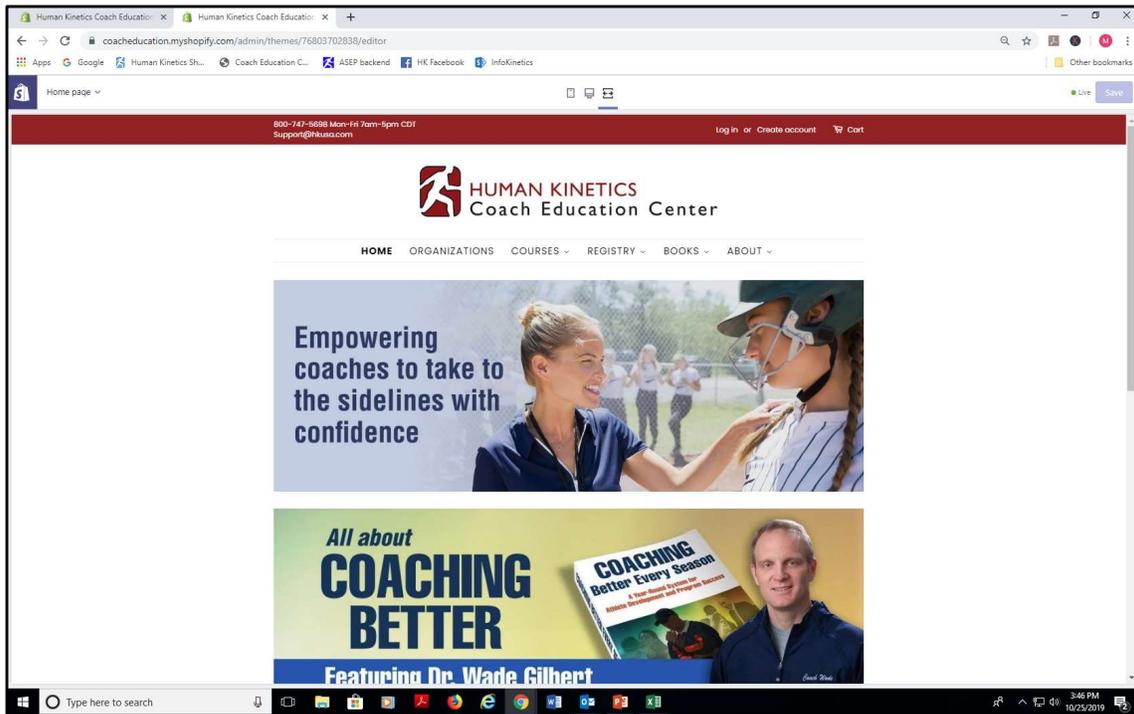
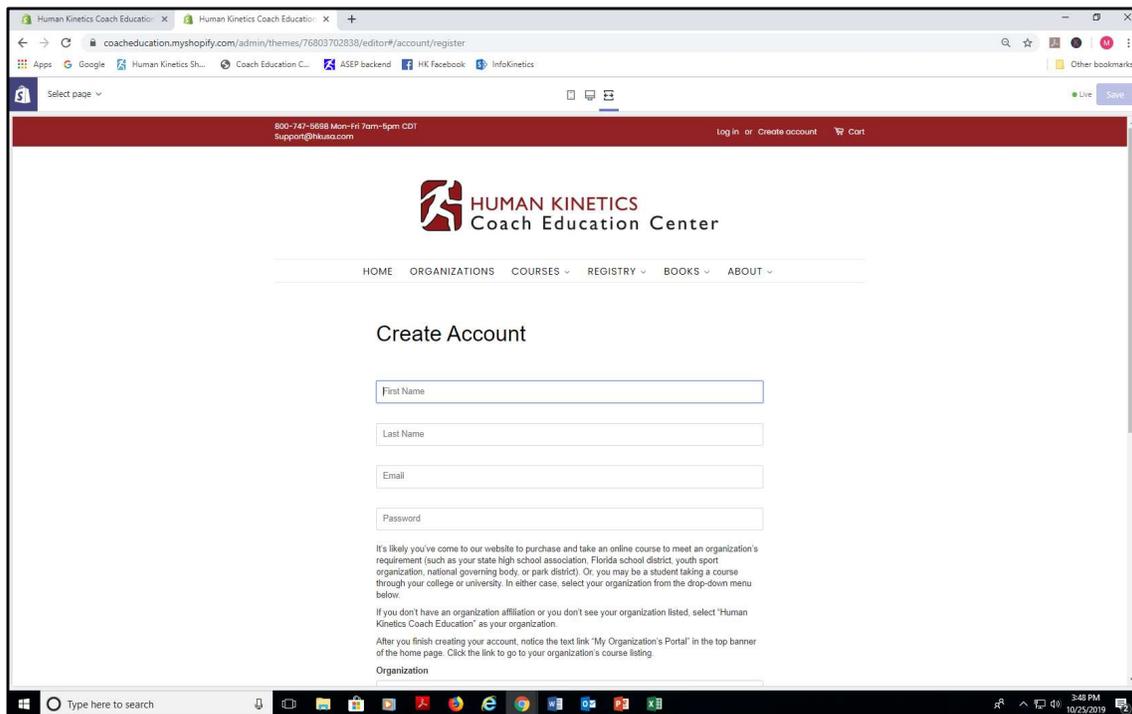




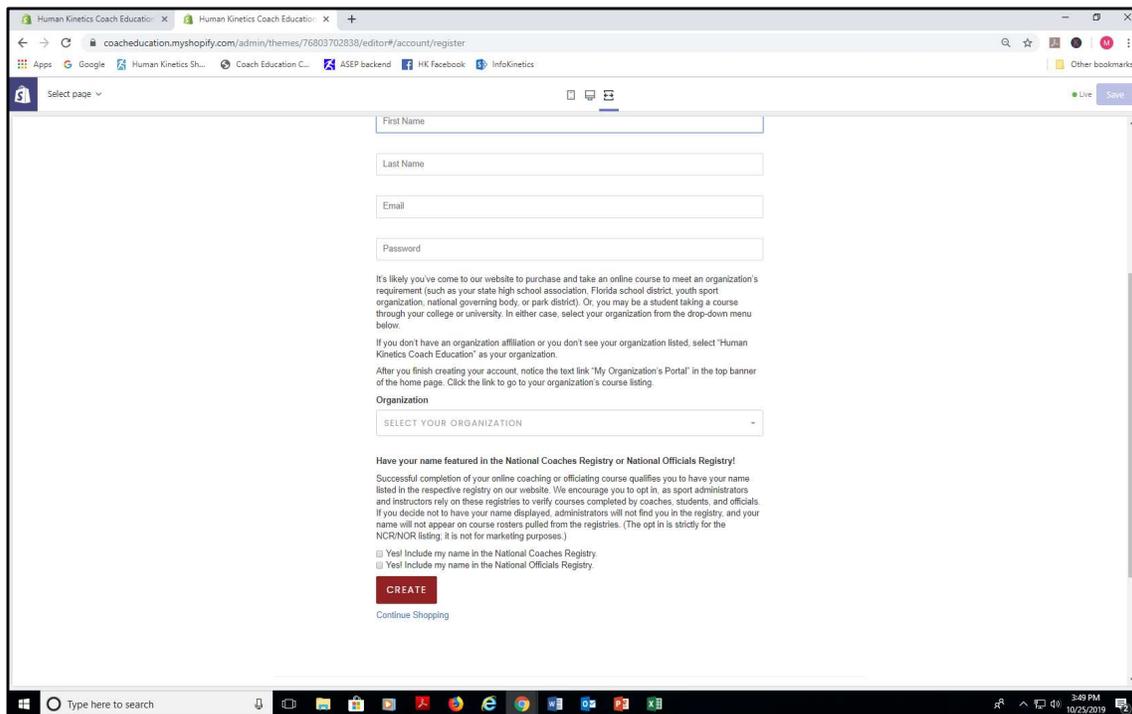
This tutorial takes you through the process of purchasing online courses in bulk and distributing them to your coaches. This feature is designed primarily for youth sport organizations that cover the cost of coach training.



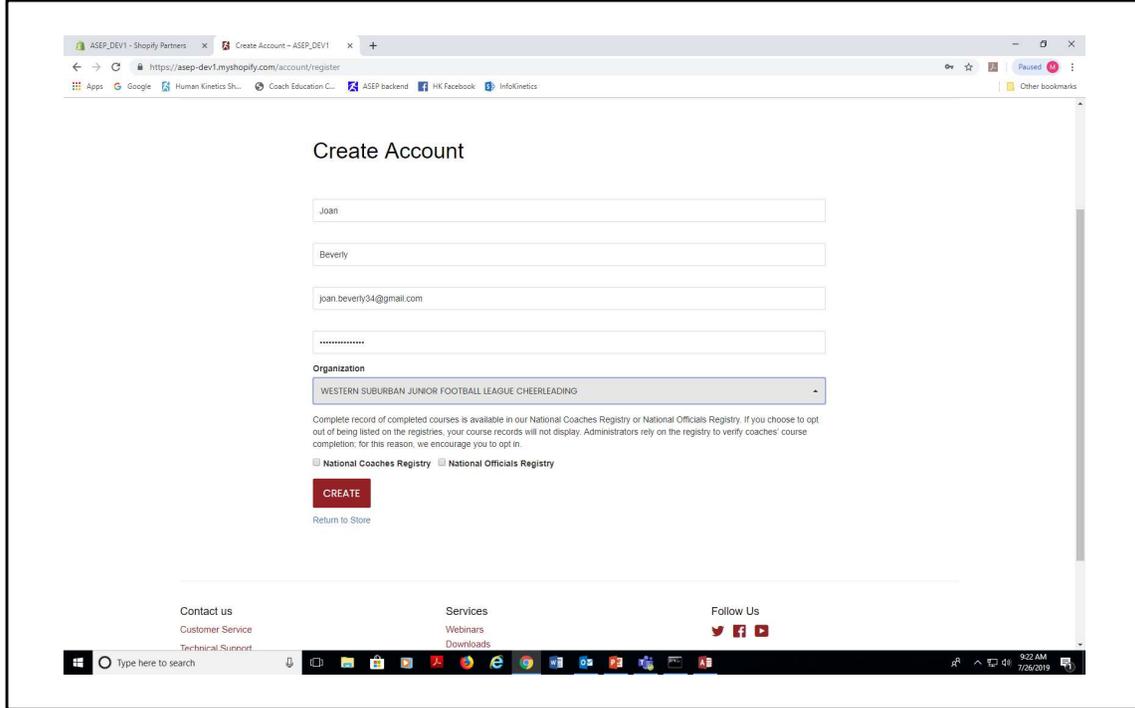
This tutorial assumes you are an administrator purchasing online courses in quantity for your coaches. We're also assuming you do not have an account on the website. From the home page, click on the "Create account" text link from the top banner.



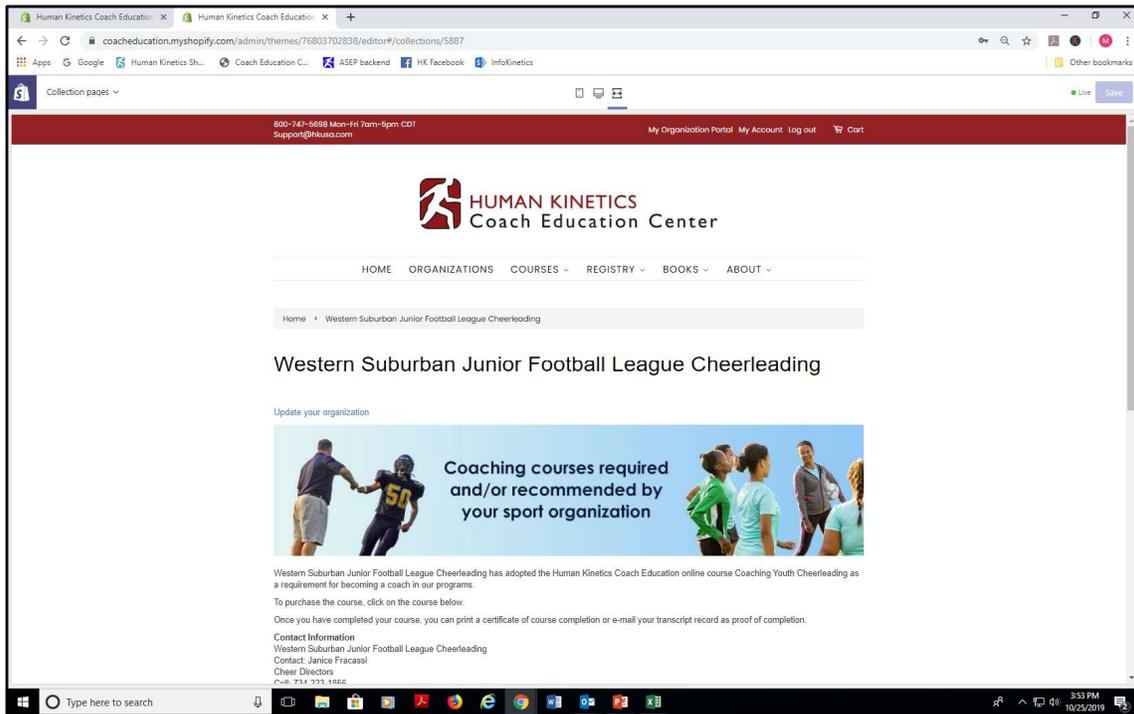
Enter your first and last name, email address, and password here.



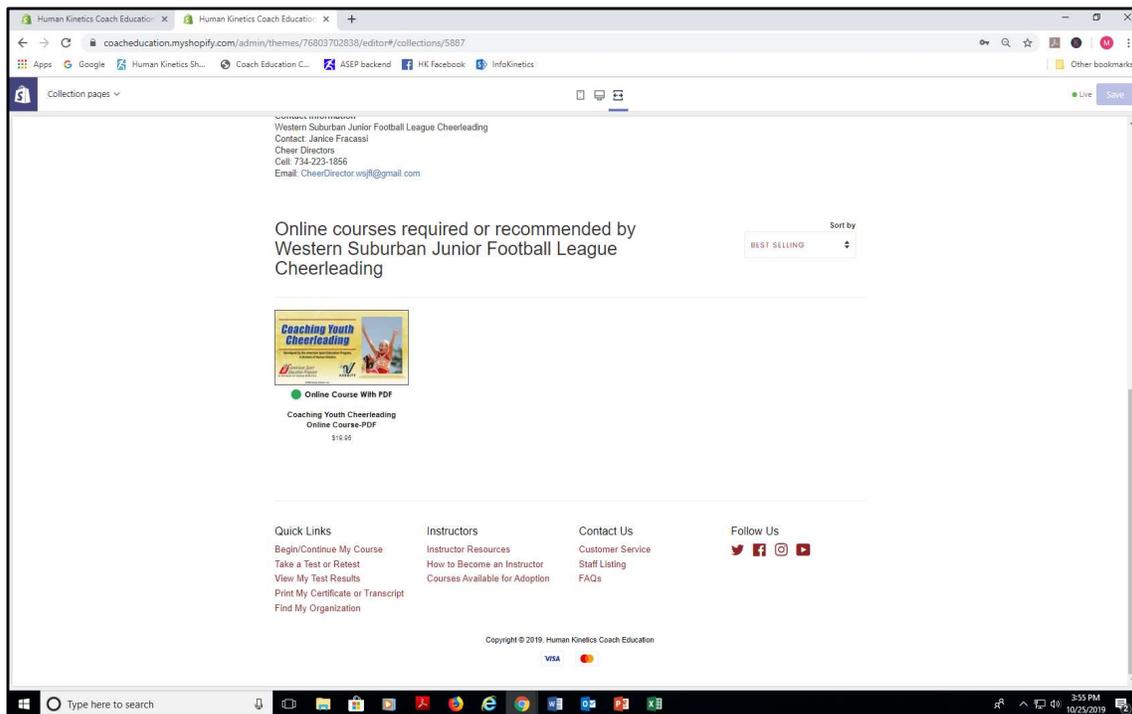
Further down on the page, select your organization from the drop down menu. Click the “Create” button when finished.



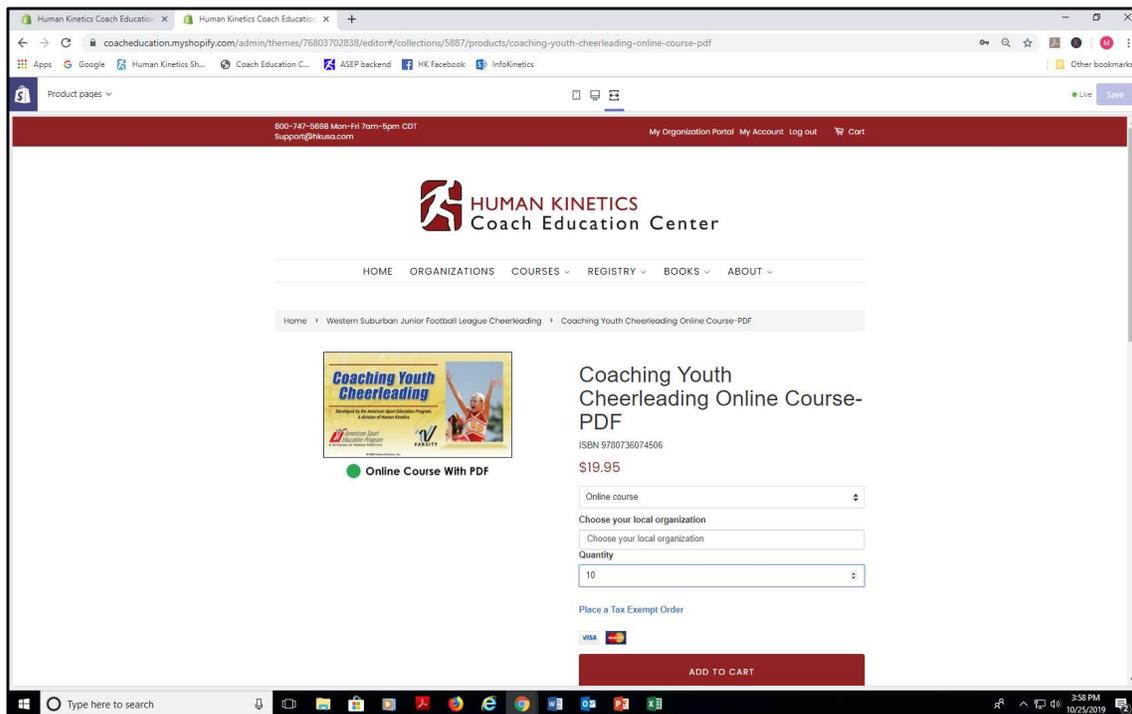
Example of an organization selected from the drop down. Click the “create” button.



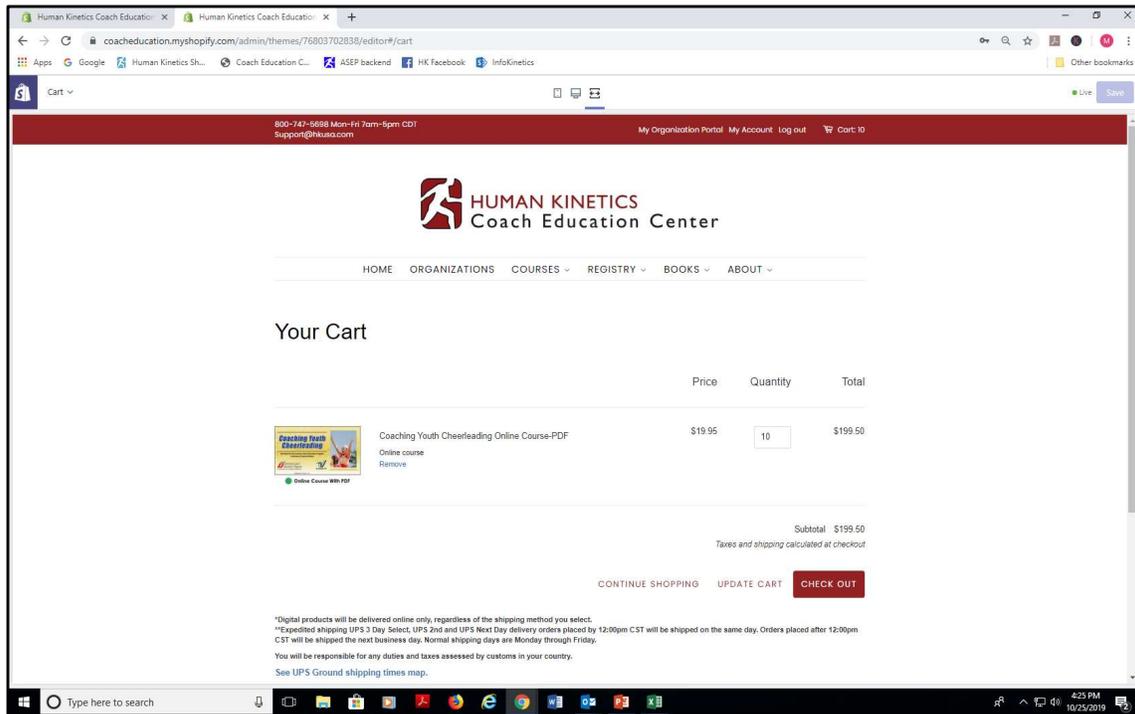
After you've created an account and affiliated with your organization, you're taken to your organization's "portal page" on the site. Portal pages are listed under the "Organizations" tab. Also, notice the text link "My organization's portal" appears in the top banner. From this page, you'll select the course you want to purchase in quantity.



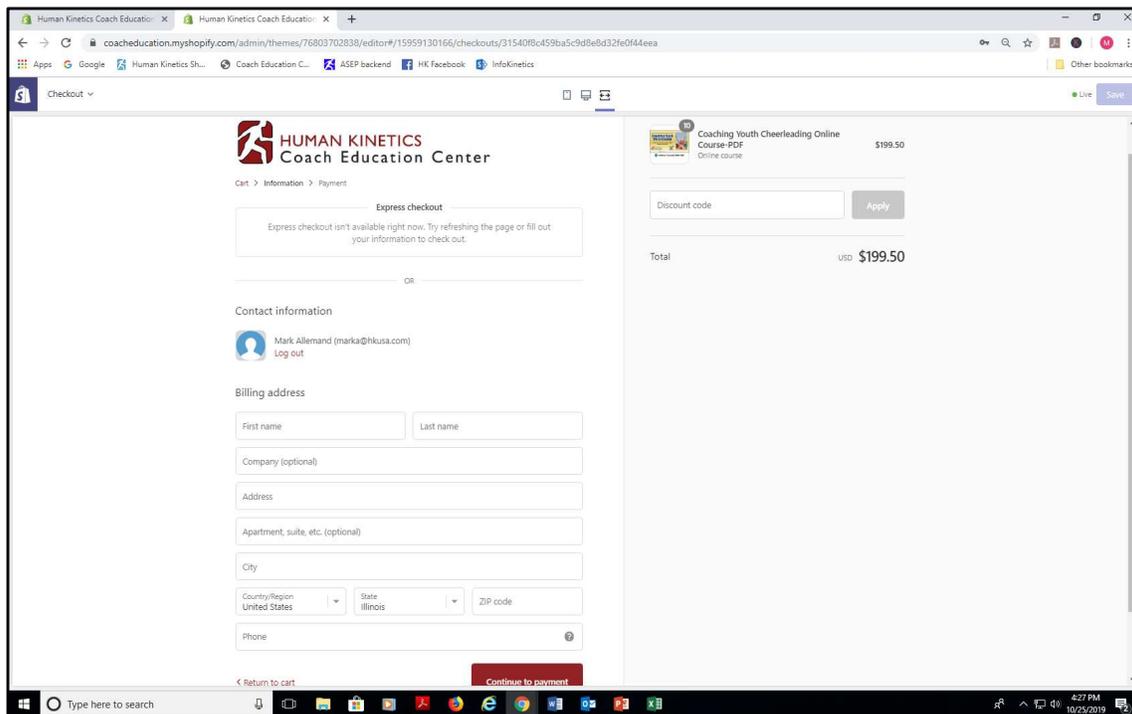
In this example, we're purchasing the Coaching Youth Cheerleading online course. Click the course image to view a course description.



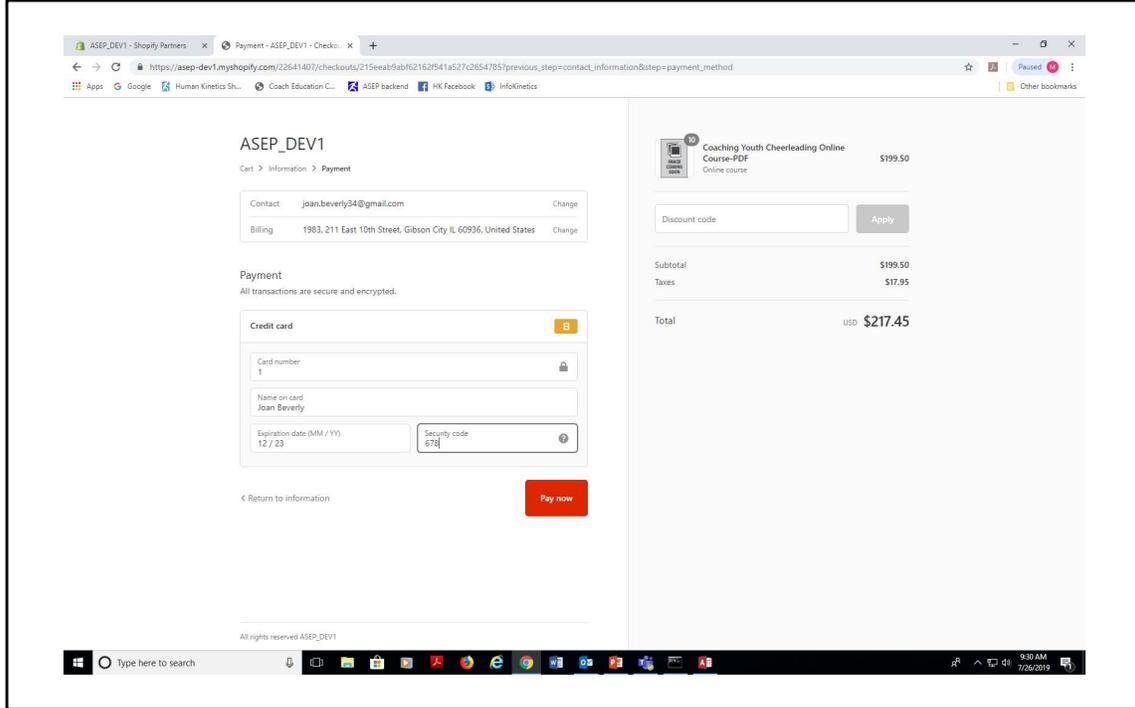
From the course catalog page, change the quantity to the number of courses you want to purchase and click “Add to cart” button. In this case, we’re buying 10 courses.



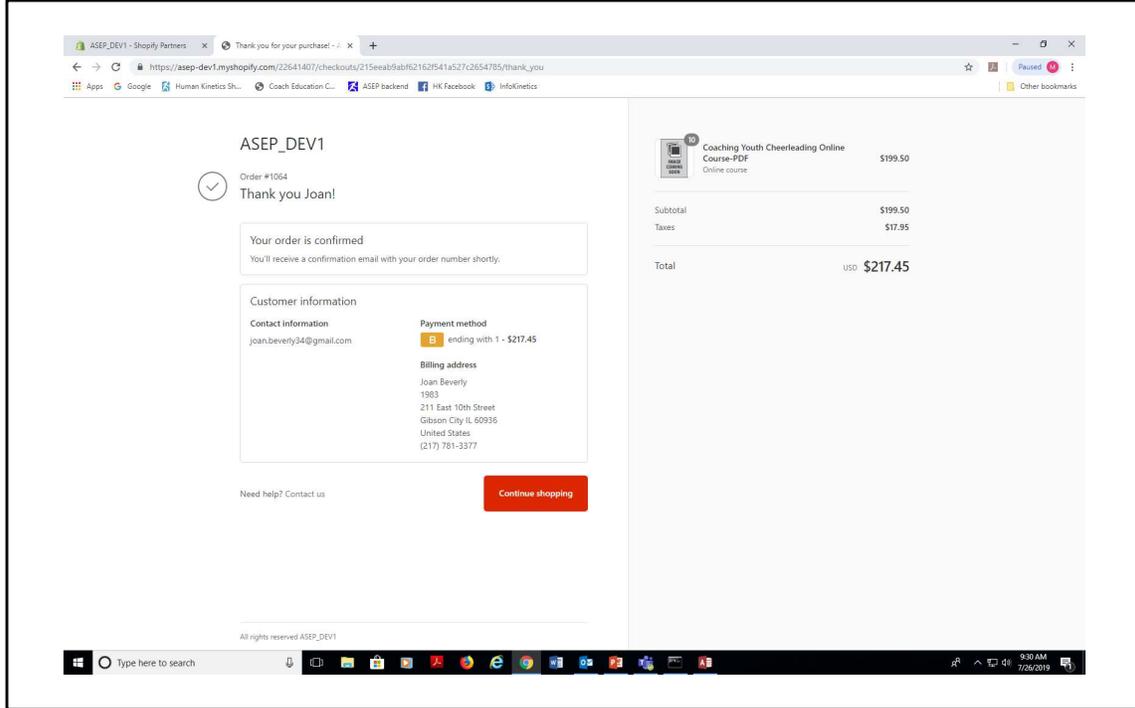
Your updated shopping cart reflecting the number of courses you plan to purchase. Click the “check out” button to proceed.



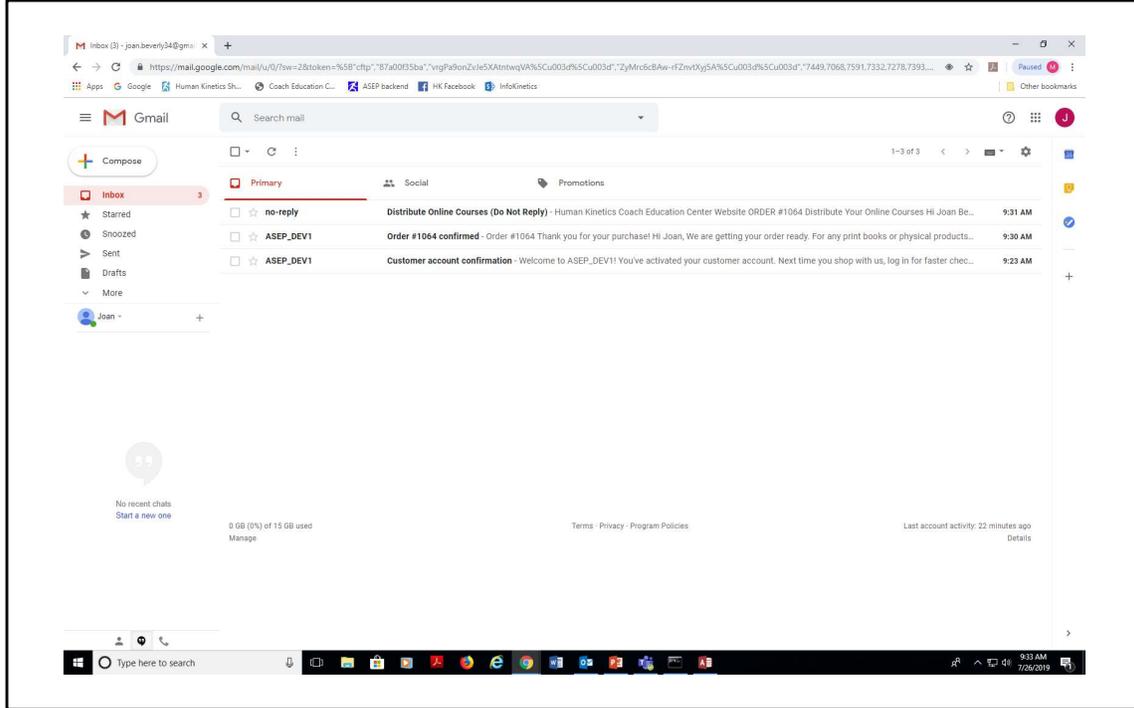
Enter your billing address on this screen. When finished, click “continue to payment” button.



Enter your credit card information on this screen. Click “pay now” to complete your transaction.



This is the order confirmation screen. You'll be sent an email containing instructions on how to distribute courses to your coaches.



See the “distribute online courses” email in your inbox. This concludes the tutorial. For instructions on how to distribute the courses, see the tutorial “how to distribute courses in bulk.”