# Registration Tips for the "6-Steps to Starting and Growing a Family Life Professional Practice Course"

## **General Registration Tips:**

The content lessons will be presented in a secure course area of the Relationship Toolshop® blog website. So the registration process will automatically guide you through several steps, so please see each step through completely.

- 1. Select wether you want the <u>entire course</u> option or if you would like to <u>choose</u> <u>individual modules from the ala carte option</u>.
  - a. If you choose the entire course, please see the "Full Course Registration Tips" section below for more instructions with screen shots.
  - b. If you choose to register for individual modules, please see the "Ala Carte Module Registration Tips" section for more instructions with screen shots.
- 2. Your selection will be placed in the shopping cart. Select the "check-out" button and complete payment.
- 3. After your payment processes, you'll be automatically taken to the blog to create a blog membership account to access the course..
- 4. Once you have created your blog membership account, you'll be taken to the next step:
  - a. Entire course registration will take you to your exclusive invitation to the live personalized support webinars.
  - b. Ala carte modules will take you back to the module selection page.
- 5. If you should have any questions or run into any challenges with the registration process, please contact the Relationship Toolshop® Support Team, <a href="mailto:Support@RelationshipToolshop.com">Support@RelationshipToolshop.com</a>.

# Full Course Detailed Registration Tips:

When you select to register for the entire course, there will be 2 places to register:

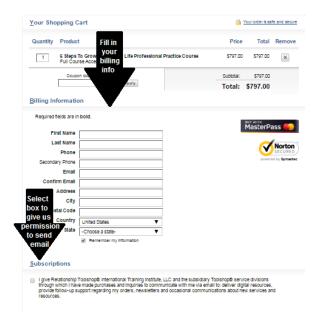
## In the shopping cart:

- 1. The <u>"6 Steps To Growing a Family Life Professional (FLP) Practice" Course</u> will be placed into your cart.
  - a. Please read the NDA; submitting your order/registration means you agree.
  - b. Enter any coupon codes you may have and click "apply"
  - c. Click on the green check-out button

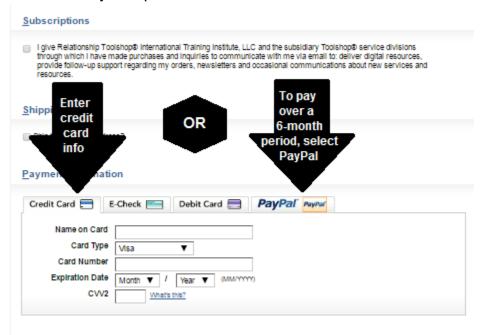


2. Fill in your billing information.
Check off the box giving
RelationshipToolshop®
International Training Institute
(RTITI) permission to send you
communication through email and
continue to scroll down the page.

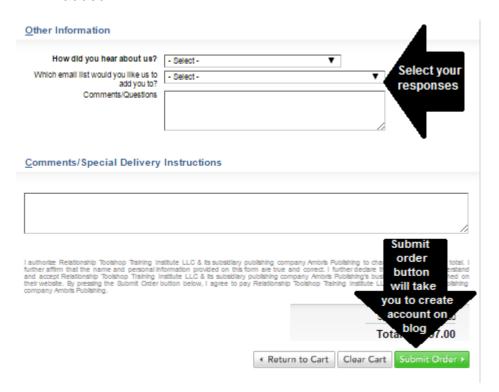




3. Enter your payment information. If you would like to pay over a 6-month period, select the PayPal option.



4. Select how you heard about RTITI and which email list you would like to be added.



5. Scroll down to the bottom of the page and click on the green "Submit Order" button.

#### On the membership section of the blog website:

- 6. You will be taken to the Relationship Toolshop® blog site to create a membership account you will use to access the content for the entire course.
  - a. Check the membership level says "FLP 6 Step Course Registration"
  - b. Fill out the form
  - c. Click on the green "Submit Registration" button
  - d. You will be taken to your exclusive invitation for the support webinars that only participants of the entire course are offered.



### **Optional Upgrade**

- 7. If you choose to add-on the exclusive **Support Webinars**, you will be taken through the cart and check out process.
- 8. Upon submitting your order, you should automatically be taken to the Zoom Webinar platform to register for the support webinars:
  - a. Use the time zone converter on the Zoom registration page to see the time the webinars will take place in your time zone.
  - b. Fill out the form with the email you would like the link to join the support webinars sent.
  - c. You will be taken to a page with a link to download the webinar dates and times to your calander. You will also be given a link to join the webinar that you can copy and place into your calendar with a reminder. You should also receive a confirmation email from Zoom with link to join the webinar.

## Meeting Registration



	Starting and Growing Family Life Professional Practice			
Description	Training and Support webinars for the 6 Steps to Growing a FLP Practice			
fime Fill out form with mail you yould like receive link join the webinar	Jun 22, 2017 11:30 AM Jun 29, 2017 11:30 AM Jul 6, 2017 11:30 AM Jul 11, 2017 11:30 AM Jul 13, 2017 11:30 AM Jul 20, 2017 11:30 AM	(US and Canada)	Click link to see wh the webinar takes p difernt time zone.	
First Name	*		Last Name*	
Email Addr	ess*		Confirm Email Add	ress*
Required in	nformation			Click "Register" button to

9. To access your course content, simply log-in to your account on <a href="http://RelationshipToolshop.com">http://RelationshipToolshop.com</a> and you should automatically be taken to the online course agenda. (See screen shot with notes below). From the on-line agenda, click the link to the session you would like to access. You must be logged in to access the lesson.

