Registering an Account:

Register Page: On most websites, you'll find a **Log in**, at the top right corner of the home page.



Sign up with email

Choose a Sign-Up Method

- **Sign up with Google**: Click on the **Sign up with Google** button and select your Google account to continue.
- **Sign up with Facebook**: Click on the **Sign up with Facebook** button and log in to your Facebook account to proceed.
- Sign up with email: Click on Sign up with email, then enter your email address, create a password, and follow the on-screen instructions.



- Log in with Google: Click on the Log in with Google button and select your Google account to continue.
- Log in with Facebook: Click on the Log in with Facebook button and log in to your Facebook account to proceed.
- Log in with email: Click on Log in with email, then enter your email address, and the password, and follow the on-screen instructions.



Choose the webinars or course: choose the webinar or course, find the **Book Now** button for individual session, or **Explore Plans** for the whole series of webinars and workshop.

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Purchasing the individual session use Book me



- 1. The dates with dots underneath are the date for individual webinars
- 2. Check the date and time, time is in GMT in 24hr format
- 3. Check the service details, and press Next

Purchasing series of webinars and Course use Explore plan



- Check the details and Select
- Sign up / Log in to continue

Checkout

1 Sign Up Fo purchase this plan and use its benefits in the future, log in to your account or sign up.		Order summary	
Sign Up	Log In	sessions Duration: 3 months Sessions: 3	
2 Payment			
		Total	£105.00
		Secure Checkout	

- Fill out the form for payment and follow website instruction.
- You will receive an email confirmation for your booking.
- You can also check the message from Notification bell at the top right corner.



Heview Webinar / Course materials within expiry period

- 1. Log in to the website
- 2. Find My Online Courses



3. View Program

Programs

Track the progress of your programs.



- 4. Under Overview, click the **chevron** [^] to expand the available recordings list.
- 5. Choose the one you want to view.
- 6. Play the webinar / course.
- 7. Click **Complete Step** in order to get the **Master class** certificate after completed whole course.
- 8. Check your course progress here to see the percentage of completion.