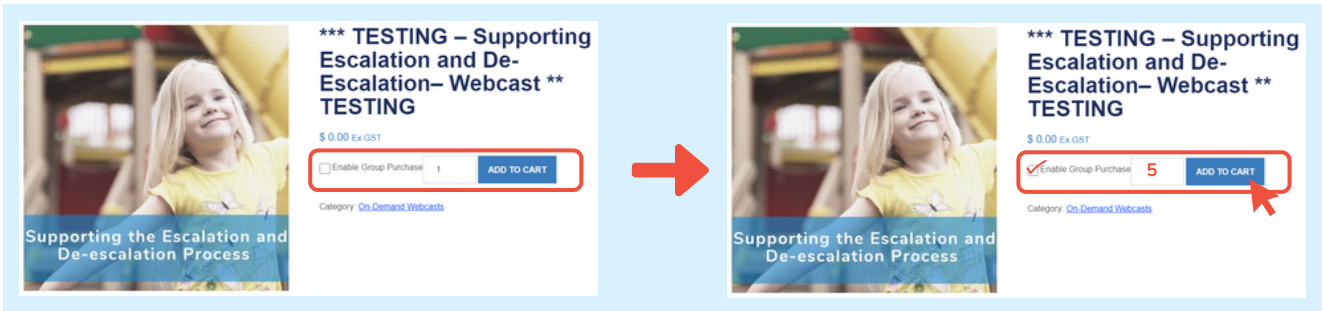
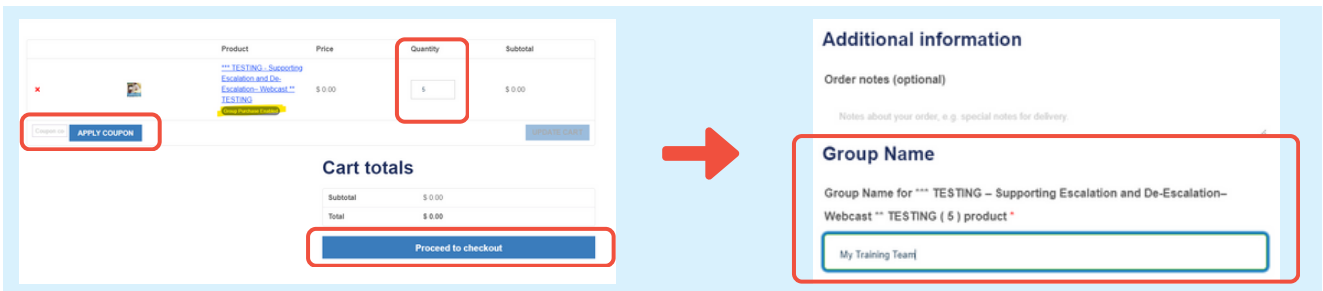


# How to create a bulk order

- 01** Select the Professional Development (PD) course you want to purchase. Tick **'Enable Group Purchase'** and **Add number of users you are enrolling**. Add to cart.

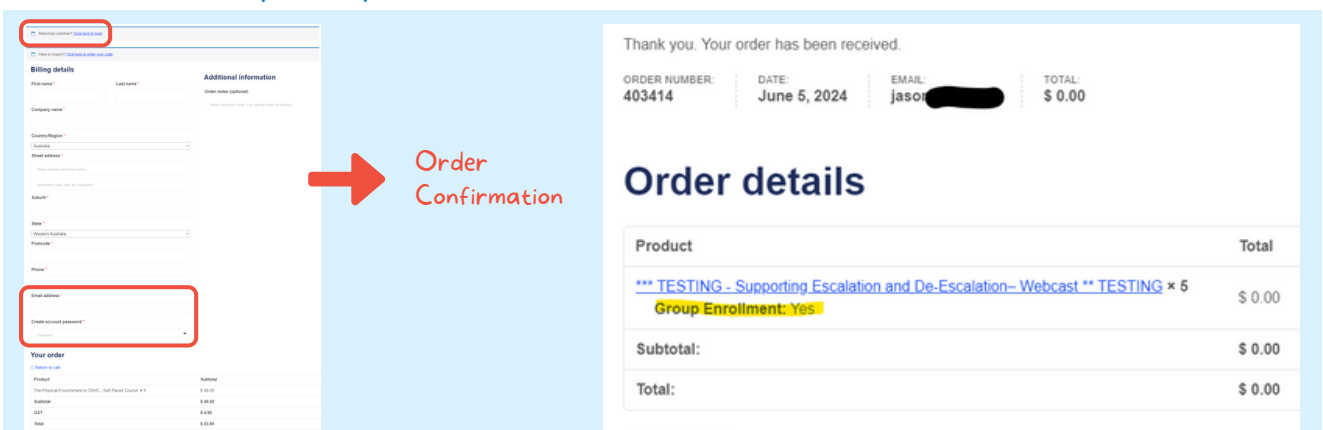


- 02** Finalise order, apply discount code (if available) and proceed to checkout. Add your Group name (for example: 'Centre, webcast name and date')



- 03**
- If you are an **existing user** but have not yet logged in, **sign in to your account** to continue. The login option is available at the top of the page during checkout.
  - If you are a **new user**, the system will **automatically create you an account** upon checkout.

Fill up the billing details and any additional information. Once finalised, place your order.



- 04** You will receive 2 e-mails.
1. Order confirmation with your invoice
  2. Link to enrol your team members in the course  
**(required for team access)**

**Email 1: Order Confirmation**

**Email 2: Enrol other users**

- 05** Start enrolling your team members by following the link in the e-mail.
- If you are ordering for someone else, please enrol yourself first then proceed to enrol other team member(s).**

**Find your 'Group' Name**

**Enrol your team members by:**

**Option 1: Filling in the details manually**

**Option 2: Uploading a CSV file with names and e-mail**

**For uploading assistance, contact our support team at [support@childaustralia.org.au](mailto:support@childaustralia.org.au)**

- 06** Your team members will all receive an e-mail confirmation with a link to enrol.
- **New users:** this email includes their username and password
  - **Existing users:** use their current login details to access “My Account”

**You have been successfully enrolled in My Training Team**

Hi Donna,  
You have been enrolled by Jason De Mamiel to courses

- Supporting Escalation and De-Escalation-Webcast

You can access your courses from [My Courses](#).

Shop Child Australia

- 07**
- If you are **not yet logged in**, sign in to your account by clicking “**Login / Register**” to access all enrolled courses.
  - If you are **already logged in**, click “**My Account**” to access all enrolled courses.

**If you are not yet logged in**

**If you are already logged in**

**You will be redirected to the Online Learning Centre to start / continue the online course.**