

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.

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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."

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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 IHSA. 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.



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

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

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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.

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	After you finish creating your account, notice the text of the home page. Click the link to go to your organiz- Consection	link "My Organization's Portal" in the top banner ation's course listing.	
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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.

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	It's likely you've come to our website to purchase and take an online course to meet an organization's requirement (such as your state high school association, Florida school district, youth sport organization, national governing body, or park district() (), cy yourny be addunt taking a course through your college or university. In either case, select your organization from the drop-down menu below.	
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	Organization	
	ILLINOIS HIGH SCHOOL ASSOCIATION (COACHES)	
	Have your name featured in the National Coaches Registry or National Officials Registry!	
B	Successful completion of your online coaching or officiating course qualifies you to have your name listed in the respective registry on our website. We encourage you to opt in, as sport administrators and instructors rais on these registries to verify courses completed by coachies, students, and officials.	
		9:24 AM

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."

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Enter your contact information on this screen.

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Sample completed form. Click "Continue to payment."

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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.