

## STEP 1 CONNECT TO YOUR ACCOUNT

**New Learners:** Click sign up now button below to begin. The sign-up page will appear. Fill in your information and click "Sign Up".

**SIGN UP NOW**

For Organization Member ID -Enter N/A

For Role - Select Athlete

For name of Sport or Community Organization -Enter **East Tennessee Performing Arts Association**

Once you are logged into your new account, go to home page, and select the "catalog" tile.

## STEP 2 IDENTIFY YOUR COURSE

From your Home Page, go to **"My Courses"** and select your course. Click the cart at the bottom of the tile to purchase. **Do not select any course that indicates "Completed." Purchase one course type at a time.**

**Below are the selected courses required by your organization.**



## STEP 3 SHOPPING CART

Select shopping cart at the top right corner. The selected course will be displayed.

Click on "View Shopping cart" button.

If purchasing for others, click the "purchase on behalf of others" check-box (see example on the right).

Update the seat quantity, click the blue refresh button, this will update the cost.

Enter the coupon code if one was provided by your organization, then click "Apply". **Do not enter enrollment keys here.**

Quantity	Subtotal
1	\$20.00
<input checked="" type="checkbox"/> Purchase on behalf of others	
Subtotal	\$20.00
Total	\$20.00
<b>Proceed to Checkout</b>	

**There is no Coupon Coded for the season**

### STEP 4 CHECKOUT

Click the “Proceed to Checkout” button on the right. Follow the prompts to complete your purchase. **Single purchases on behalf of others and multi-seat purchases will be issued a link and enrollment key to share with staff.**

[Proceed to Checkout](#)

### STEP 5 REMINDERS FOR ADMINISTRATORS

#### Reminders:

- Purchase one course type per transaction.
- Purchases are final, unused enrollment keys are valid for 12 months.
- An enrollment key is considered used once the user enrolls in the course, not when completed.
- You will receive an email receipt with a template and enrollment key. Add your enrollment key to the template, save and then share instructions.

Need technical assistance?

[CONTACT HELP DESK](#)

You will be asked to provide your organization, location, email associated to your profile and the issue at hand. Help Desk hours are 8 a.m. to 9 p.m. EST on weekdays; noon to 5 p.m. EST on weekends.

**THANK YOU FOR BEING A PART OF OUR MISSION TO END ABUSE IN SPORT.**

**CHAMPION RESPECT.  
END ABUSE.®**