**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.

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.

Step 7 Select the Payment Method
**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.

**Step 9** If not paying by **Credit Card**, **Place the Order** after agreeing 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.