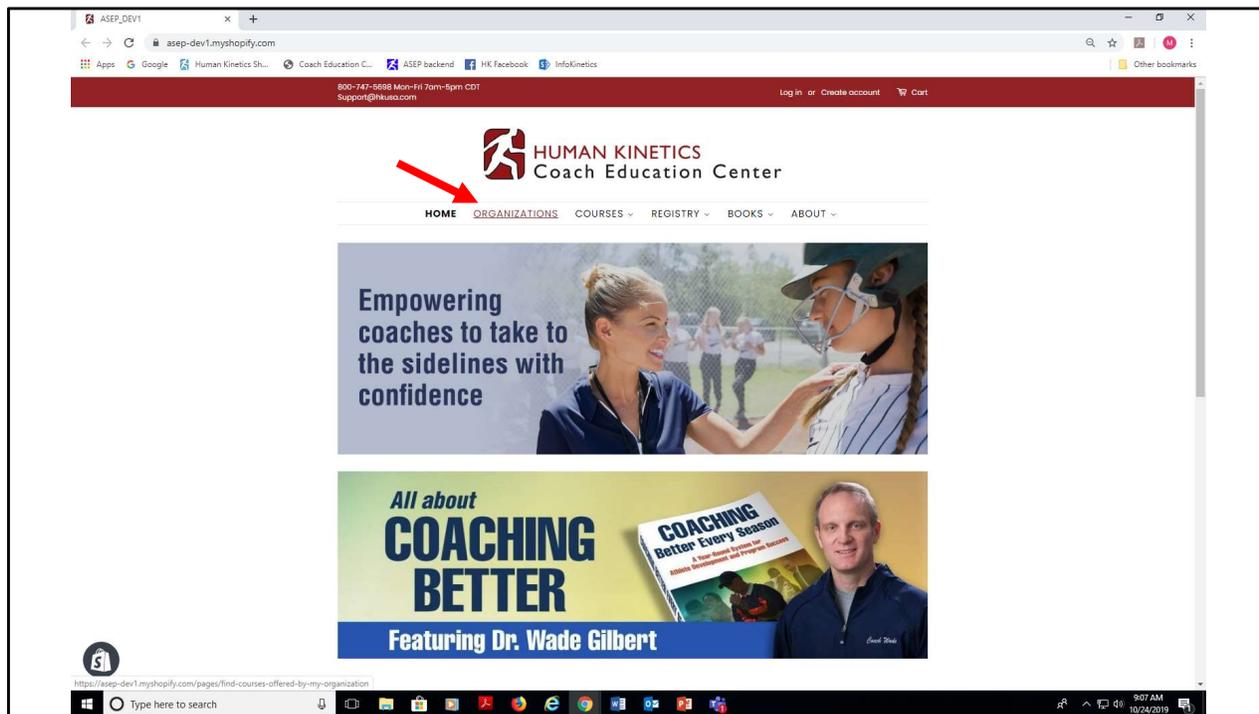


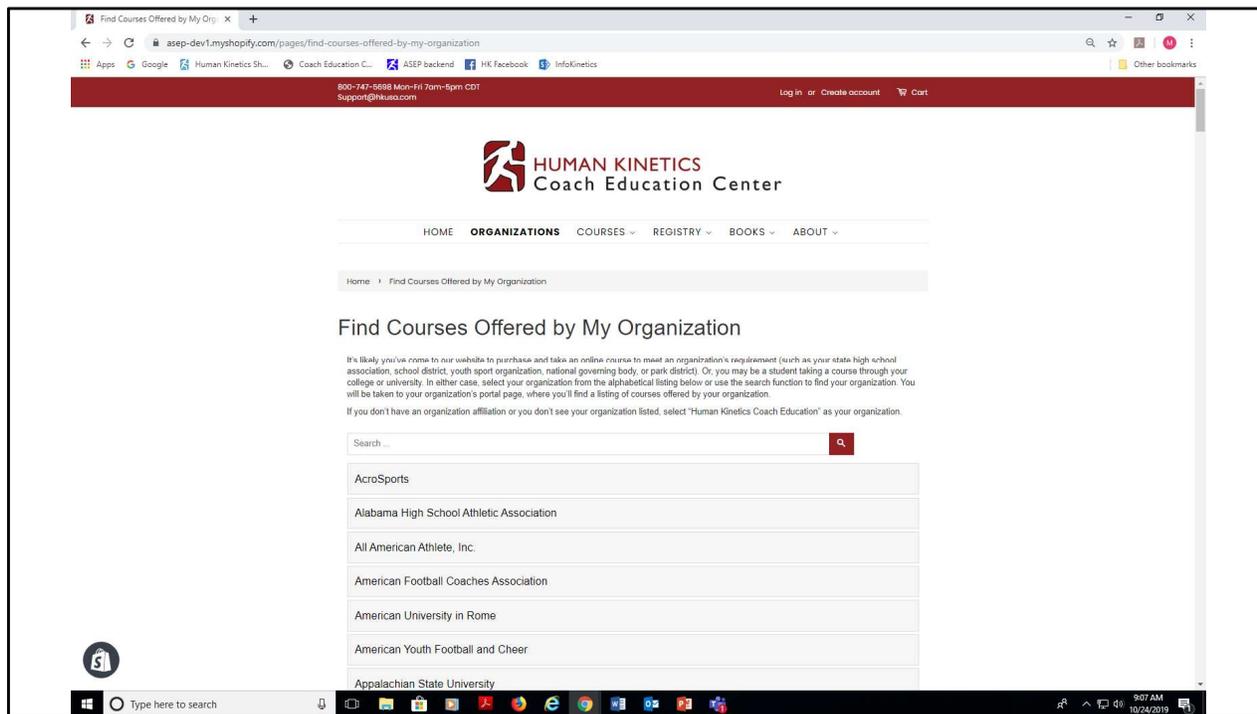
This tutorial demonstrates the steps for purchasing an online course from the website. This is the home page of our new ecommerce site. The URL for this site is CoachEducation.HumanKinetics.com.



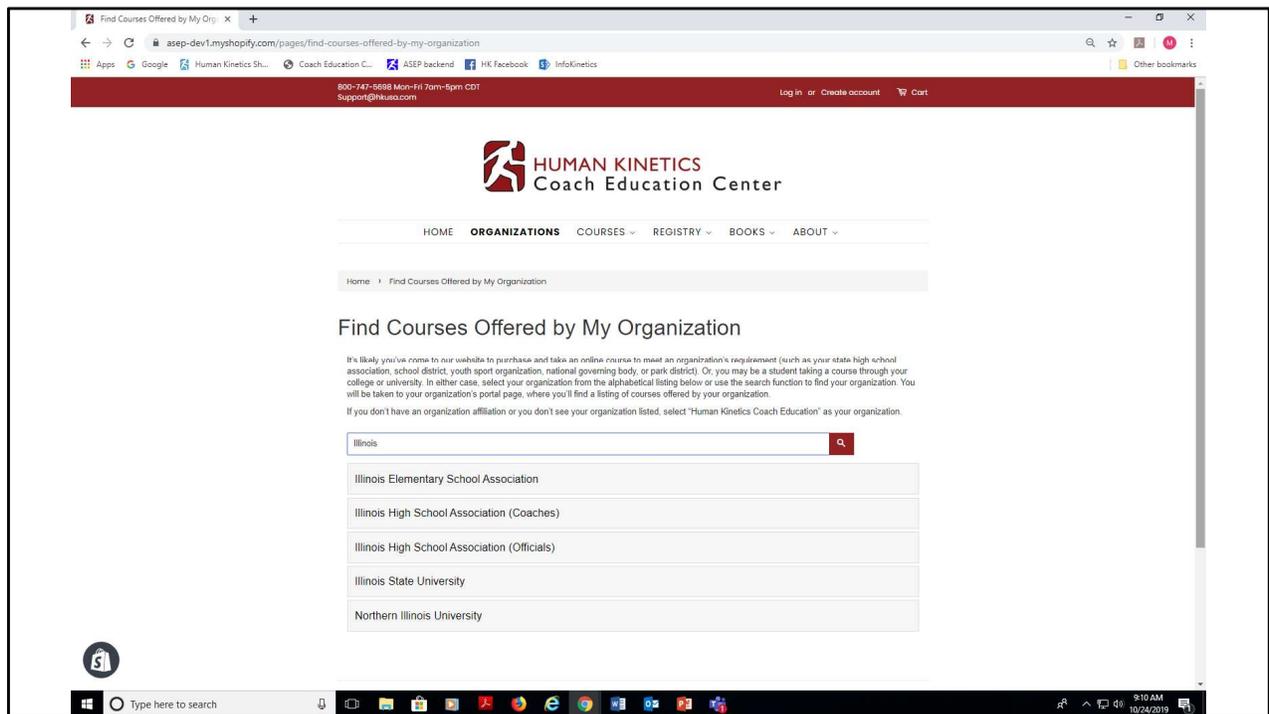
At first visit, you'll have the opportunity to subscribe to our monthly Insider e-newsletter. We encourage you to do so to stay current on all our latest offerings.



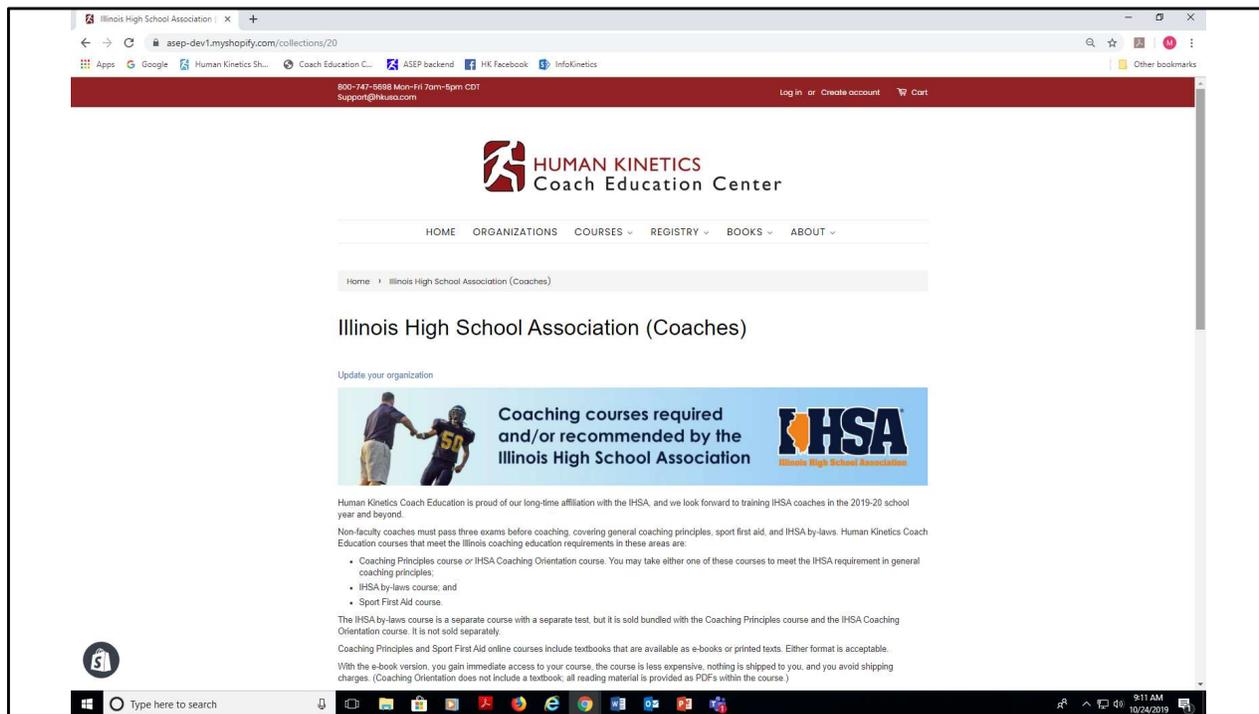
Click the “Organizations” tab from the top banner.



Select your organization from the drop down. If you have no organization affiliation (you're not taking the course to satisfy the requirements of a specific organization), select "Human Kinetics Coach Education."



You can also search for your organization by typing in a few words in the search window. In this case, we're using "Illinois High School Association" as our organization. Selecting your organization here takes you to the "portal page" that's dedicated to your organization. This ensures you are directed to courses that are offered and accepted by your organization.



This is the “portal page” for IHSAA. Each organization listed on the site has a unique portal page. The page lists courses accepted for certification and any other pertinent information the organization wishes to convey to its members.

The screenshot shows a web browser window displaying the Illinois High School Association's online course catalog. The page title is "Online courses required or recommended by Illinois High School Association (Coaches)". The browser address bar shows the URL "asep-dev1.myshopify.com/collections/20".

The main content area features a grid of course cards. Each card includes a course title, a description of the format (e.g., "Online Course With Paperback"), the course name and edition, and the price. The courses listed are:

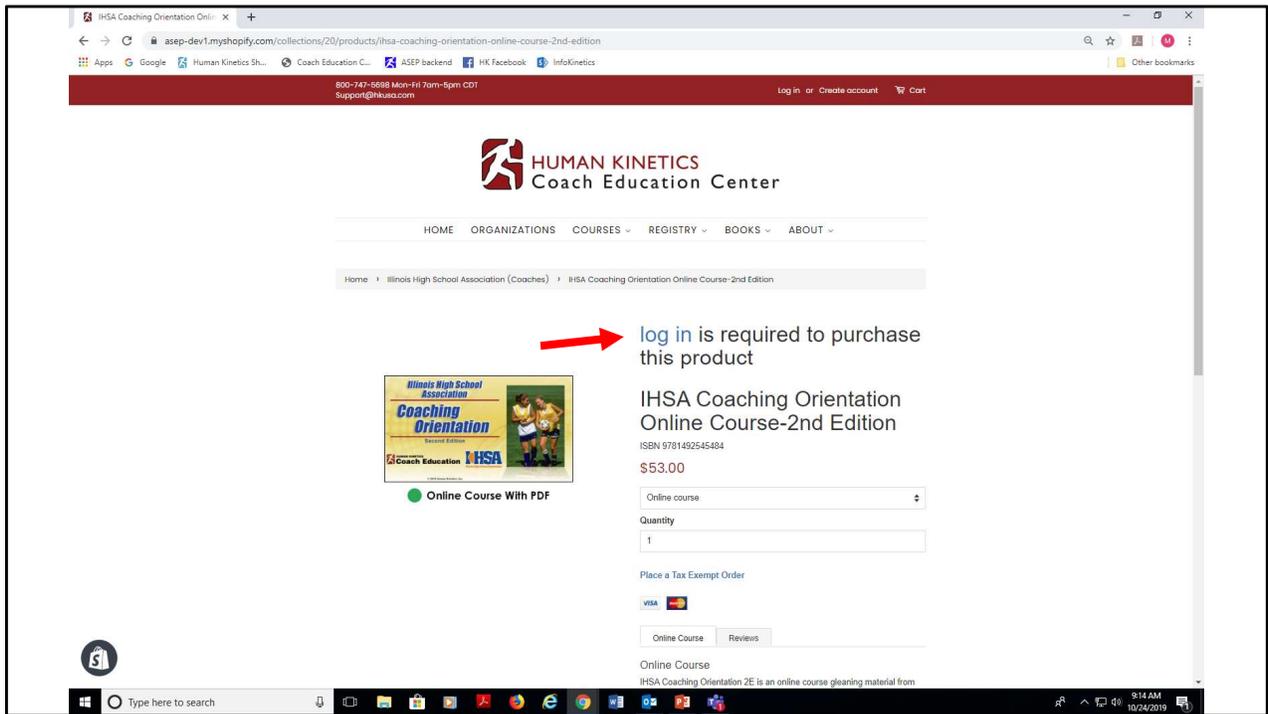
- COACHING Principles Online** (4th Edition): \$100.00
- COACHING Principles Online** (4th Edition With eBook): \$95.00
- COACHING Orientation Online** (2nd Edition): \$85.00
- SPORT FIRST AID Online** (5th Edition): \$75.00
- SPORT FIRST AID Online** (5th Edition With eBook): \$80.00

At the bottom of the page, there are several sections:

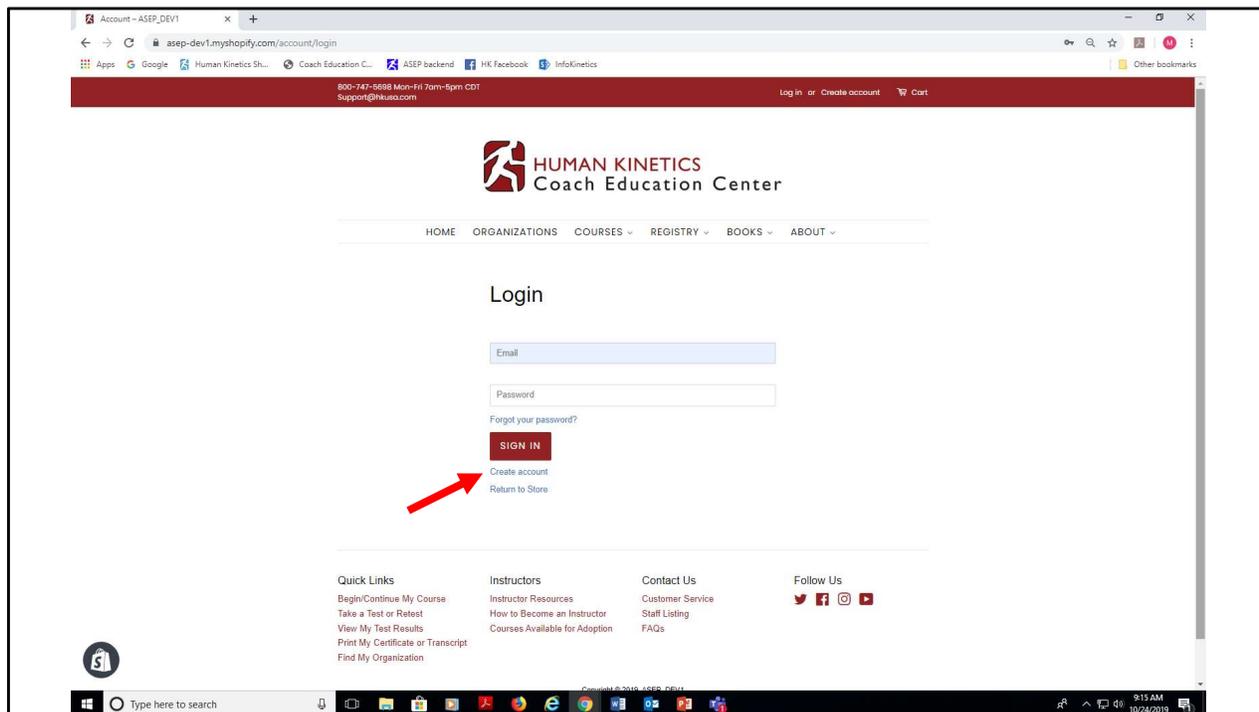
- Quick Links:** Begin/Continue My Course, Take a Test or Retest, View My Test Results, Print My Certificate or Transcript, Find My Organization.
- Instructors:** Instructor Resources, How to Become an Instructor, Courses Available for Adoption.
- Contact Us:** Customer Service, Staff Listing, FAQs.
- Follow Us:** Social media icons for Twitter, Facebook, Instagram, and YouTube.

The footer includes a copyright notice: "Copyright © 2019, ASEP_DEV1" and a Visa logo.

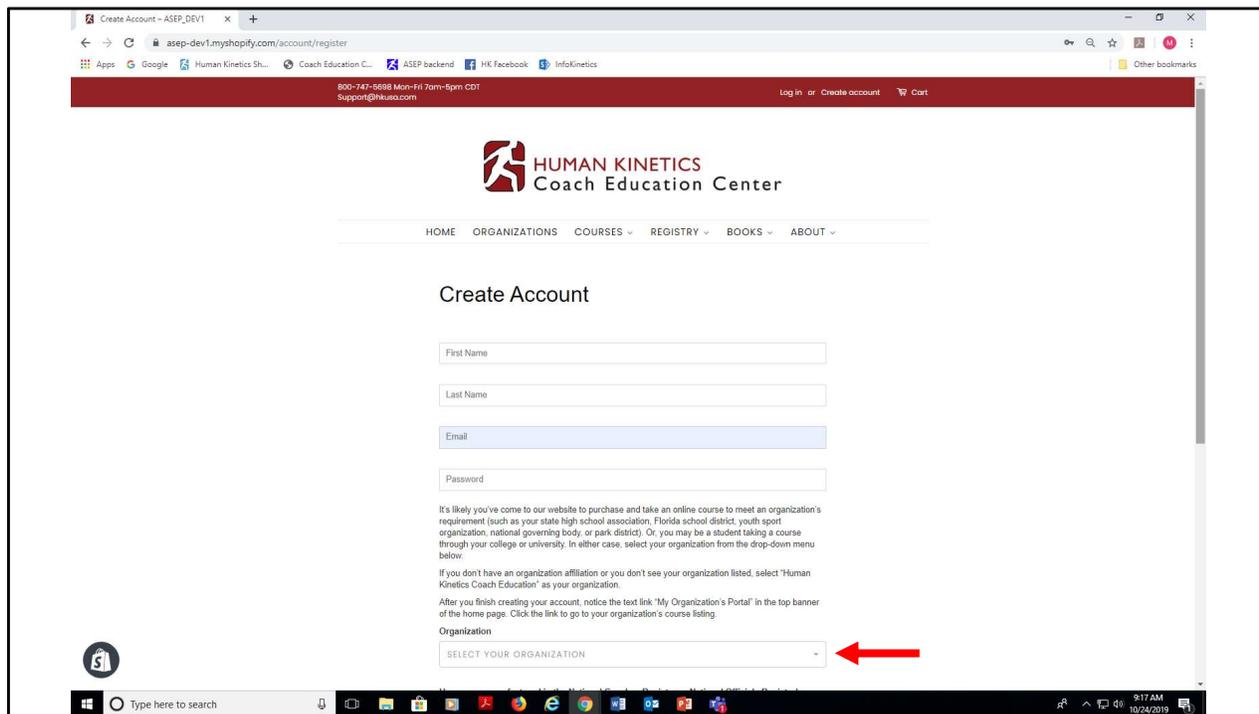
Listed at the bottom of the page are courses offered and accepted by the organization. Click on the course you wish to purchase.



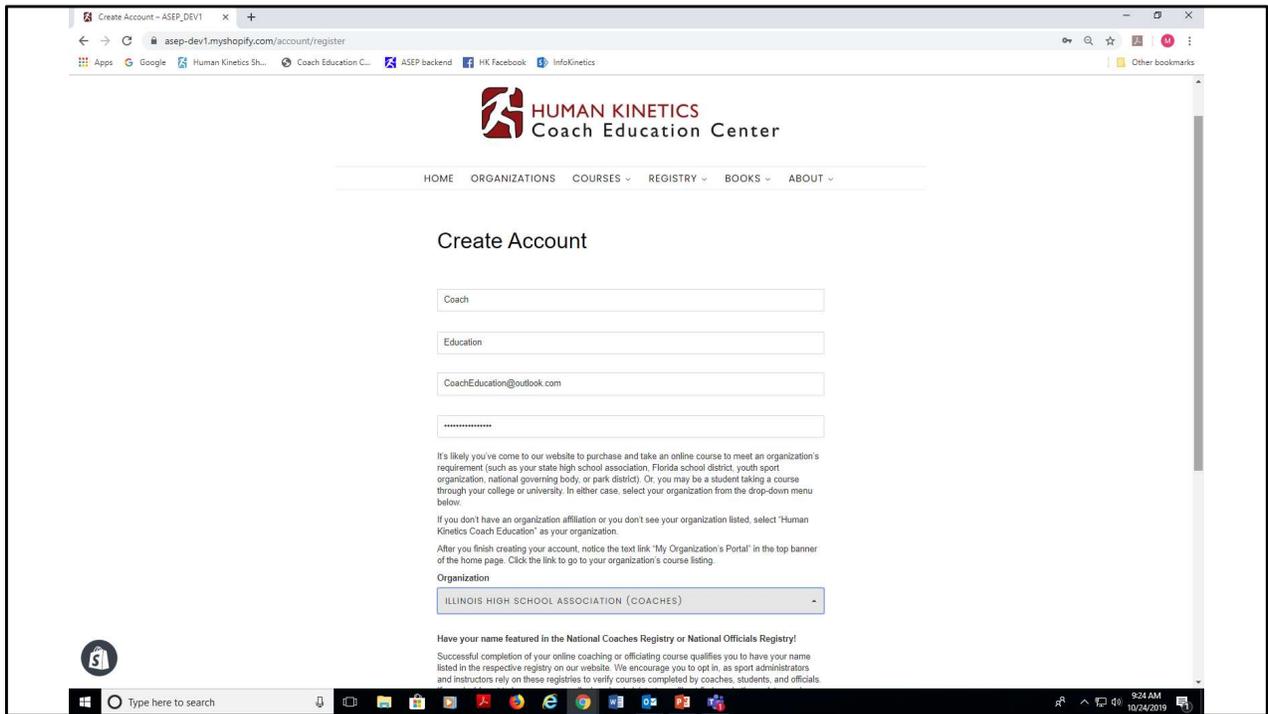
In this case, we selected the IHSA Coaching Orientation course. Notice that log in is required to purchase a course.



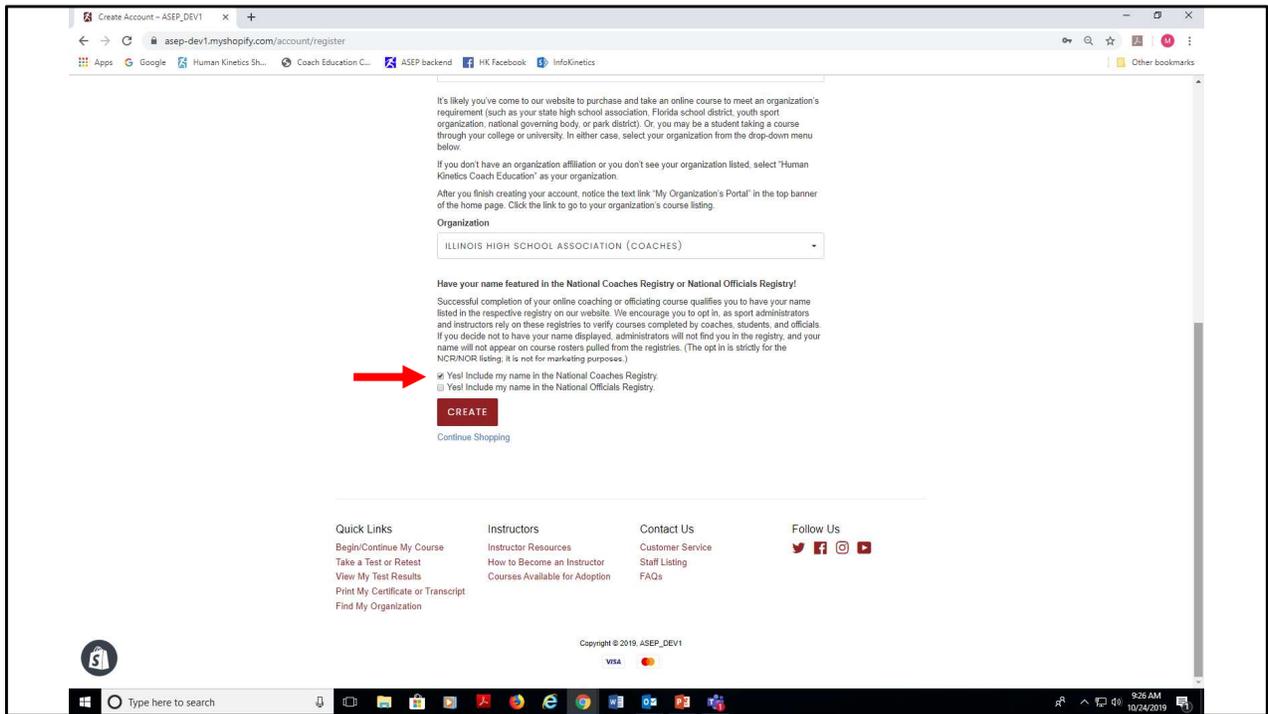
In this scenario, we're assuming that this is a first-time visitor with no previous account established on the site. From this page, click the "Create account" text link.



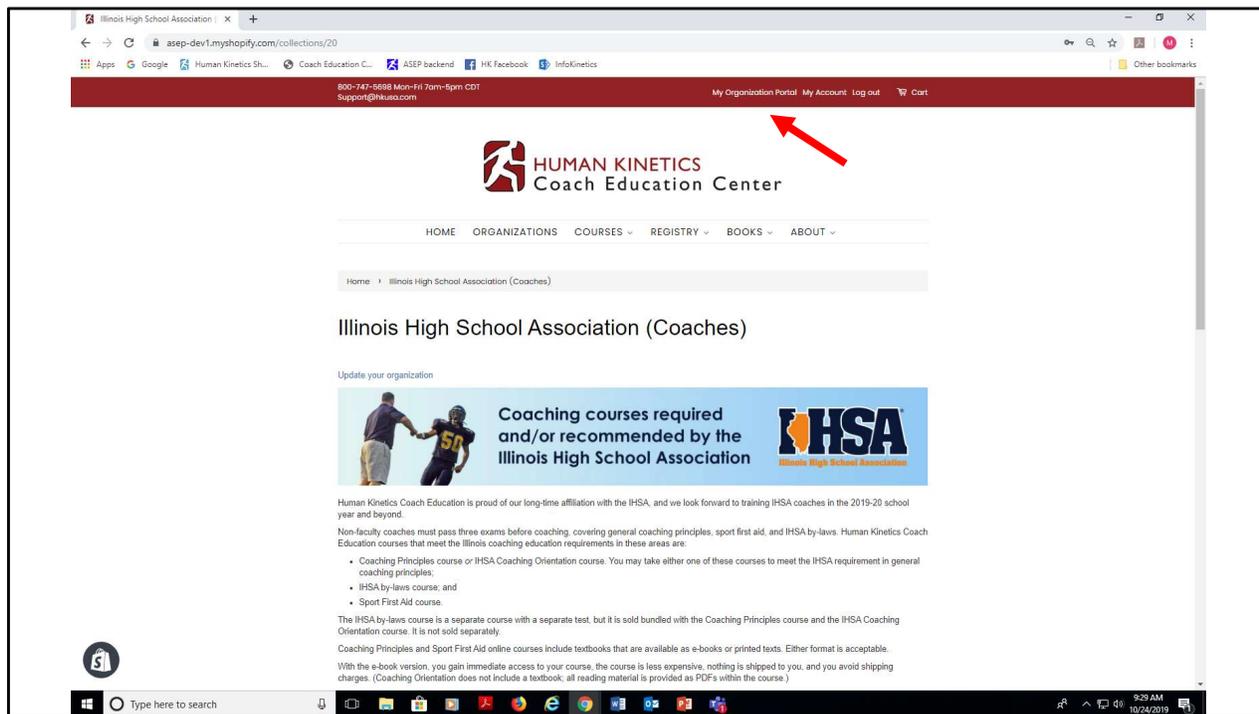
From this screen, enter first and last name, email address, and password. You'll also reselect your organization from the drop down. This establishes your organization affiliation in the database.



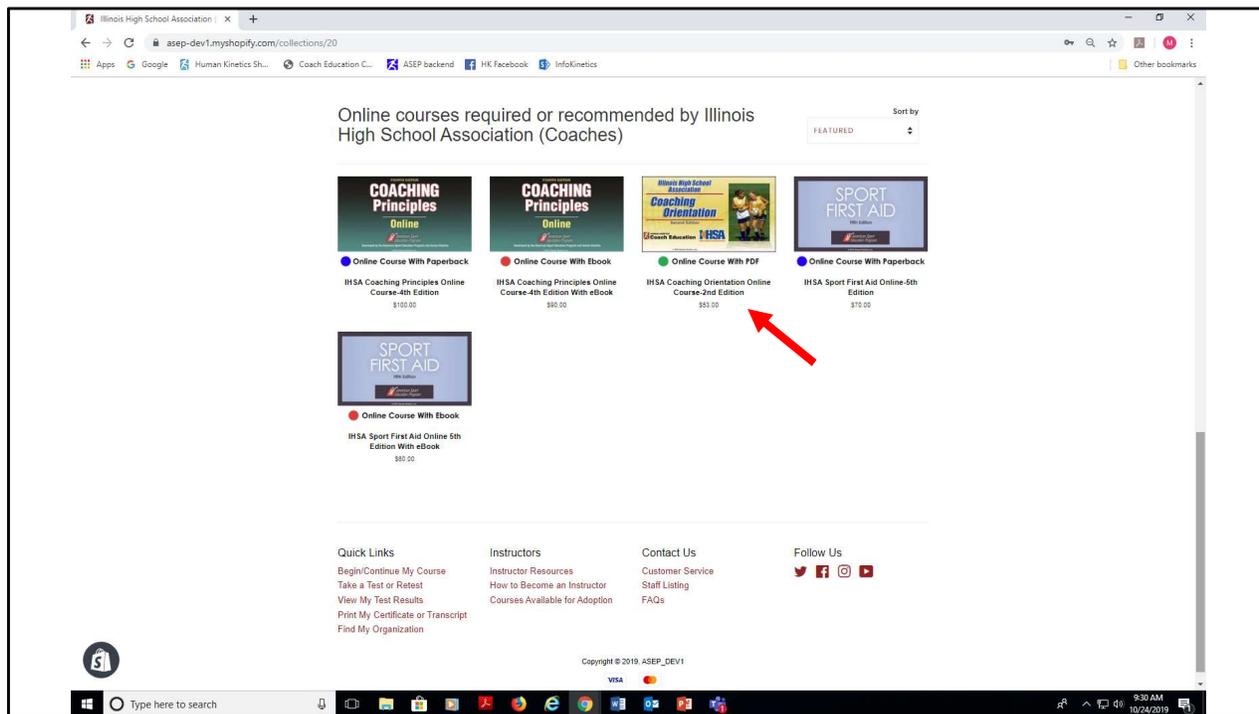
We've entered name, email address, and password, and reselected our organization.



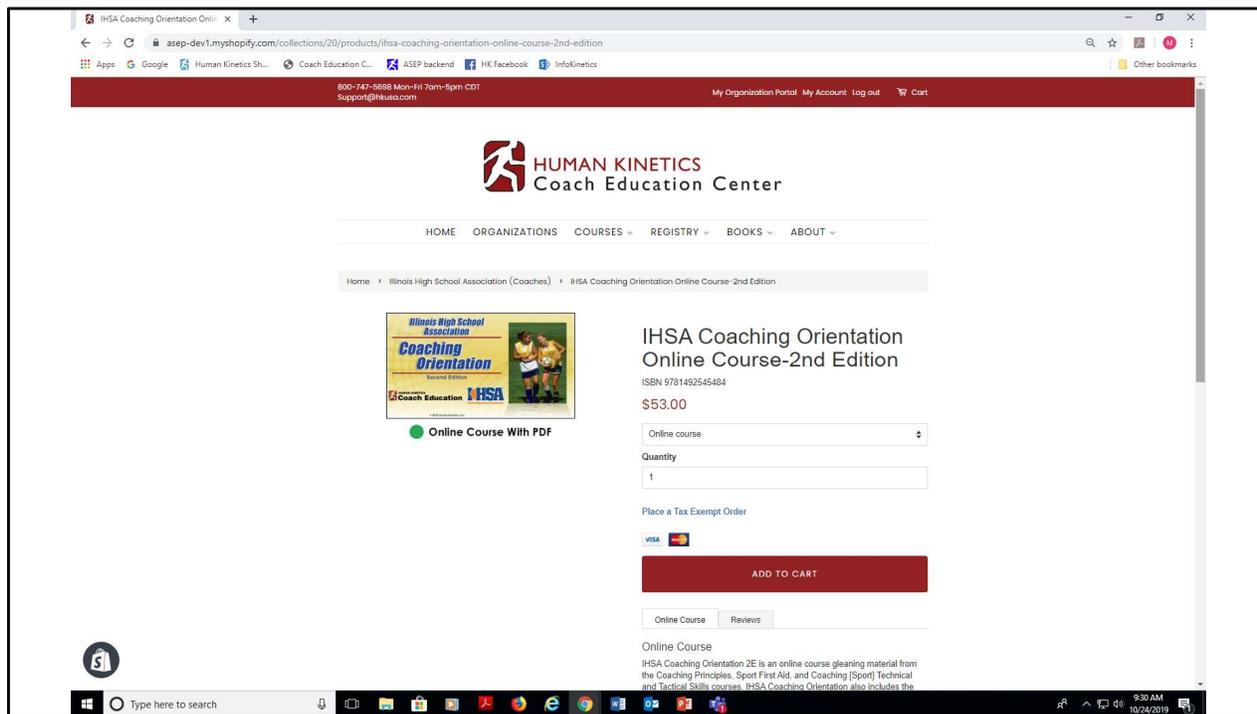
Near the bottom of the screen is opt-in language for our National Coaches and Officials Registries. We encourage coaches, students, and officials to opt in, as this enables administrators to access your records. Click the “Create” button when all information has been entered.



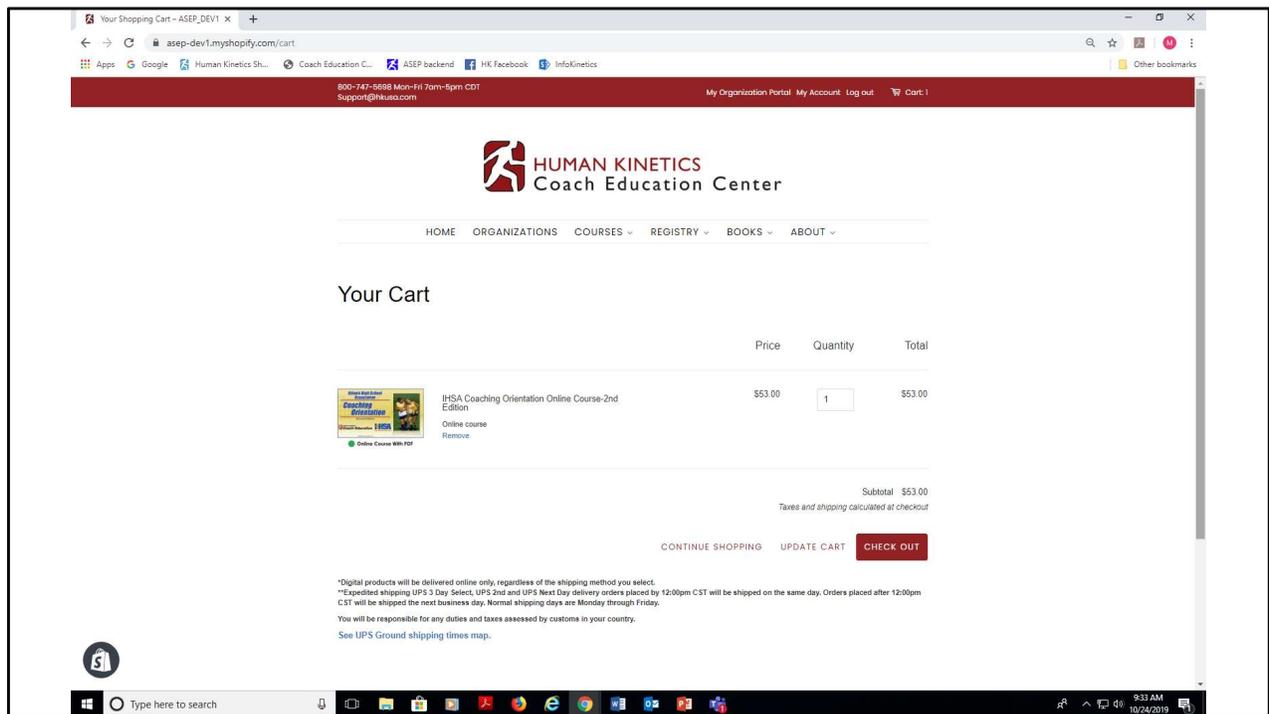
After you've created your account, you are returned to your organization's portal page. From this page, reselect the course you plan to purchase. Notice the text link "My organization portal" now appears in the top banner. You can always click that link to return to this page.



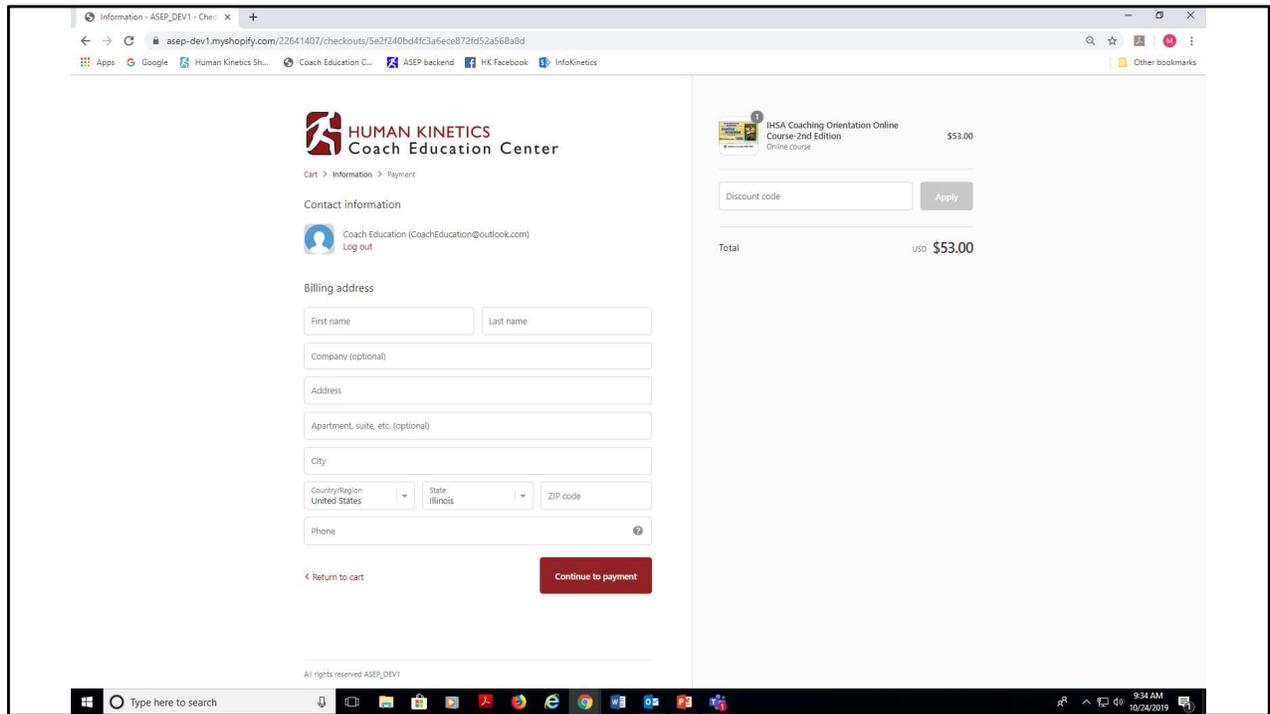
In this scenario, we're purchasing the IHSA Coaching Orientation course. Click the course image to add to cart.



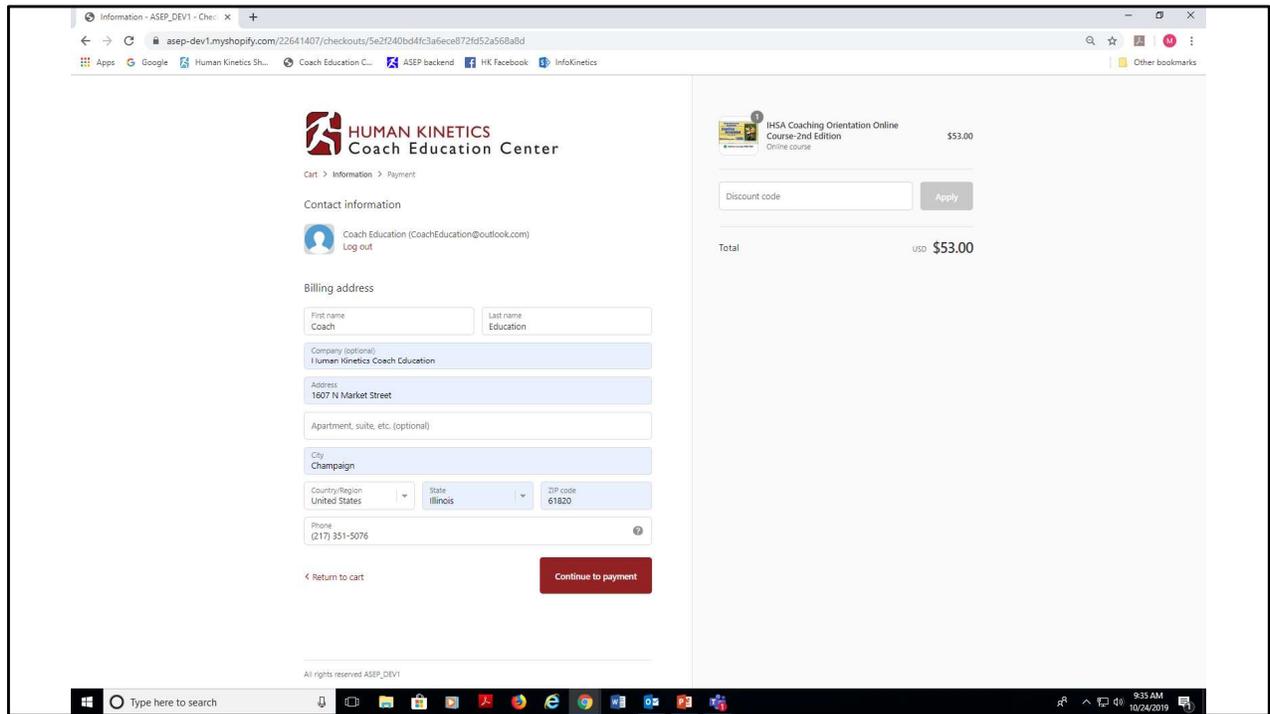
Notice that we can now add the course to our cart, as we have created an account, logged in, and affiliated with our organization.



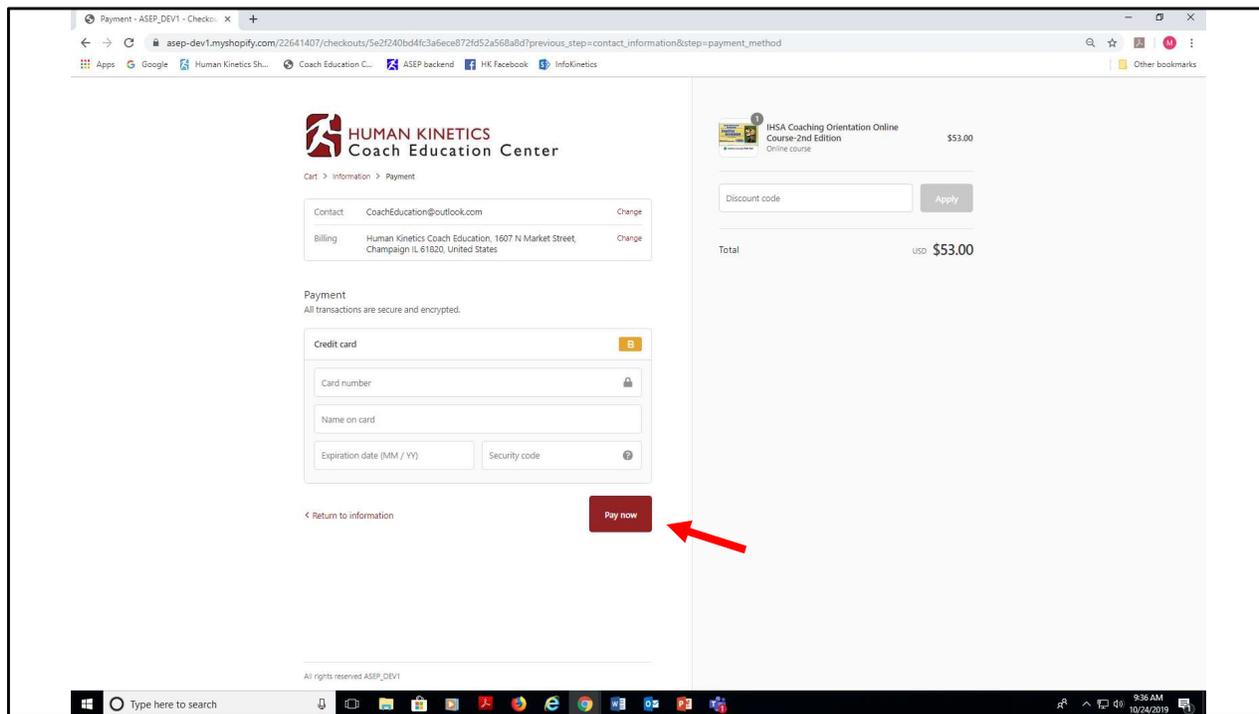
After clicking the “Add to cart” button, we’re taken to the shopping cart page. From here, select “Check out.”



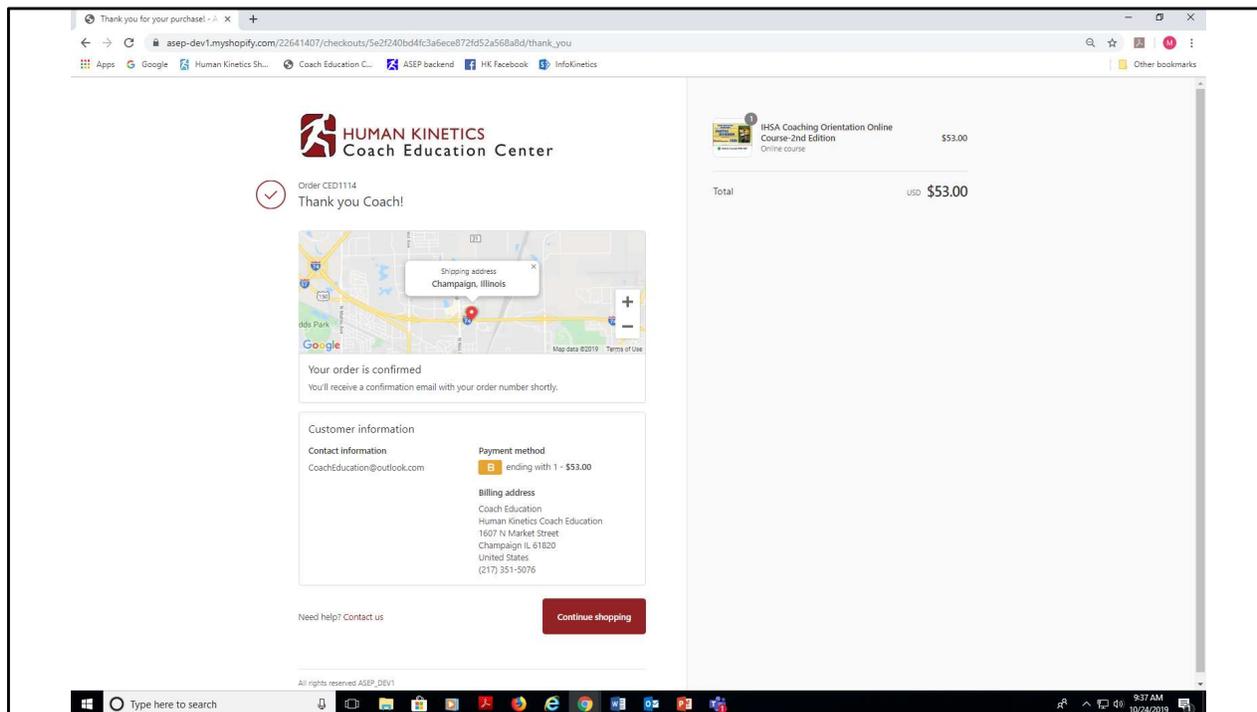
Enter your contact information on this screen.



Sample completed form. Click “Continue to payment.”



Enter your credit card information on this screen. We accept Visa, Mastercard, and Discover. Click the “Pay now” button.



This is the order confirmation screen. At this point, you've completed the order process. You will receive three emails from Human Kinetics Coach Education. The first is to confirm your account has been created on the website. The second is your order confirmation. The third contains a link and instructions for accessing your course. If you don't see the emails in your inbox, be sure to check your spam folder. Please note that you will access and take your course through a different website than the one you just purchased from. The third email "Accessing your online course" will direct you to our "legacy" site at www.HumanKineticsCoachEducationCenter.com to access your course. Follow the steps contained in the email to access your course. Refer to the "Access online course" tutorial for assistance.