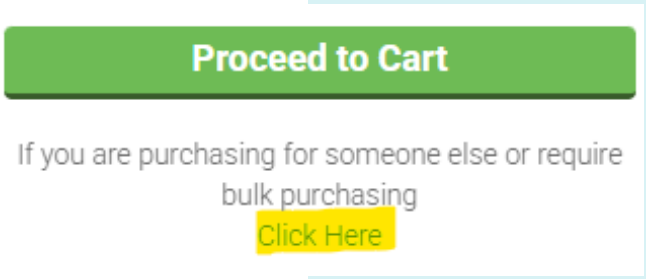
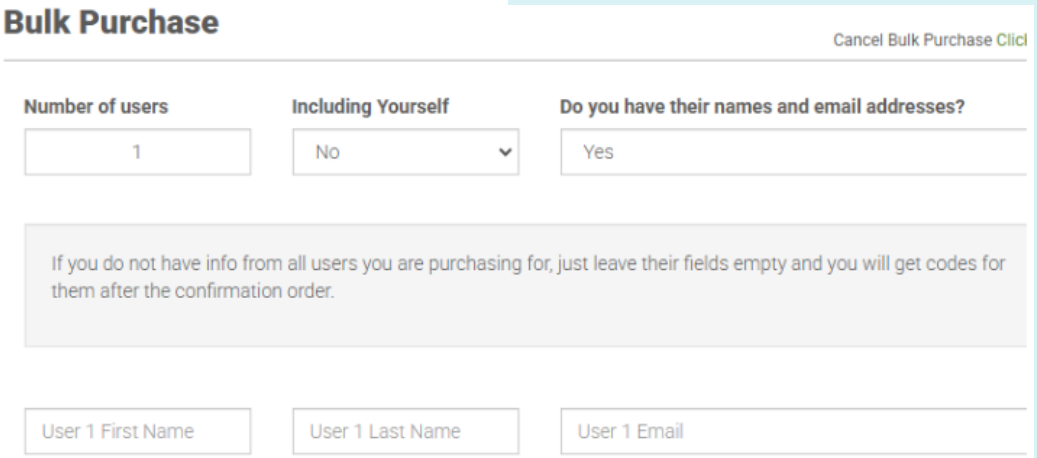
Eastern Region Training

Purchasing Guide

- First, you need to sign up/sign in
- Find your course at the store
- When you click 'add to cart', click the text highlighted below:



- It will take you to this page, where you can populate with the delegate details and adjust the quantity as needed:



- Then you check out as normal.

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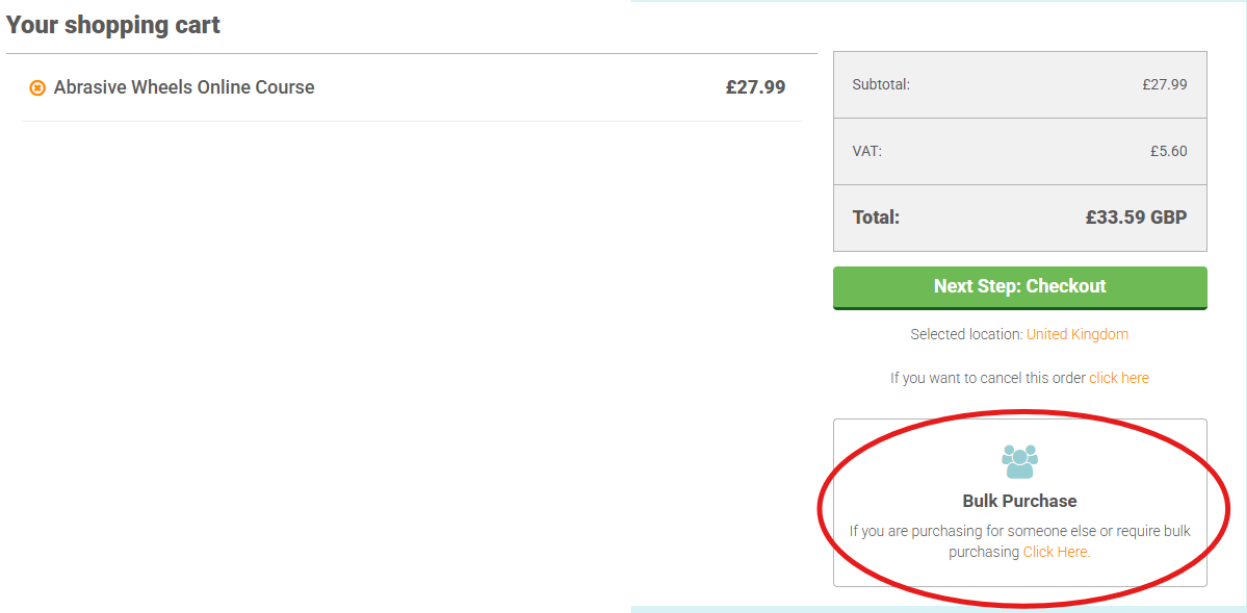
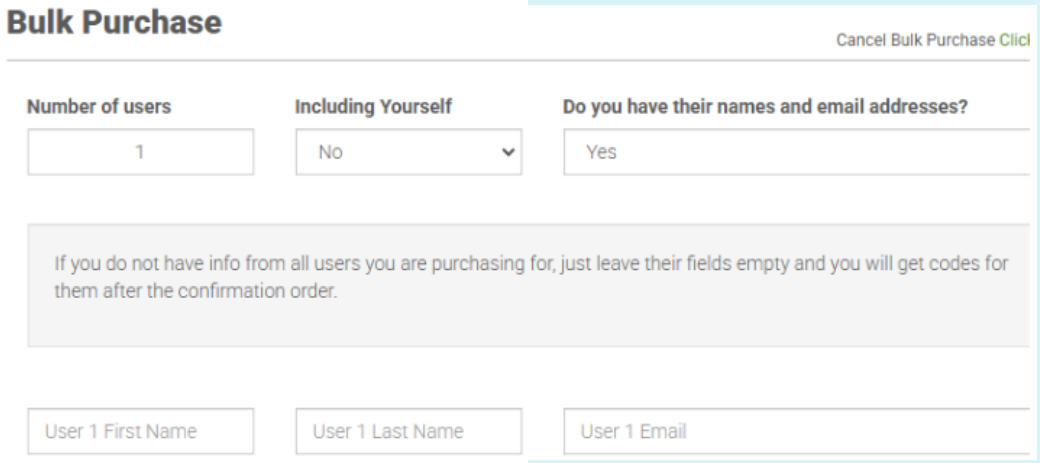
- Alternatively, go to your cart and scroll down, until you see this:



- It will take you to this page, where you can populate with the delegate details and adjust the quantity as needed:



- Then you check out as normal.

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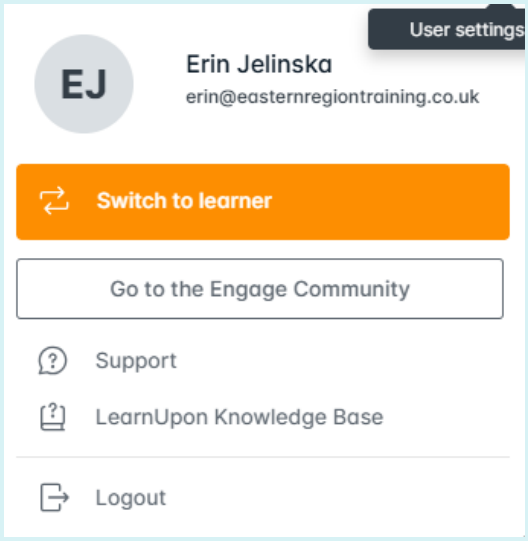
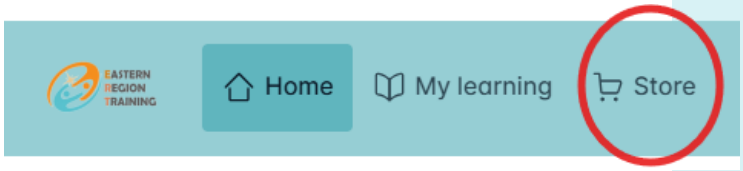
Please note, if you are a ‘Manager’ user, you will need to do the following:

1. Click your initials in the top-right corner

2. Click ‘switch to learner’



3. Navigate to the store (within the red circle shown below) and follow the steps on Page 1.