



## REGISTRATION INSTRUCTIONS

Click on the desired offering **link** listed under *Offerings* on the Four Point Learning (4PL) home page or on the **register** link at the bottom of the related flyer. You will be directed to the login page. You **must** have a 4PL account, regardless if you're enrolling yourself and/or other(s).

### ❖ If you do NOT have an account with 4PL

- 1) Click on the "Create new account" button. When you submit the New Account form, you will receive an email titled "Four Point Learning: account confirmation". Open the email and click on the web link it contains. Your account will be confirmed and you will be logged in. Click on the "Home" button to go back to the home page.
- 2) Select again the webinar, course or resource you want to access. You will automatically be directed to the Enrolment page of the webinar, course or resource you selected.

### ❖ If you already have an account with 4PL

- 1) Once you are logged in, you will automatically be redirected to the Enrolment page of the webinar, course or resource you selected.

### ❖ Registration Procedure

- 1) If registering **another**, click on the "Enrol other(s)" button. Enter as many email addresses<sup>1</sup> as there are registrants.
- 2) Click on one of the payment buttons<sup>2</sup> for **instant** enrolment.
- 3) If registering yourself only, you have the option to pay via email money transfer. Just follow the instructions on the Enrolment page. Once payment is received, you will be notified of your enrolment.

If you need technical assistance, [contact](#) the site administrator.

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<sup>1</sup> Ensure that the email address(es) of the registrant(s) correspond to the one associated with their 4PL account or else the multiple registration will display an error.

<sup>2</sup> A PayPal account is not needed to pay by credit card. However, if the name and address on the form does NOT match the name and address associated with the credit card, it is advisable to select Stripe as the payment gateway.