Follow these instructions to sign up and pay for OFA L1:

1. **Click this link** <https://icbatraining.arlo.co/w/courses/144-occupational-first-aid-level-1> to be taken to the course outline/registration page.
2. **Select the** **date** they want to register for.
3. **Create an account**… you’ll only have to create the account once, if you want to login to other courses later
4. In the cart, enter in the person taking the training’s information.
	1. For the “**Organization name**” they should put School District 43 (Coquitlam)  - Once they start typing it, it should automatically come up for them.
	2. For the “**Member category**” they will need to select “Non-Member”
5. Select “**Proceed to Checkout**” button.
6. In the “**Payer**” section, select “**Individual**”
7. Enter in the billing contact and billing address.
8. In the “**Payment Details**” section, enter **SD43STUDENT** into the “**Promotional code**” field and hit the “**Apply**” button. This will automatically apply a discount and give them the special student pricing we have agreed upon.
9. Accept the “**Terms and Conditions**” and select “**Review & Confirm**”.
10. Enter credit card info for payment.