

To register for OFA L1,  
follow these easy steps:

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**. (They will only have to create the account once)
4. In the cart, enter in the **person** taking the training's information.
  - a. For the "**Organization name**" they should put **School District 43 (Coquiltam)**
  - b. 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. **For the discounted rate:**  
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.