

A Quick Guide to Enrolling and Paying

Please note ... You do **not need to** Login to enrol.
This facility is for checking class details after you enrol

To find a class

1) Do you already know the name or code of the class you want to enrol in?

➔ YES!

- I. Type the code or name of the class into the search box and



- II. Click the **GO** button or press **Enter** on your keyboard.

Your class or a list of classes with that name will be displayed

➔ NO!

- I. Click **More options** > a popup box will appear



- II. In the **I'm looking for** box, type a keyword related to the class you are looking for
- III. In the **Closest to** box, type the postcode (nothing else) or the suburb where you want to do the class
- IV. Then click **Search**

- 2) A list of **Courses** that match the search criteria (if any) will be displayed at the top of the page. **Classes** for this course will be displayed at the bottom of the Course description.

Basic Drawing

Basic techniques including perspective, use of different media and the development of observational skills enabling you to create images and copy photographs. Some materials provided. Medical condition and special needs To help us make your experience in our classes as enjoyable as possible, we may need to make some adjustments or special arrangements. If you have a medical condition, an infectious...



If classes are full or there isn't one to suit you, please join the waiting list

A list of Courses that are near matches will be displayed below the exact matches.

- 3) Click **class info** to view details of a class

To enrol in a class

- 1) With class details displayed (ie, you have clicked class info) click the big **green Enrol** button.

HINT: you may have to scroll down the page to see it!

- 2) Enter name and email address
- 3) Click **Enrol**



Add a student

To continue, please enter the details of a person to enrol.



⚠ **Note:** Fields marked with a * are required.

⚠ **Note:** If you have previously enrolled, please try to use the same email address as your last enrolment.

⚠ **Note:** Only concessions entered in your **profile** will be used for discounts.

Enrol Reset

- 4) Unless we already have your details on our system you will now be asked to **enter personal/contact details**.
- 5) **Choose the concession** you're entitled
- 6) **Click Enrol**
- 7) If we have your name and email address already in our system you will go directly to the payment screen. (See next section)

Note: At any time you can go back and select another class to enrol in. The class you have chosen already will be kept in your shortlist

My Shortlist

- ▶ Coastal Navigation ✕

Enrol in this class

To pay for a class

- 1) Before **paying** please check your choices in your shortlist **carefully!**
- 2) Remove those you don't wish to enrol and pay for now.

Add Concession	
	\$90.00
	\$70.40
Discount	19.80
Total	70.40

- 3) Are you entitled to a concession and is your concession showing as a discount? If not, click the **Add Concession** box and select your concession .
- 4) Add your credit card details.
- 5) Tick ✓ the conditions box.
- 6) Click "Make Payment".

Conditions* I have read the Student Information or have had it explained to me, and I agree to accept these enrolment conditions. I understand the enrolment and refund policy.

Note: Fields marked with an * are required.

Make Payment

When your enrolment is complete you will receive confirmation on screen.

This will contain a **reference number**. Your tax invoice/receipt with all class details will be sent to the email address that you have provided.

Enrolment » Successful

Thank you for enrolling with Community Knowledge Network.

Your enrolment was **SUCCESSFUL** and recorded in our system against reference number **W20008**.

You will receive confirmation and a tax invoice by email shortly - if you don't receive these within 24 hours please contact the college.