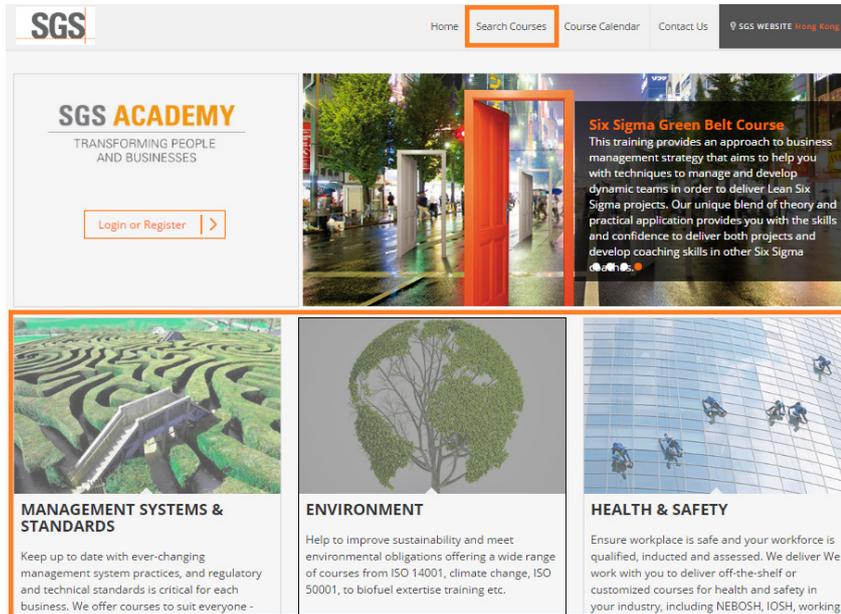
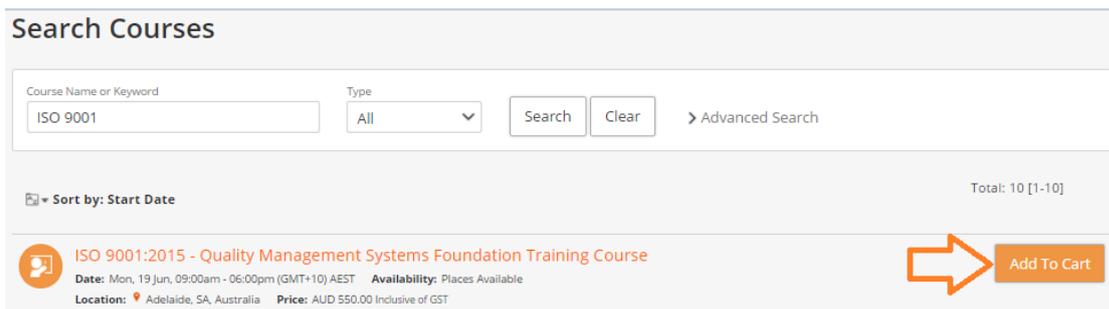


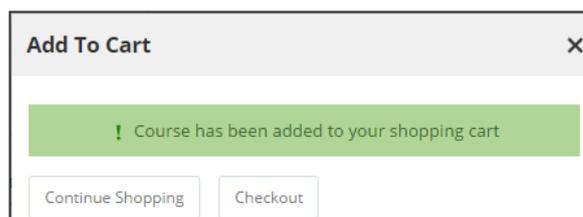
Step 1 From the landing page, click on a preferred category to view available courses. Or, you may also click on the Search Courses from the top menu to view all courses.



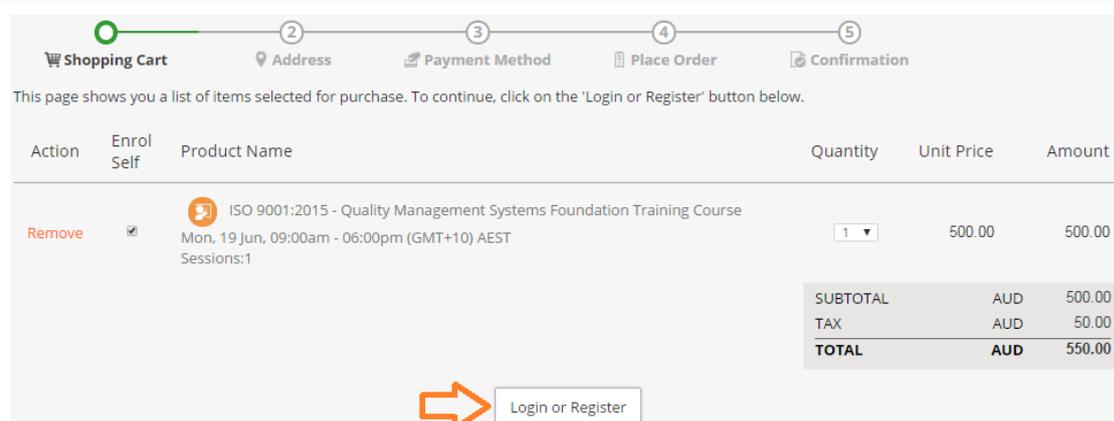
Step 2 Search for the course if you know the name or leave the search box empty to see all the available classes. Click on **Add to Cart** for the course you would like to book.



Step 3 You can go back to book another course or proceed to **Checkout**



Step 4 You need to **login** or **register** to proceed.



Step 5 Select the **quantity** of attendees you like to add to this booking. You also have the option to **enrol yourself** or not

The screenshot shows a progress bar at the top with five steps: 1. Shopping Cart (active), 2. Address, 3. Payment Method, 4. Place Order, and 5. Confirmation. Below the progress bar, it says "Please select items for purchase and click on the Next button to proceed".

Action	Enrol Self	Product Name	Quantity	Unit Price	Amount
Remove	<input checked="" type="checkbox"/>	ISO 9001:2015 - Quality Management Systems Foundation Training Course Mon, 19 Jun, 09:00am - 06:00pm (GMT+10) AEST Sessions:1 Adelaide, SA, Australia	1	500.00	500.00
				SUBTOTAL	AUD 500.00
				TAX	AUD 50.00
				TOTAL	AUD 550.00

Step 6 Select your **Billing Address**. You can edit your personal Billing Address or add a new one.

If paying by Credit Card, use the billing address that matches your credit card billing address.

The screenshot shows a progress bar with four steps: 1. Shopping Cart, 2. Address (active), 3. Payment Method, and 4. Place Order. Below the progress bar, there are instructions: "Please click on a contact address below or click Add Contact to create a new one." and "If paying by credit card, please add/use a contact that matches your credit card billing address."

My Contacts

AU Learner Test
 1234
 City Test, SA
 Australia
 1234
 1234
 aulearner@test.com

Add Contact

Step 7 Select the **Payment Method**

The screenshot shows a progress bar with four steps: 1. Shopping Cart, 2. Address, 3. Payment Method (active), and 4. Place Order. Below the progress bar, there are instructions: "Please click on a contact address below or click Add Contact to create a new one." and "If paying by credit card, please add/use a contact that matches your credit card billing address."

Product Name	Quantity	Unit Price	Amount
ISO 9001:2015 - Quality Management Systems Foundation Training Course Mon, 19 Jun, 09:00am - 06:00pm (GMT+10) AEST Sessions:1	1	AUD 500.00	AUD 500.00
		1 Item	AUD 500.00
		SUBTOTAL	AUD 500.00
		TAX	AUD 50.00
		TOTAL	AUD 550.00

Payment Method

Promotion Code

Step 8 If paying by **Credit Card**, enter your credit card details as shown on the screen. Make sure that the **amount** to be charged is correct.

Click on **Process Payment** after agreeing with the Terms and Conditions.

Credit Card Details

You will be charged the amount of **AUD 550.00** to your credit card. Please enter your credit card details below:

Card Type: Visa Master Card, Eurocard

Cardholder Name:

Card Number:

CW/CVC: (3 or 4 digit verification number found on front or back of card)

Expiry Date: MM YYYY

Protected by CyberSource

* I agree with the Terms and Conditions

Step 9 If not paying by Credit Card, **Place the Order** after agreeing with the Terms and Conditions

Place Order

You have chosen Pay Later as the method of payment. Click on the 'Place Order' button to create an order.

Product Name	Quantity	Unit Price	Amount
ISO 9001:2015 - Quality Management Systems Foundation Training Course Mon, 19 Jun, 09:00am - 06:00pm (GMT+10) AEST Sessions:1	1	AUD 500.00	AUD 500.00

Payment Method Pay Later

1 Item	AUD 500.00
SUBTOTAL	AUD 500.00
TAX	AUD 50.00
TOTAL	AUD 550.00

* I agree with the Terms and Conditions

Step 10 You will receive **confirmation** that you have successfully placed your order. This can also be viewed under 'My Orders' tab.

Shopping Cart
 Address
 Payment Method
 Place Order
 Confirmation

! Thank you! Course booking(s) received successfully! An email booking confirmation will be sent to you shortly.