

HOW TO REGISTER ONLINE FOR A FIRST AID OR WHITECARD COURSE

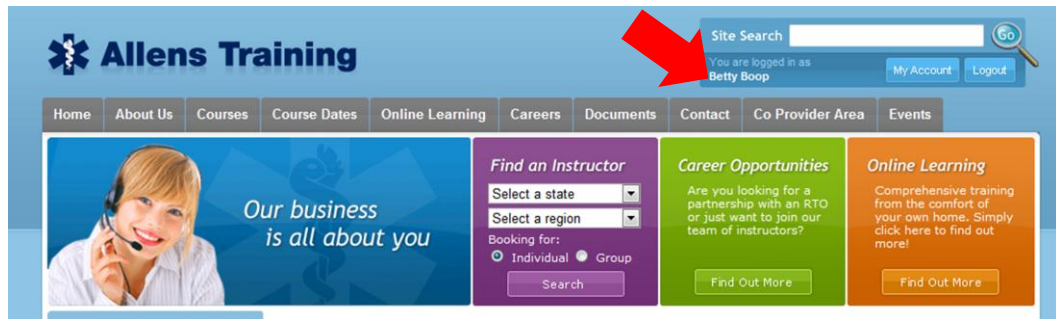
1. Go to www.allenstraining.com.au
2. Enrolling in a course is a two part process.

First you must REGISTER AS A STUDENT ON OUR WEBSITE (steps 3 – 13)

Then you can ENROL INTO A COURSE (steps 14 – 22)
3. For the first part of the process – to register as a student. Click on the TAB “Course Dates” located across the top of the screen.
4. Under the heading of” PUBLIC COURSES” you will find a list of course dates and locations. Scroll down through the list to find the course you wish to enrol in.

Please ensure that you take note of the course location as courses in both GOULBURN and WAGGA WAGGA are included in this list.
5. Click the green “READ MORE” button to get further information and proceed to book in.
6. Read through the information and if you wish to continue with your enrolment scroll to the bottom of the page and select the “SIGN UP AS A STUDENT” link.
7. Enter your email address as your username and then enter a password.
8. MAKE SURE YOU ENTER A VALID EMAIL ADDRESS WHEN ASKED AS THE BOOKING CONFIRMATION AND TAX INVOICE/RECEIPT WILL BE SENT VIA EMAIL TO THIS ADDRESS.
9. Each email address can only be used once for registration – **only one student will be able to register with an email address**. If you try to enter an email address that has already been used you will get an error message.
10. Work through the questions on the screen to set up your student account. Please use capitals where appropriate and please ensure you enter your full name (including middle name) e.g Betty Barbara Boop
11. When you get to the DOB section a calendar will pop up. Press the “Esc” key on your keyboard (Usually in the top left hand corner) to remove the calendar. You can then type your date of birth into the field e.g 22/2/1968
12. Once you have entered all your details click on the “CONTINUE” button at the bottom right hand corner of the screen. **Please Note:** This will clear the form you have just filled in – the form will stay on the screen but all details will appear blank. Do not be alarmed.

13. You will now see that you are logged in to the website as a student – Your student name should now appear in the dark blue box in the top right hand corner under the Site Search. You will also receive a “Thanks for registering” email to your nominated email address.



14. **You can now start the second part of the enrolment process** – enrolling into a course. Click again on the TAB “Course Dates” located across the top of the screen.
15. Scroll through and select the date and location of the course you wish to enrol in. Click on the green “Read More” button. Now that you are registered as a student at the bottom of the screen you will see a green “MAKE A BOOKING” button. Click on this.
16. Check the billing and course details – if they are correct click on the orange “NEXT STEP” button.
17. Click on the orange “Next Step” button again.
18. Ensure Credit Card is showing as the payment option and then click on the orange “NEXT STEP” button.
19. This opens up the screen for you to enter your credit card details. Enter the name on the credit card, select the card type from the drop down list, enter the card number and the expiry date.
20. Click the orange “Finalise my order” button at the bottom of the screen
21. You should then see the “Thank you for ordering” screen.
22. You should then receive 2 emails that will finalise the booking process and confirm your enrolment into the course. The first Email will have “Your Order” in the subject line – this contains a copy of your Tax Invoice/Receipt. The second email will have “Course Booking Confirmation” in the subject line and will contain details for the course you have booked into as well as any proof of identity requirements or any pre course work that needs to be completed PRIOR to your course.

Congratulations - The course booking process is now complete.