

How to create a bulk order

 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.



O2 Finalise order, apply discount code (*if available*) and proceed to checkout. Add your Group name (*for example: 'Centre, webcast name and date'*)

Prod	duct Pri	ice	Quantity	Subtotal	Additional information
× 🖻 Esca	ESTING - Supporting Vision and De- Vision Webcast ** \$0	1.00	5	\$ 0.00	Order notes (optional)
	Parture Code	l		UPDATE CART	Notes about your order, e.g. special notes for delivery.
	(Cart total	s		Group Name
		Subtotal	\$ 0.00		Group Name for *** TESTING – Supporting Escalation and De-Escalation-
		Total	\$ 0.00		Webcast ** TESTING (5) product *
			Proceed to chec	kout	My Training Team

- 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.

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Conservationages ************************************	•	•	Order Confirmation	Order details	
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C Receive car Product The Physical Environment in OSHC - Set Paced Course + 1 Subsoal	Suburat 5 40 00 5 40 00			Total:	\$ 0.00
GST Total	5 4.50 5 43.50				

04 You will receive 2 e-mails.

 Order confirmation with your invoice
 Link to enrol your team members in the course
 (required for team access)

cmail I:	Order / Tax Invoice #403		
Order ofirmation	16 Jason, We have finished processing your order. [Onder (#403414] (June 5, 2024)		
	Product	Quantity	Price
	*** TESTING - Supporting Escalation and De-Escalation - Webcast ** TESTING • Group Envolved.	•	\$ 0.00
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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).

Ca



Enrol your team members by:



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"





- 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.

