

## Phonics Training Online Course – Process for multiple registrations

Please circulate this document explaining registration instructions to your staff:

Each teacher/educator **must register themselves individually** at: <https://phonicstrainingonline.com> (this is necessary so they can set personal login details, email addresses and passwords etc.)

Click on the 'PHONICS TRAINING COURSE' link on the top menu.

Click the green 'Purchase this Course' link and go through the registration process.....

..... but at the payment stage, select, '**Special Arrangement**'.

**Important**...Please use your individual school email address and/or your school postal address when registering. If we are unable to identify your school/establishment, your account will not be activated.

This process will set up a non-active account which we can then manually activate from here.

Once we have manually activated the account, the teacher will receive a confirmation message at the email address they used when registering.

**\*\*\*Note: If a confirmation email hasn't arrived in your inbox within a couple of hours (usually much quicker depending on the time of day), please check spam and junkmail folders\*\*\***

A combined online invoice will be sent to the school/establishment in a separate email.

Regards,

*David*

[admin@phonicstrainingonline.com](mailto:admin@phonicstrainingonline.com)

