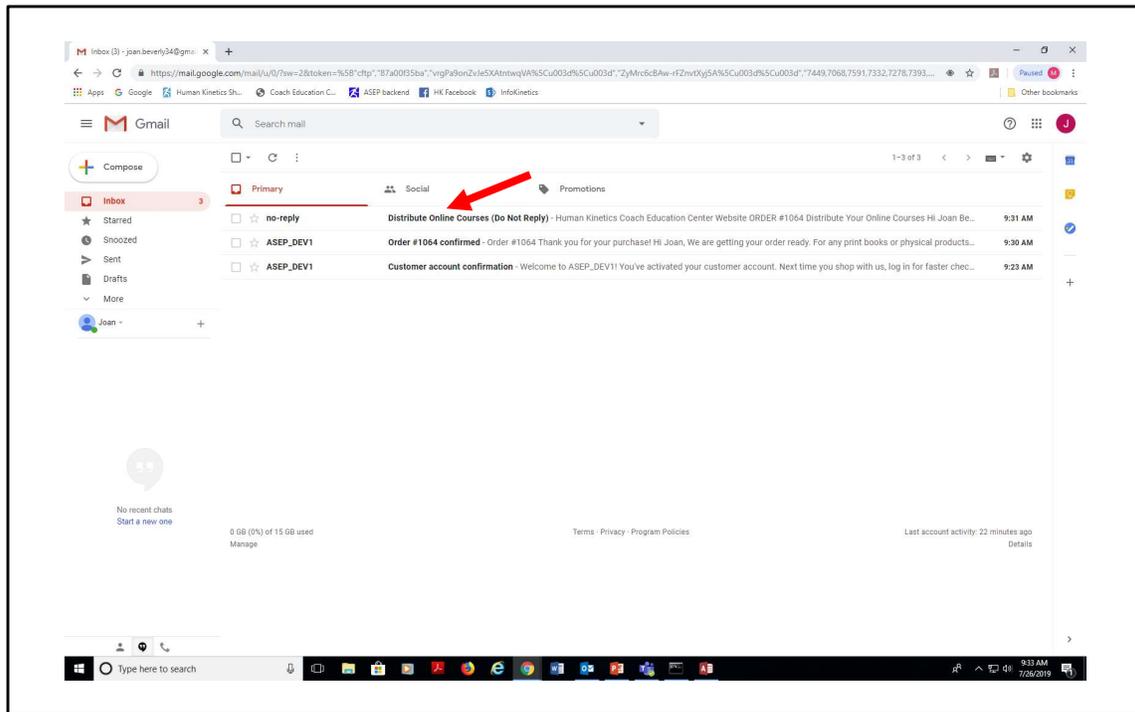
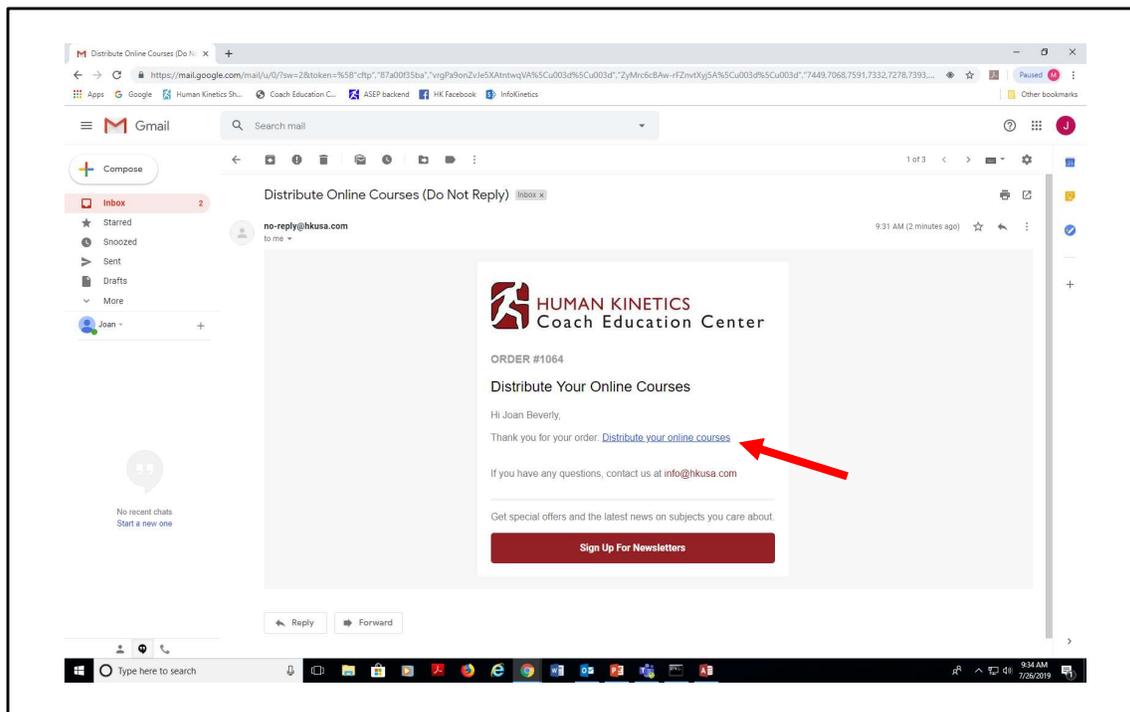




This tutorial takes you through the process of distributing the courses you purchased in bulk to your coaches. It also gives you the steps your coaches go through to access their courses after you've assigned them. This bulk course purchase and distribution feature is designed primarily for youth sport organizations that cover the cost of coach training.

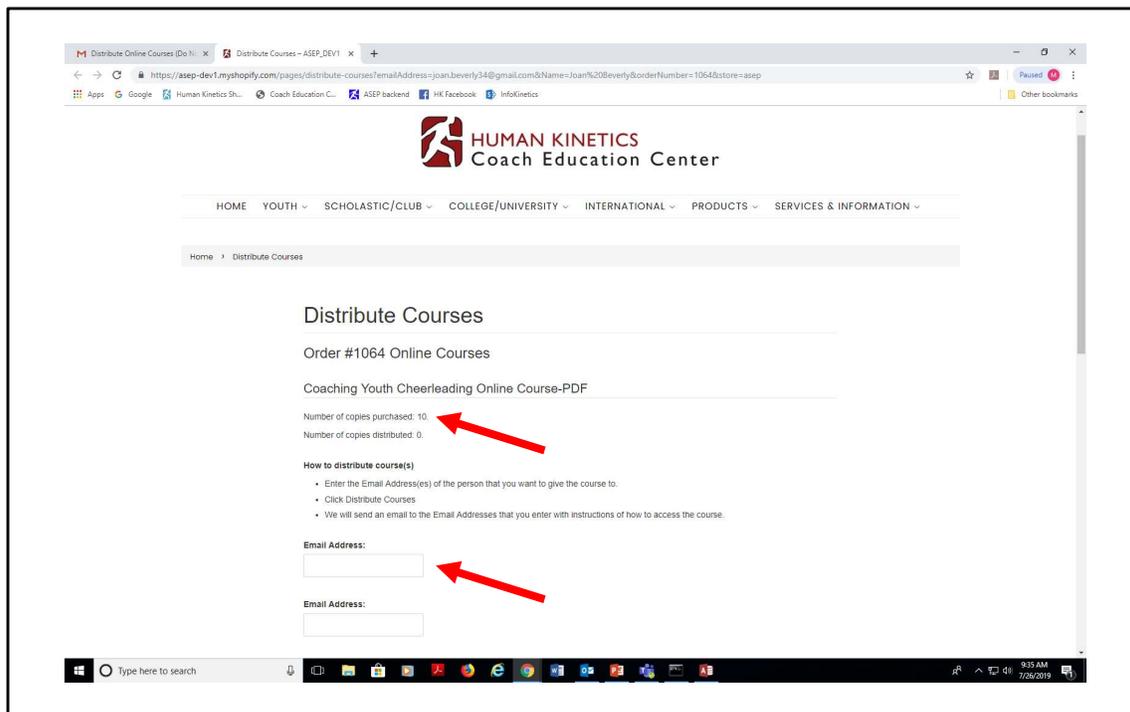


After making your purchase, you'll receive three emails from Human Kinetics Coach Education. The first is to confirm your customer account on the website. The second is the order confirmation. The third contains instructions for distributing your courses. Open the "distribute online courses" email.

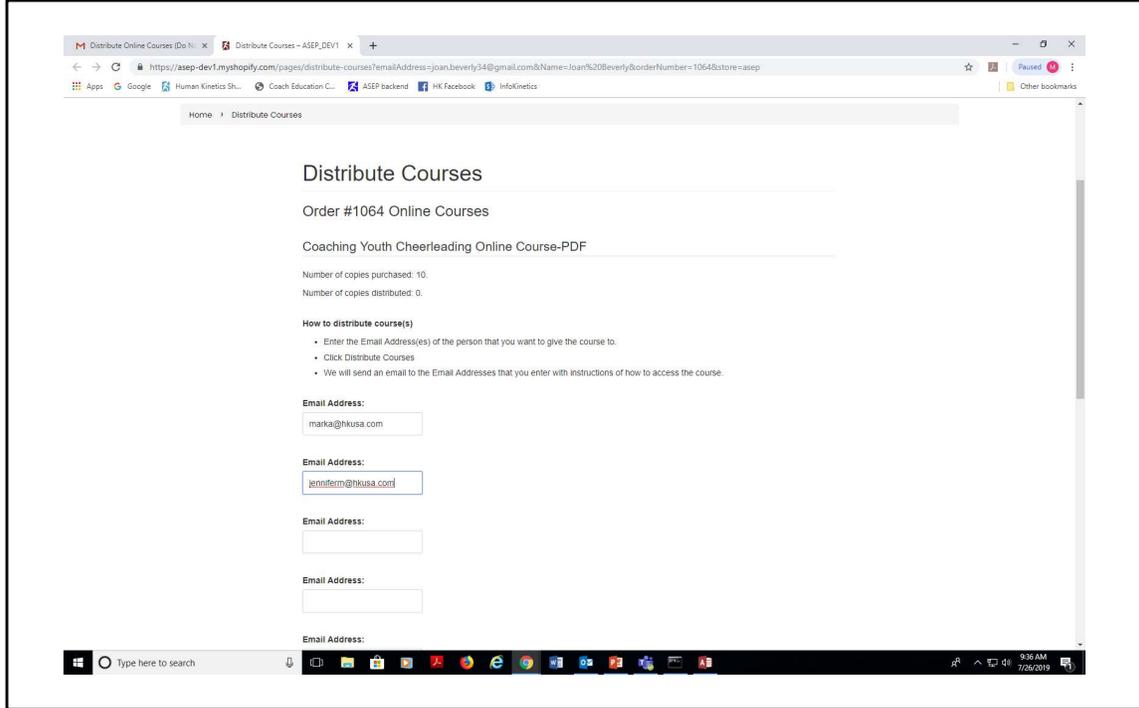


From the email, click on text link “Distribute your online courses.” We highly recommend you keep this email as you’ll refer to it for distributing courses in the future (if you don’t distribute them all at once).

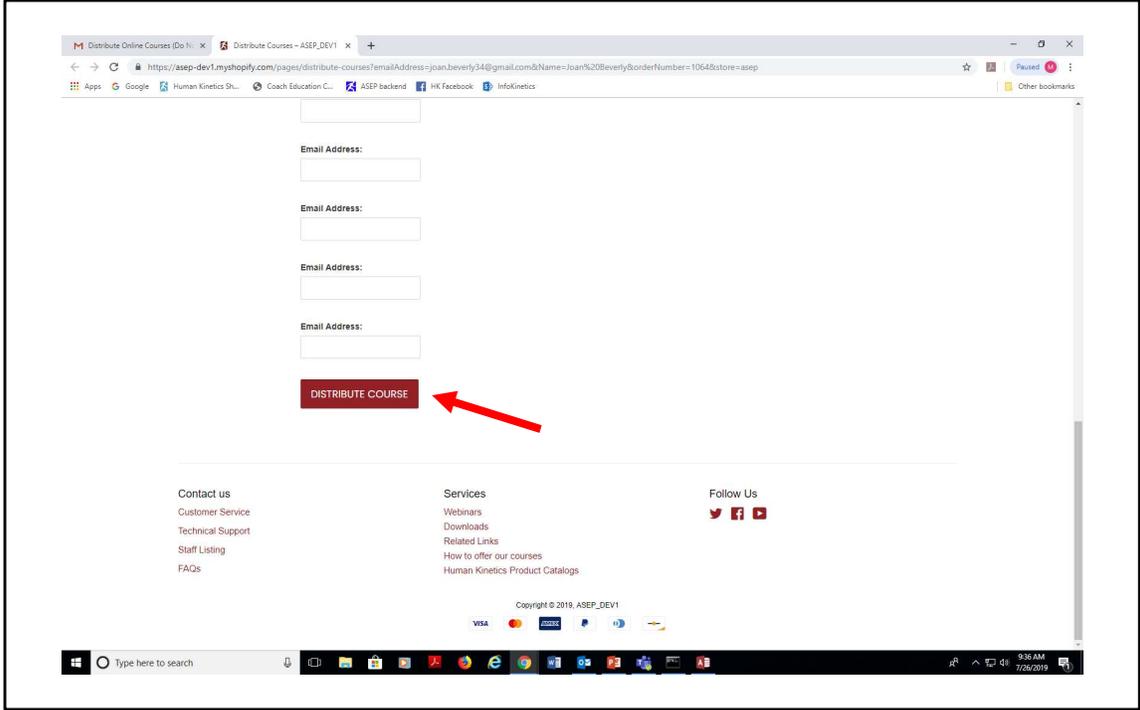
If you happen to delete or otherwise lose the email, you can still access your inventory through the website. See slides 23-28 of this tutorial for steps for accessing your course inventory through the website.



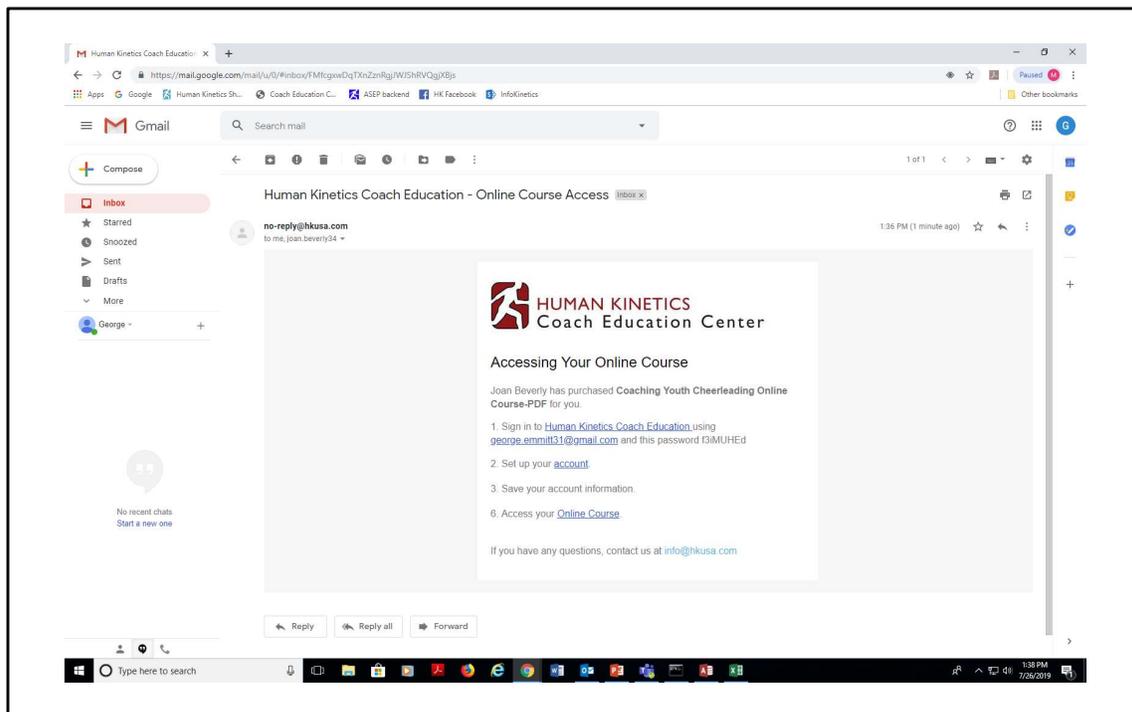
For this example, we purchased 10 Coaching Youth Cheerleading courses which appear in inventory. From this screen, copy and paste the email addresses of your coaches into the fields and click “distribute course” button.



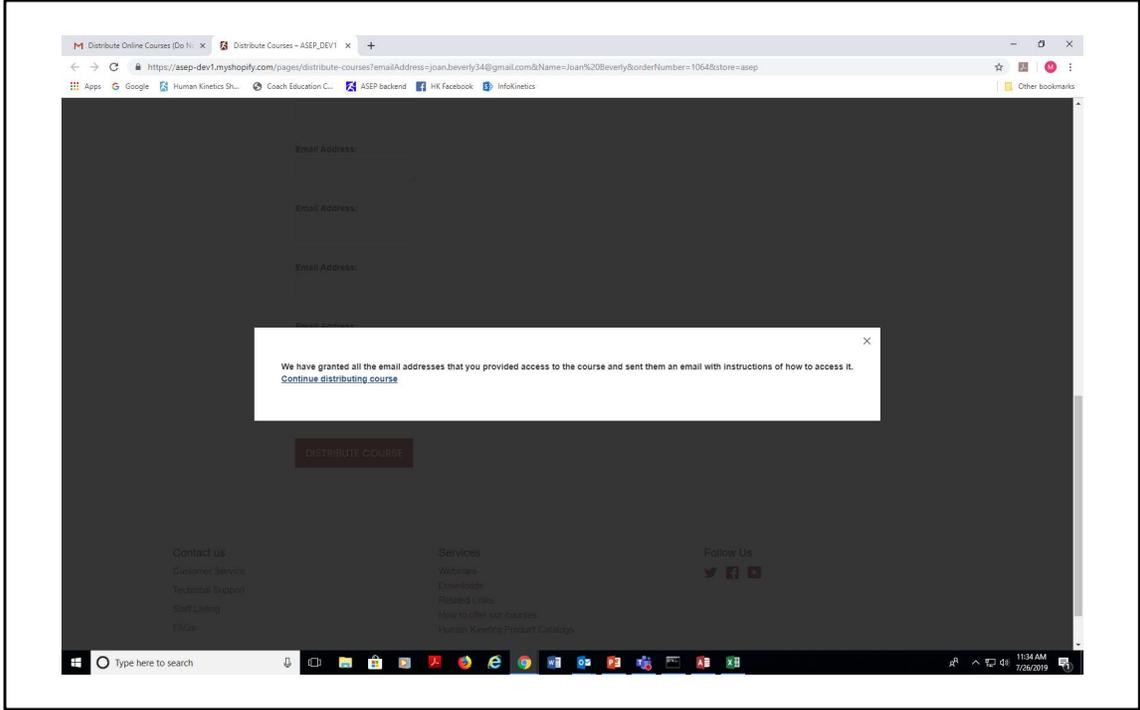
Example of two email addresses entered (you don't have to distribute all courses at the same time).



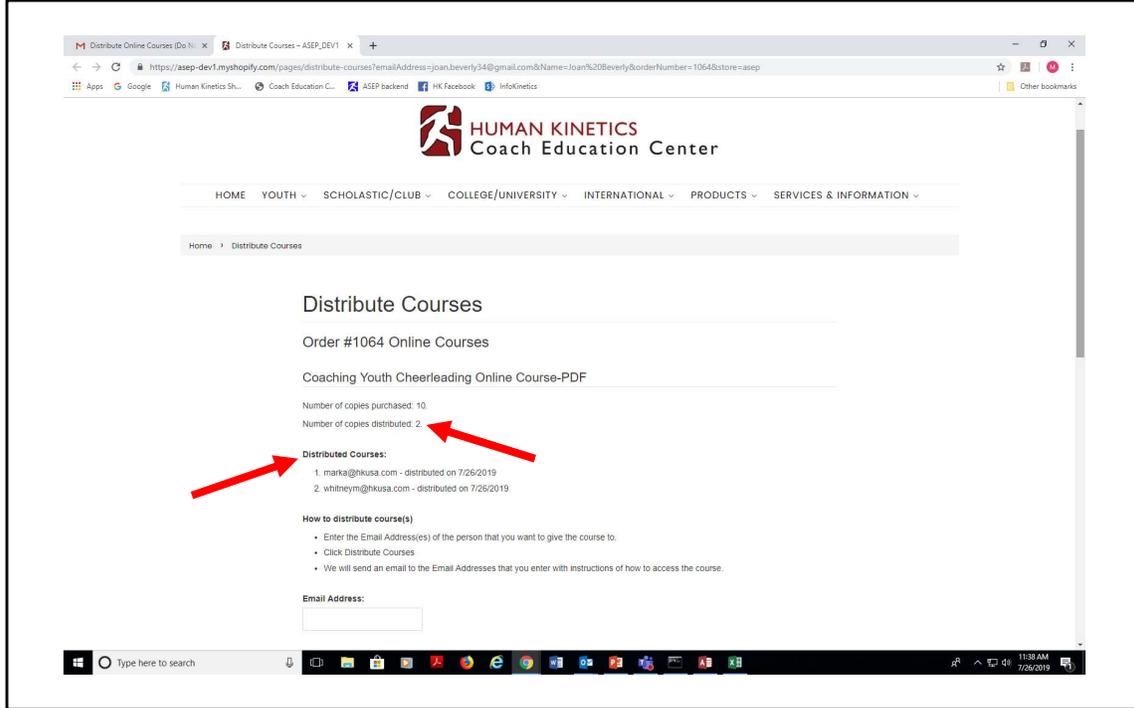
Click “distribute course” button.



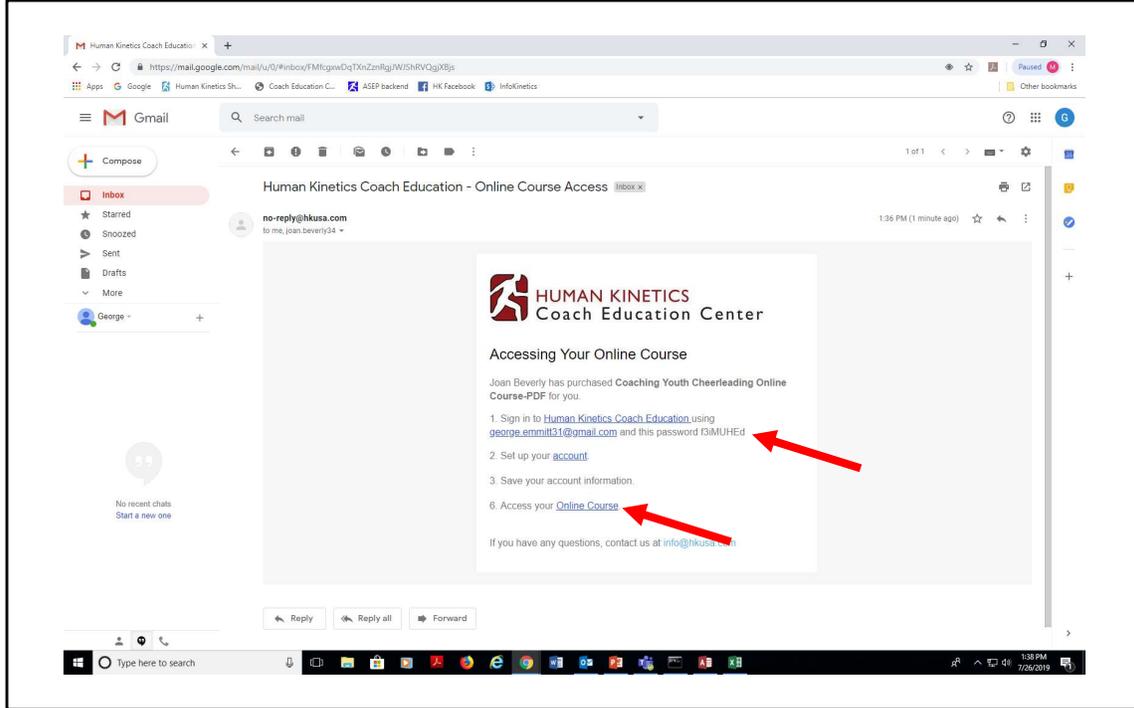
This is the email that the coach receives. As the administrator, you will receive a copy of this email as well.



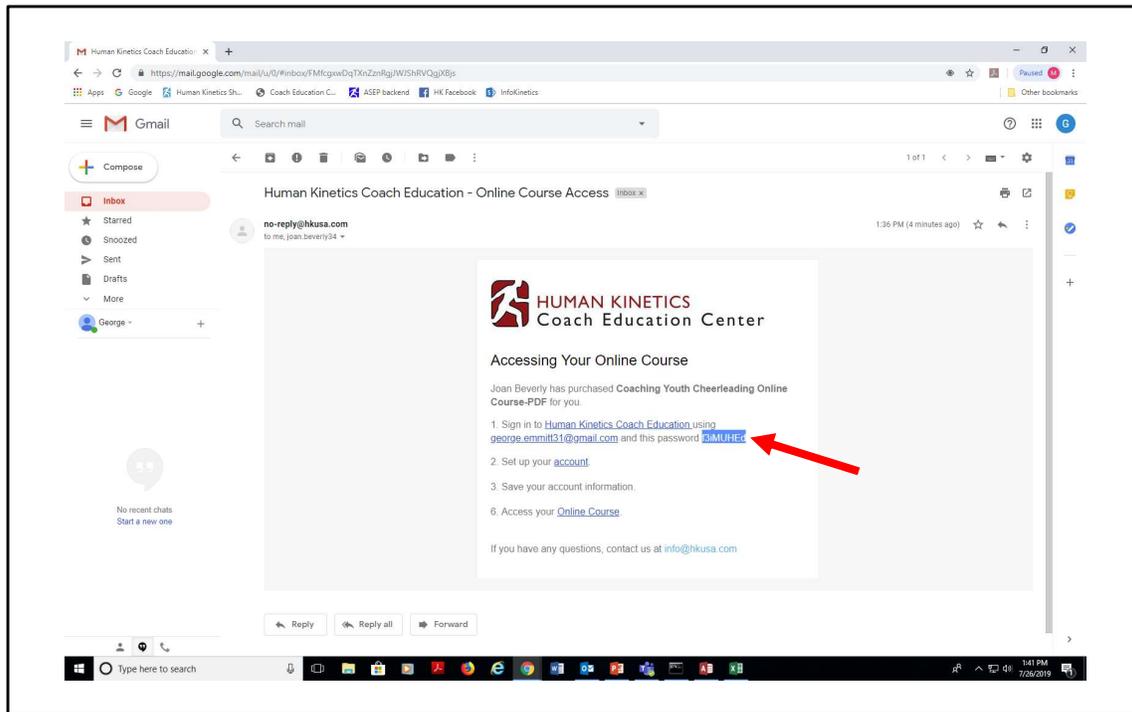
Confirmation of emails sent to coaches.



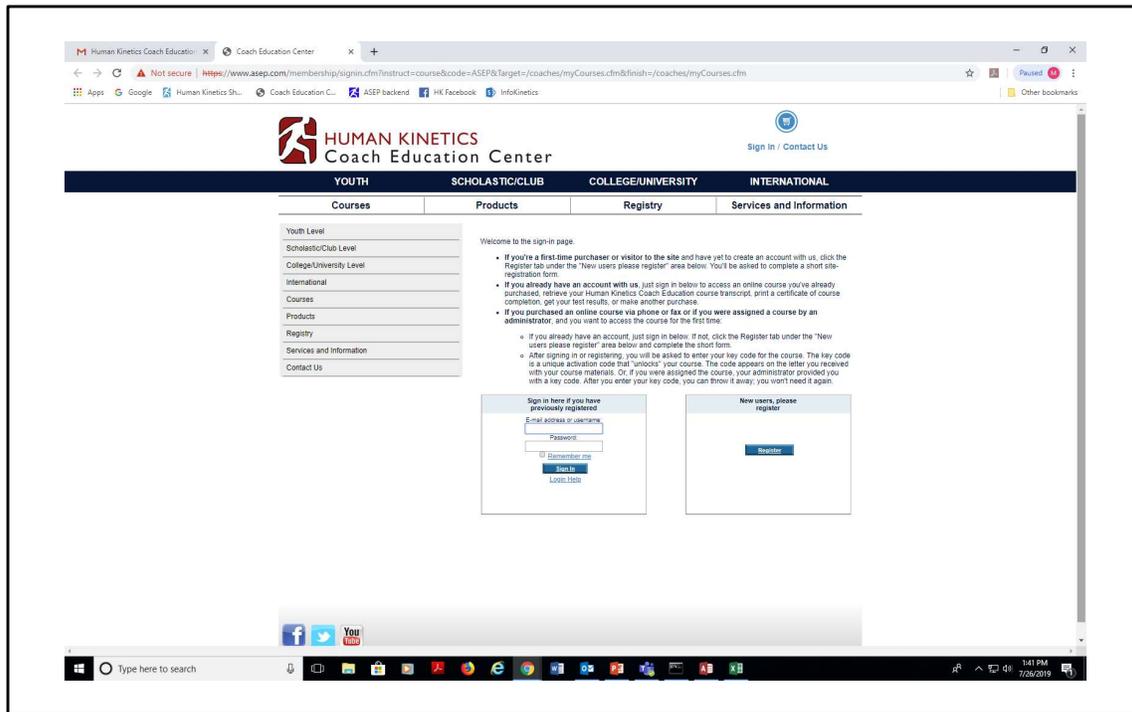
Back at your inventory screen, notice that it indicates how many courses have been assigned and to whom.



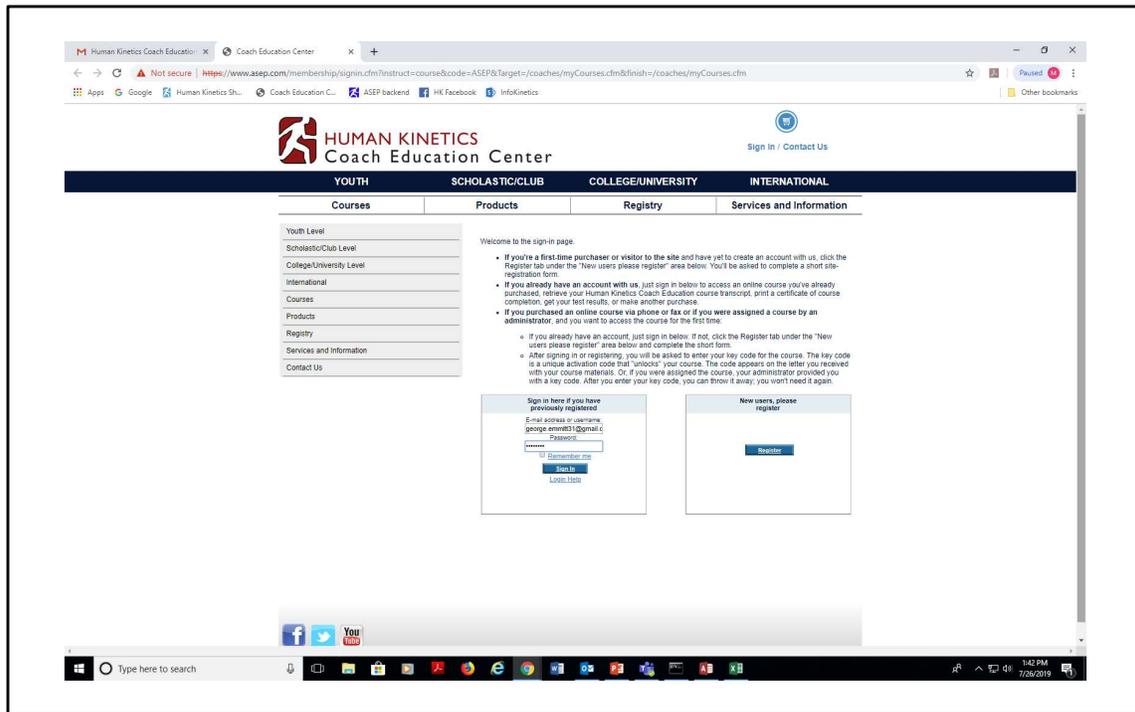
From the email, the coach copies the temporary password and clicks the “access your online course” text link.



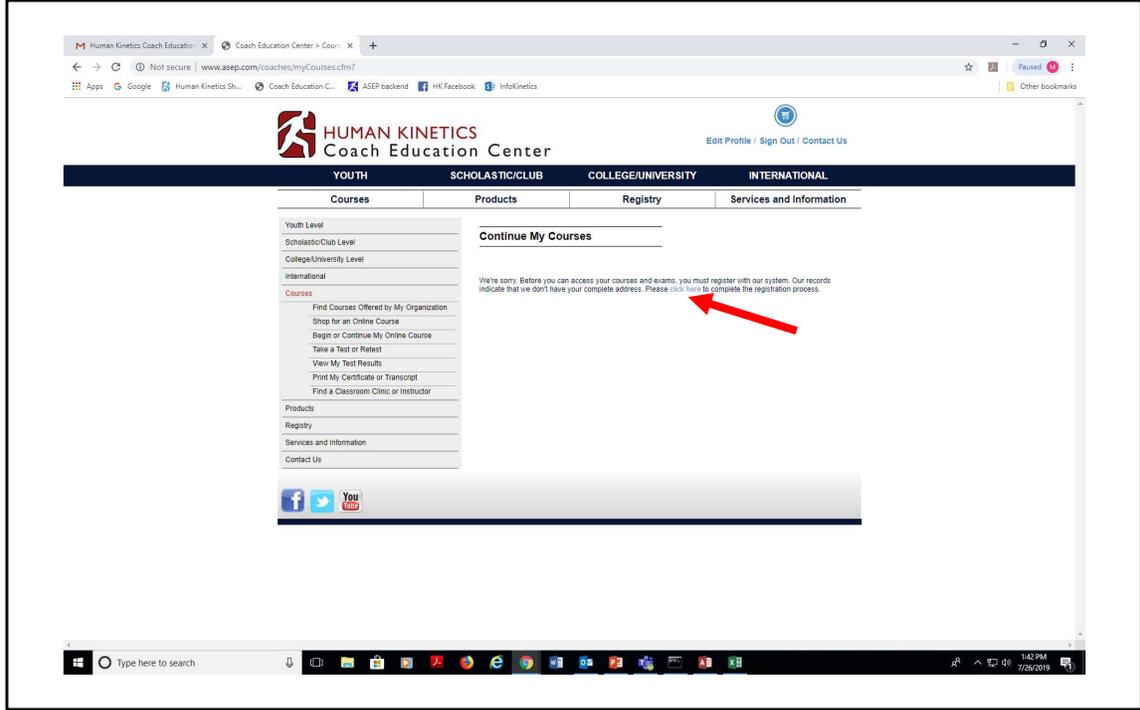
Copy temporary password.



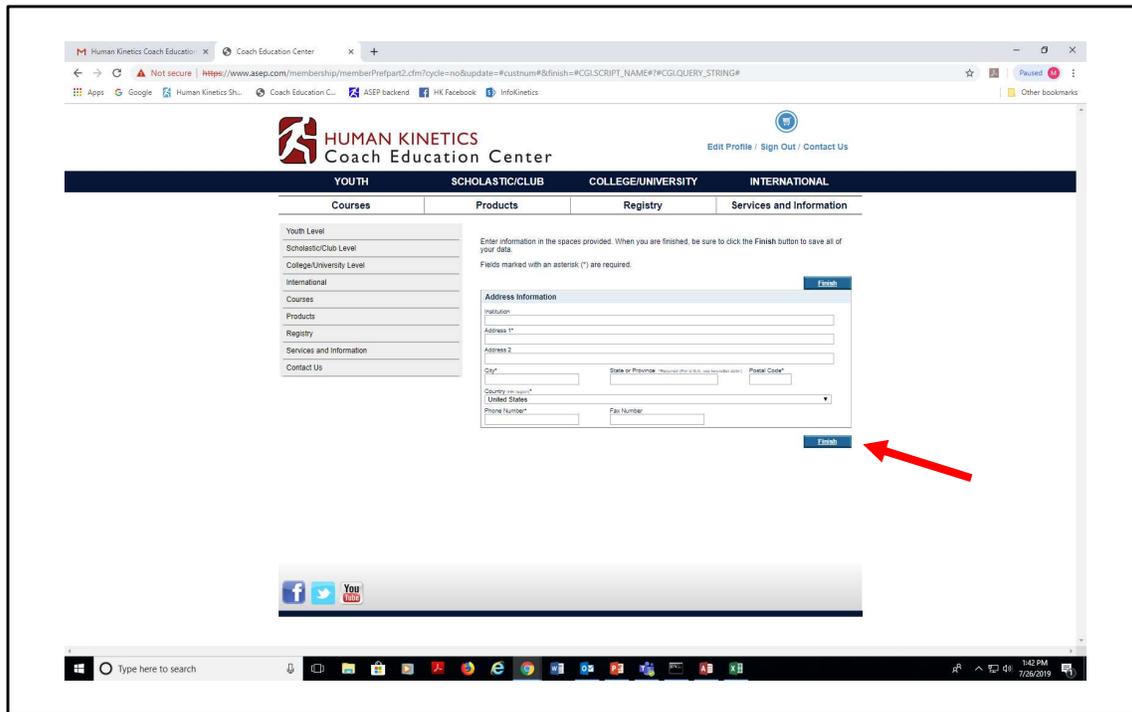
The coach is taken to this website to access the course.



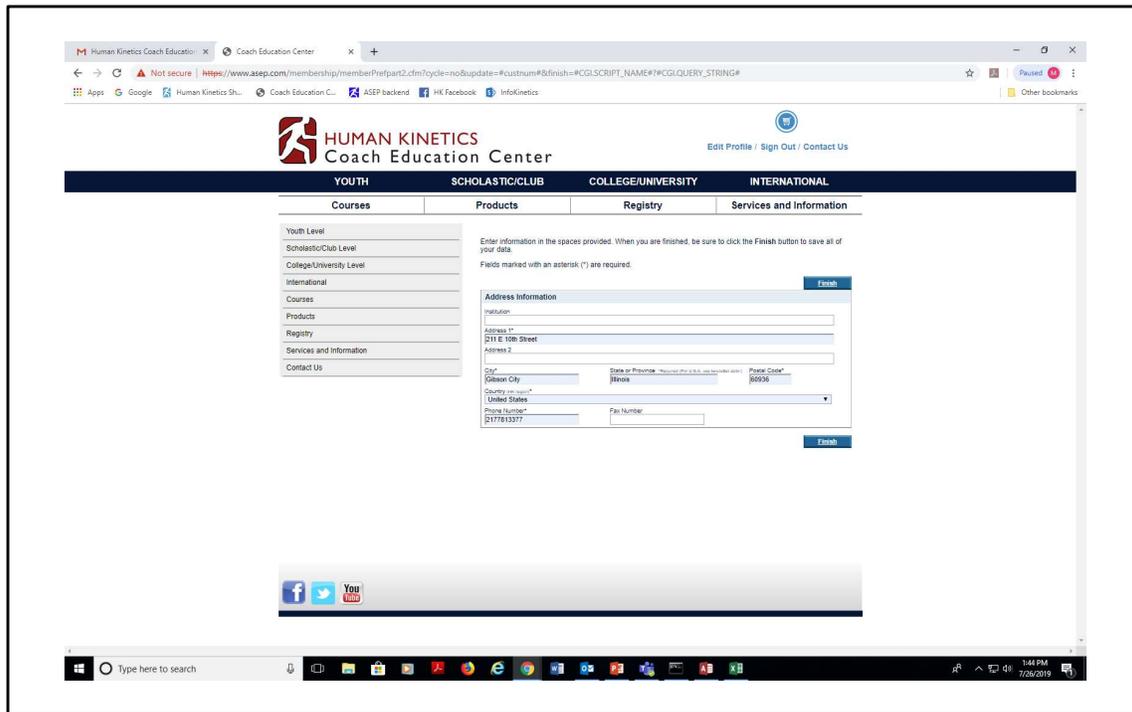
Under “sign in here if previously registered,” the coach signs in using the same address used to assign the course and pastes in the temporary password.



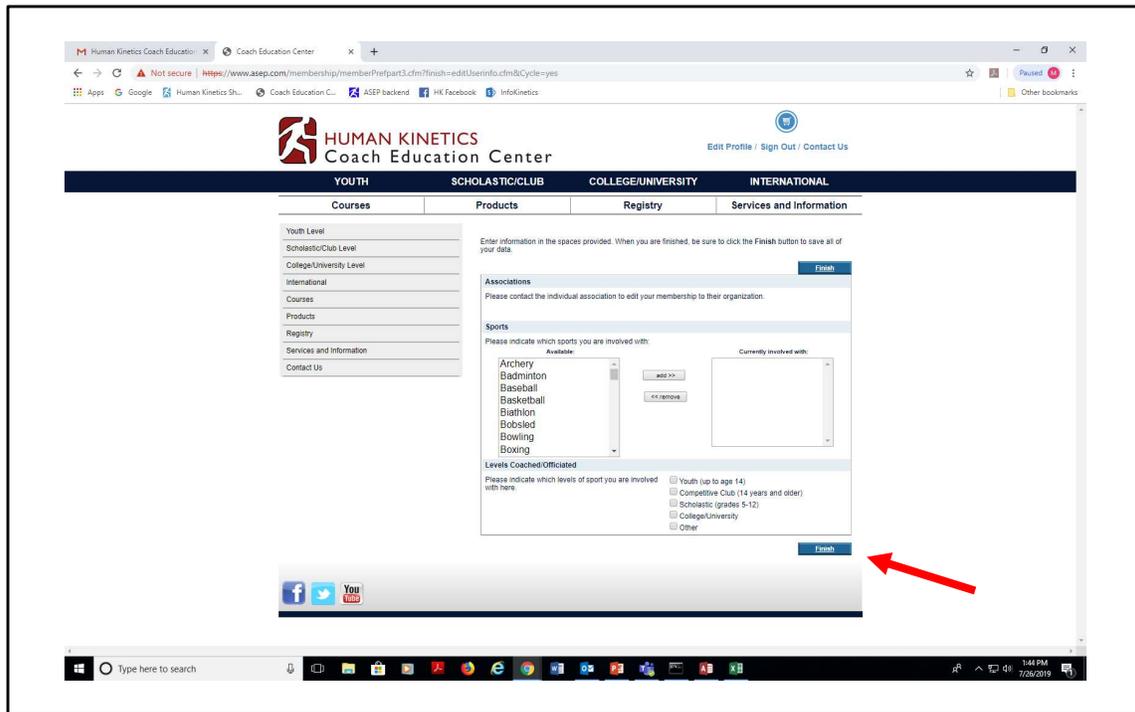
Click the text link “click here” from this page to complete site registration.



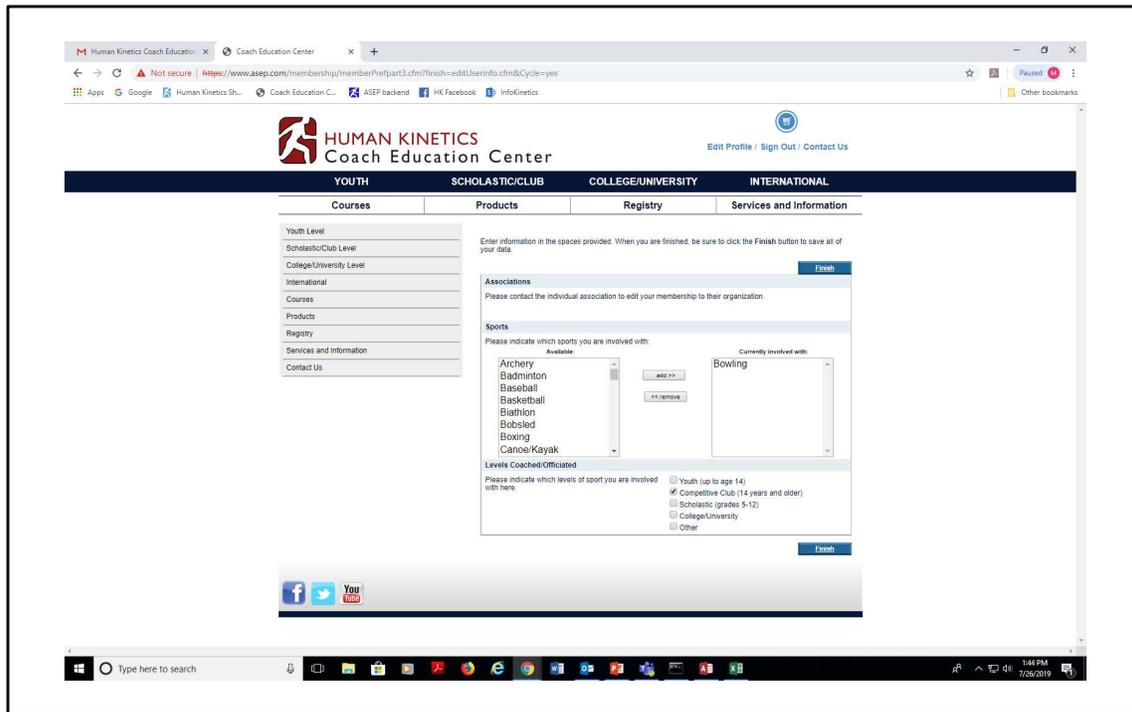
Complete the information on this screen and click “finish” button.



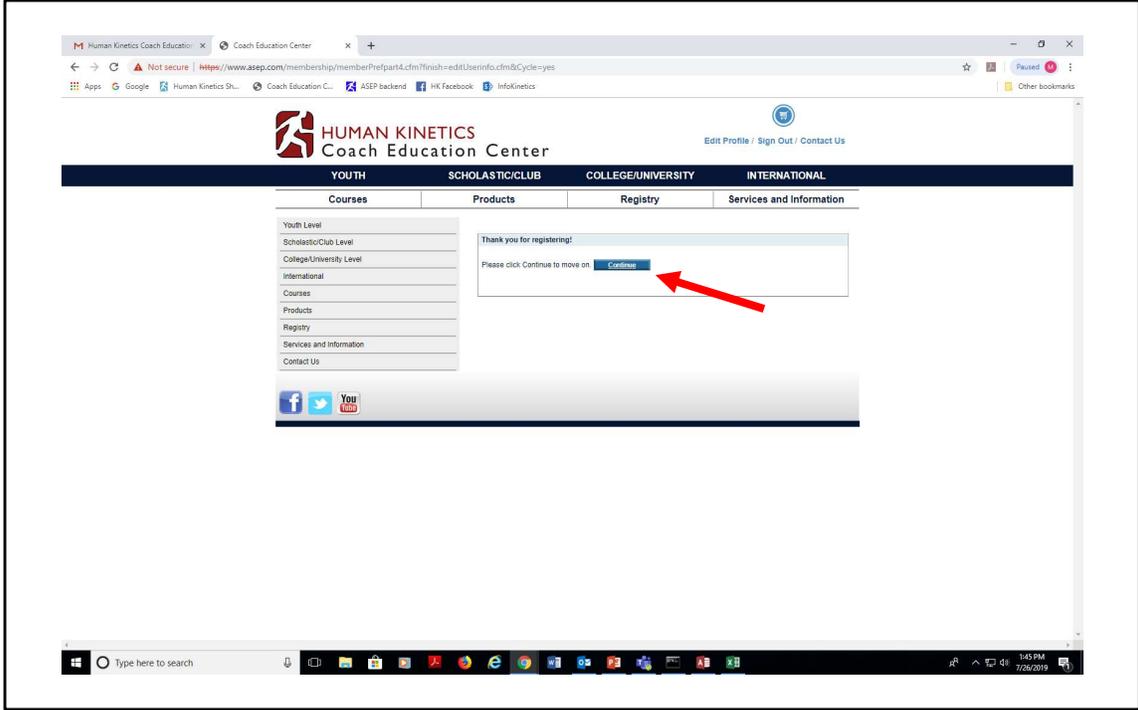
Sample completed form.



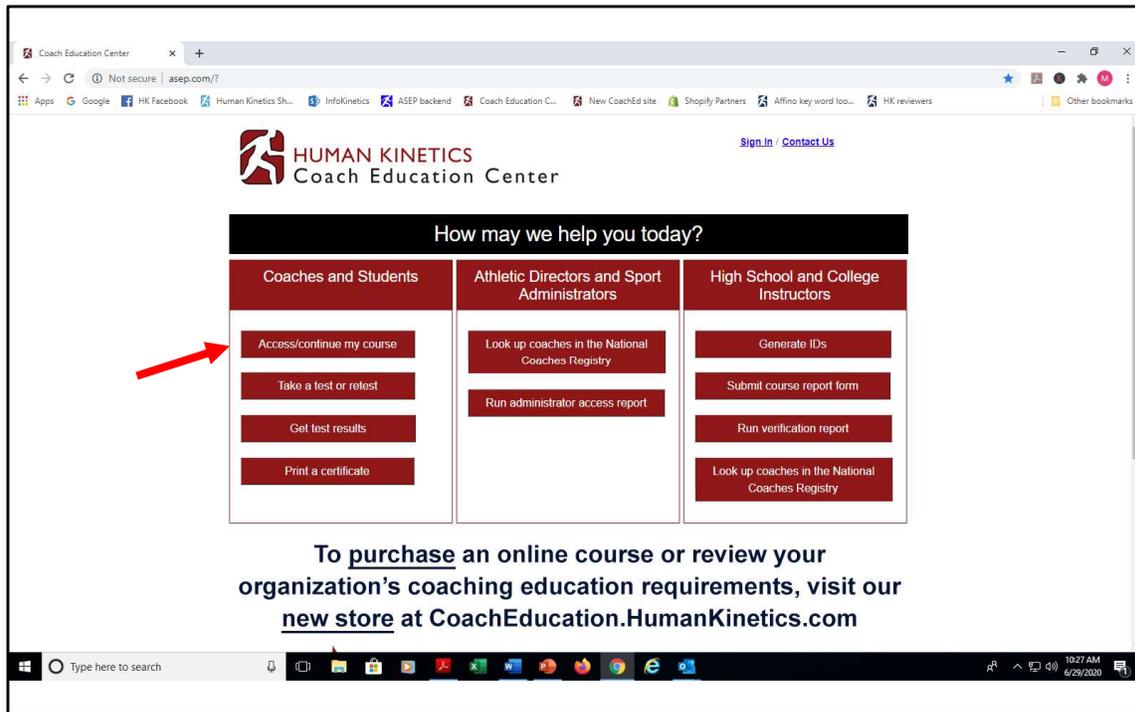
Complete second page of the form and click “finish.”



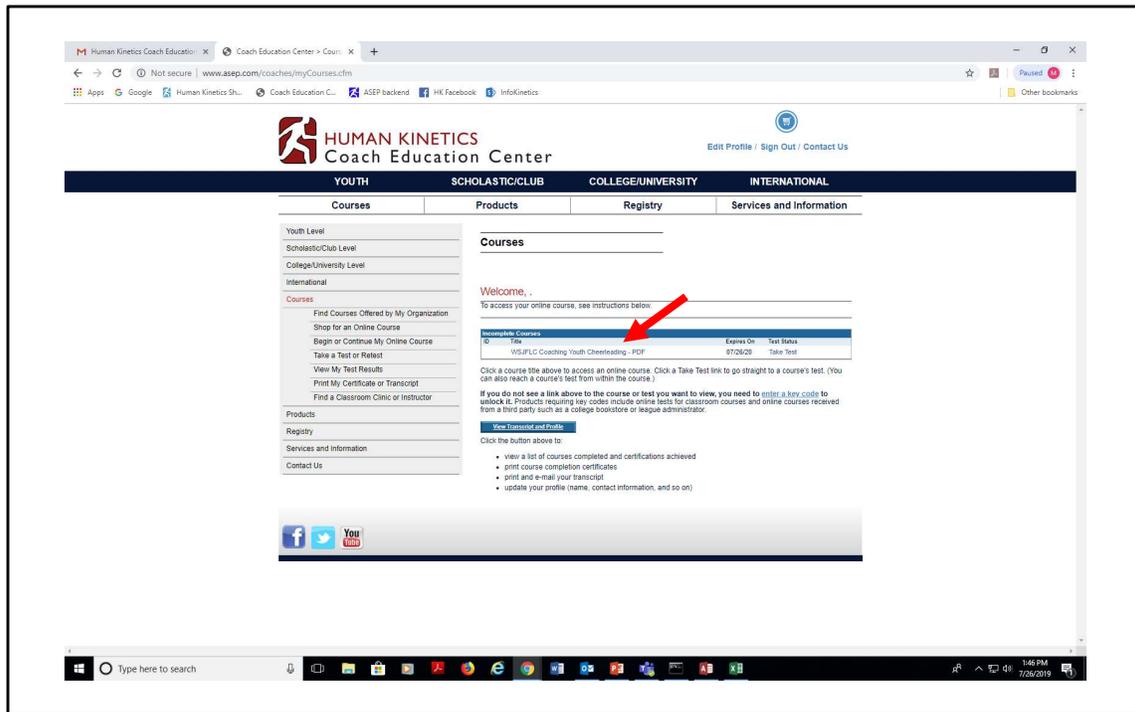
Sample completed form.



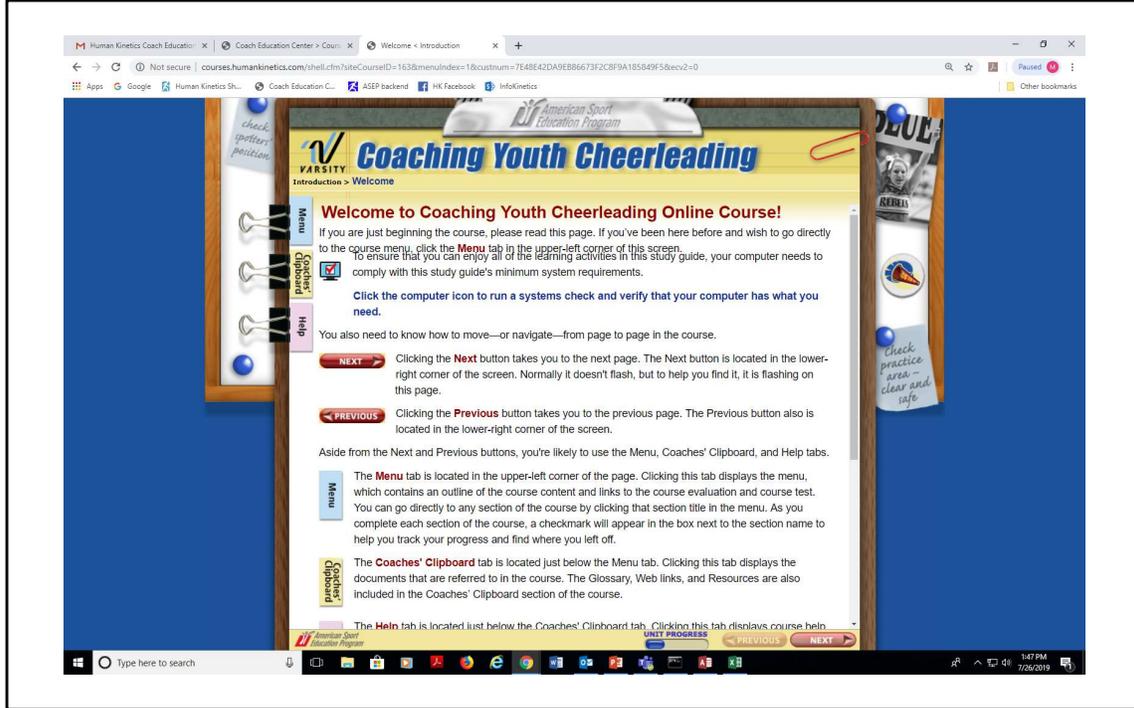
Click on “continue” button.



Back at the home page, click on the “access/continue my course” text link under “coaches and students.”



From this screen, click the course text link to access the course.



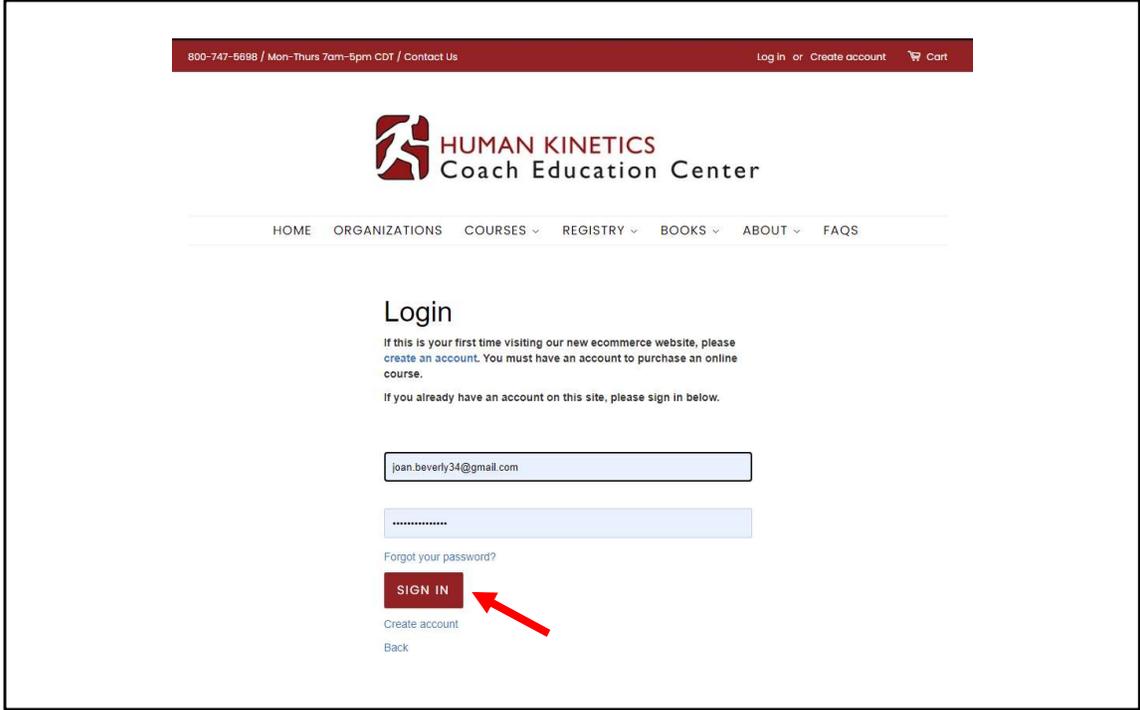
This is the opening page of the course.



Coaching courses for every level of sport

A row of four book covers. From left to right: 1. "Successful Coaching" (Fourth Edition) by Rainer Martens, featuring a group of athletes. 2. "Sport First Aid" by Malcolm J. Morgan, featuring a person in a white lab coat. 3. "Coaching Youth Football" by American Youth Football, featuring a football player in a blue jersey. 4. "Coaching Better Every Season" by Wade Gilbert, featuring a person in a dark shirt.

You can also access your course inventory anytime through the website. From the home page, click on the “log in” text link at the top of the page.



Enter your email and password (that you used to make your initial purchase) and click the “sign in” button.



Coaching courses for every level of sport

A row of four book covers is displayed. From left to right: 1. "Successful Coaching" (Fourth Edition) by Rainer Martens, featuring a group of athletes. 2. "Sport First Aid" by Melinda J. Pangel, featuring a person in a white lab coat. 3. "Coaching Youth Football" by American Youth Football, featuring a football player in a blue jersey. 4. "Coaching Better Every Season" by Wade Gilbert, featuring a person in a dark shirt.

All about
**COACHING
BETTER**

A small portrait of a man with short hair, looking directly at the camera.

**ELEVATE HOW YOU COACH
TO THE SAME LEVEL AS
WHAT YOU COACH**

UNITED STATES
OLYMPIC & PARALYMPIC
COMMITTEE
**QUALITY COACHING
FRAMEWORK 2020**

From the top banner, click the “my account” text link.



My Account

[Change Password](#)

[Order History](#)

Order	Date	Payment Status	Fulfillment Status	Total
#1064	July 26, 2019	Authorized	Fulfilled	\$217.45

[Account Details](#)

Joan Beverly
211 East 10th Street
Gibson City
IL
60936
United States
(217) 781-3377
[View Addresses \(1\)](#)

From the “my account” page, click the order number found under “order history.”

My Account

[Return to Account Details](#)

Order #1064

July 26, 2019 at 9:30 am

[Distribute Online Courses](#)

Product	SKU	Price	Quantity	Total
Coaching Youth Cheerleading Online Course-PDF - Online course				0
Subtotal				\$199.50
Tax (IL State Tax 6.25%)				\$12.47
Tax (Champaign County Tax 1.25%)				\$2.49
Tax (Champaign Municipal Tax 1.5%)				\$2.99
Total				\$217.45 USD

Billing Address

Payment Status: Authorized

From this screen, click the “distribute online courses” text link.

 **Distribute Courses**

Order #1064 Online Courses

Coaching Youth Cheerleading Online Course-PDF

Number of copies purchased: 10.
Number of copies distributed: 0.

How to distribute course(s)

- Enter the Email Address(es) of the person that you want to give the course to.
- Click Distribute Courses
- We will send an email to the Email Addresses that you enter with instructions of how to access the course.

Email Address:

Email Address:

Email Address:

Email Address:

We're now back at the inventory page.