

# ONLINE CLASS REGISTRATION QUICK GUIDE

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## ACCESS OUR CLASS CALENDAR

Go to [corkensteel.com/services/training-education](https://corkensteel.com/services/training-education) or use the QR code on our class flyer.

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## BROWSE CLASSES

a

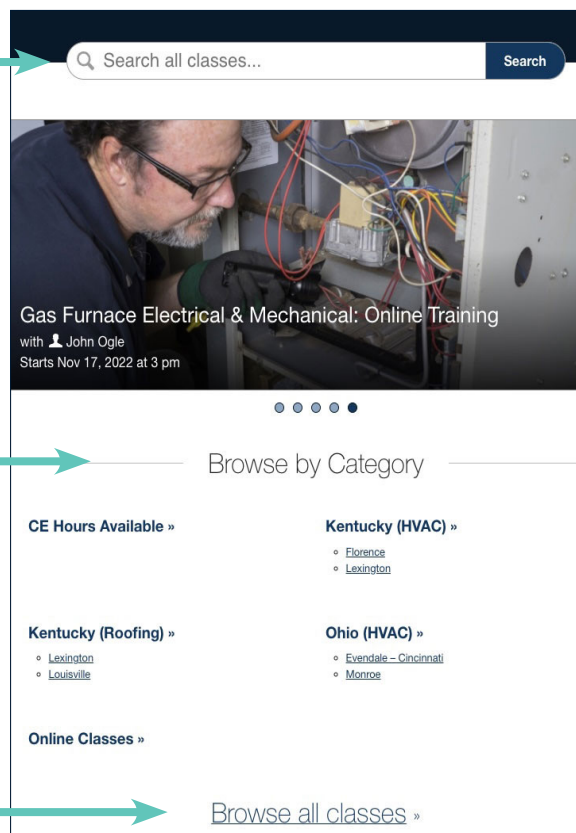
Search for classes in the search bar.

b

Browse by category. A class will appear in each of the categories it belongs to. For example, a class that offers Continuing Education Hours will show up in the CE category and location.)

c

Or you can select 'Browse all classes' to see all upcoming classes.



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## CHOOSE YOUR CLASS

Identify which class(es) you would like to register for. The class information will be included in the description. Select the class, by clicking on the blue title.



**You can select multiple classes or multiple students for the same class.**



**Gas Furnace Electrical & Mechanical: Florence, KY** **\$75**

with  Eric Richardson

 Nov 16, 2022 at 3 pm

This class covers:

- Service and installation of gas furnaces
- The new communicating furnaces and variable speed motors
- Setting up variable speed furnaces for maximum efficiency.

Class approved for 4 hours KY Masters/Journeyman, 4 hours OH, and NATE CEUs.


\*Per state rules, repeat courses do not qualify for accumulative credits. Each class must be unique.

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## ADD TO CART

Once inside the class details, click "Add to Cart."

*NOTE: The class description will have more information about the class, including location details with google map directions.*



**Gas Furnace Electrical & Mechanical: Florence, KY** **\$75**


with  Eric Richardson

This class covers:

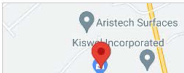
- Service and installation of gas furnaces
- The new communicating furnaces and variable speed motors
- Setting up variable speed furnaces for maximum efficiency.

Class approved for 4 hours KY Masters/Journeyman, 4 hours OH, and NATE CEUs.

\*Per state rules, repeat courses do not qualify for accumulative credits. Each class must be unique.

 NOV

**Nov 16th, 2022**  
from 3:00 - 7:00 pm



**Corken Steel: Florence, KY**

7520 Kentucky Drive

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## ENTER YOUR INFO

Type your name in the populated field. If you have previously registered, your profile will appear. If this is your first time registering, follow the prompts.

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## IDENTIFY YOUR REGISTRANTS

From this step you can select who you want to sign up for the class. You can select and add as many students/employees as you would like. Follow the prompts to complete each profile.

*Note: If you are registering for a class with CEU's, additional questions will be asked.*

- a Add yourself
- b Add others that you have already saved
- c Add a new student/employee

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## CONTINUE

Once you have selected the student/s, hit 'continue.' (Students selected will be indicated by a checkmark)

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## CONFIRM

A confirmation screen will pop up. Select 'check out' to proceed or 'continue browsing' to add more classes.

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## PURCHASE YOUR CLASS

Review your cart and fill in the checkout fields with any major debit or credit card to complete the purchase.

The screenshot shows a 'Review' window for a class titled 'Gas Furnace E .. Florence, KY'. The total price is \$150. The instructor is Eric Richardson, and the date is Nov 16th, 2022. There is a 'View Details' button. Below this, the names of the students, Chelsea Smitson and Jon Hobbs, are listed. The 'Online payment:' section includes fields for Credit Card Number, CVV, Expiration (January 2022), and Billing Zip Code (41042). There is a checkbox for 'Remember card' and a link for 'or pay by check...'. A close button (X) is in the top right corner.

Total for all classes and students

If you have a promo code, it can be entered here

Securely save your debit or credit card information for future faster check out

The screenshot shows a 'Review' window for a class titled 'Gas Furnace E .. line Training'. The total price is \$75. The instructor is John Ogle, and the date is Nov 17th, 2022. There is a 'View Details' button. Below this, the name of the student, Chelsea Smitson, is listed along with her address: Florence, KY 8675309. The 'Send your check to:' section includes fields for Payable to (Corken Steel Training), Address (7920 Kentucky Drive, Florence, KY 41042), and Amount (\$75.00). There is a link for 'Back to credit card' and a 'Complete Purchase' button. A close button (X) is in the top right corner. At the bottom, it says 'You will receive login instructions upon sign up.'

## CASH/CHECK/INVOICE

If you choose to pay by cash or check, this is the screen you will see.

To be invoiced, use this option as well and make sure you have entered your Corken account info when prompted.

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## ALL DONE!

You will receive a confirmation email once complete. The confirmation email will include a downloadable calendar event. The system will automatically send a reminder email two days prior to each class registered.

The screenshot shows a confirmation screen with a green header containing a checkmark icon and the text 'Congrats!'. Below this, it says 'Your test registration is complete.' and 'Had this been a live transaction, you would now be enrolled in the class and you would receive a confirmation email letting you know that the registration went through.' There is a 'Close' button at the bottom.