

Would you like to enroll for courses & find more information on courses? To help you we have outlined a step-by-step guide to registering, finding courses and enrolling for courses with CleverLink Connect. However, if you would like our help don't hesitate to call us on (02) 4284 3600 or email service@cleverlink.com.au

www.cleverlinktraining.com.au

There are two ways you can begin:

- a) You can register first and then select your courses. This involves creating your account before you choosing your courses.
- b) You can select your courses and then register.

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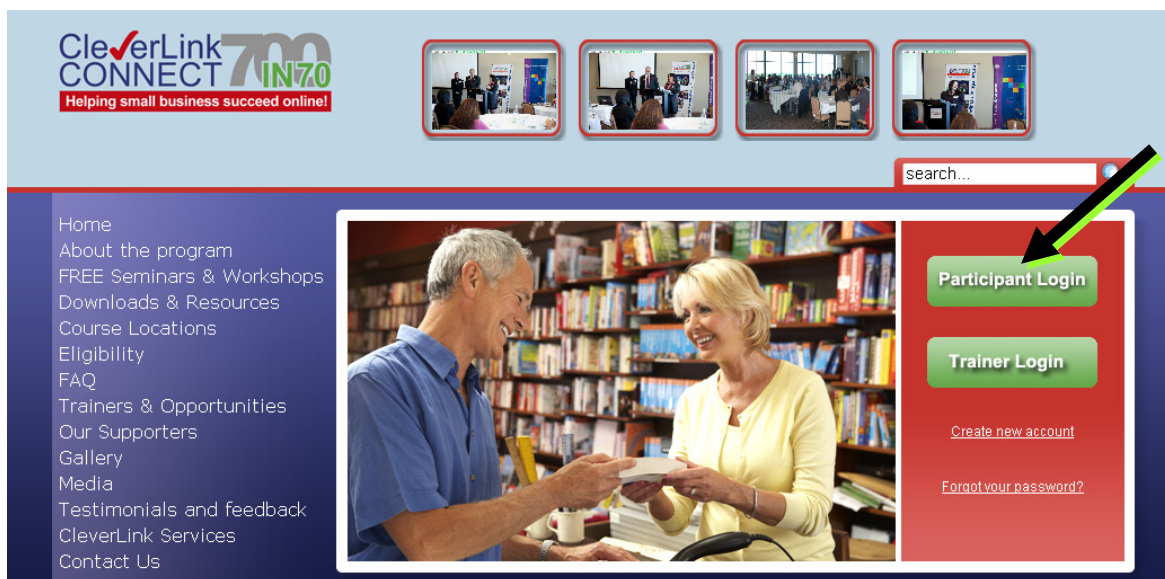
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Option a: Register first and then select courses

Step 1: Firstly you will need to login. If you don't already have an account you will need register.



Click on 'Participant Login', as shown on the right of this screen shot. You will then be redirected to our registration page. (See more information on this below).

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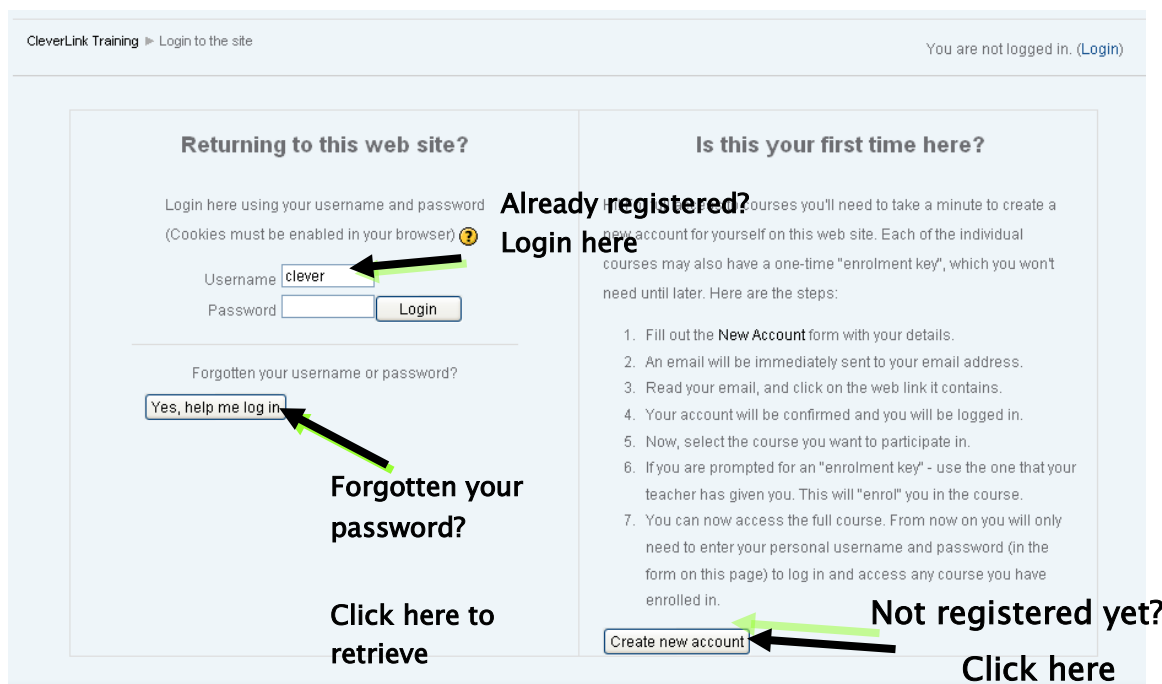
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Registering & logging in

If you currently have an account, simply enter your username and password and click login. If you have an account but have forgotten your password you can click on the button 'Yes, help me log in'. Your password will be emailed to you.

However, if this is your first time visiting our website click 'Create new account' to register and fill in the form.



The screenshot shows the CleverLink Training login page. It is divided into two main sections: 'Returning to this web site?' and 'Is this your first time here?'. The left section contains a login form with fields for 'Username' (containing 'clever') and 'Password', and a 'Login' button. Below the form is a link for 'Forgotten your username or password?' with a button labeled 'Yes, help me log in'. The right section contains a registration form with a 'Create new account' button. Annotations with arrows point to the 'Login' button (labeled 'Already registered? Login here'), the 'Yes, help me log in' button (labeled 'Forgotten your password? Click here to retrieve'), and the 'Create new account' button (labeled 'Not registered yet? Click here').

Step 2: To fill in the registration form, click the button 'Create my new account' (as shown above right) to complete the registration.

Note that only lower case usernames are allowed and passwords must be at least 6 characters long

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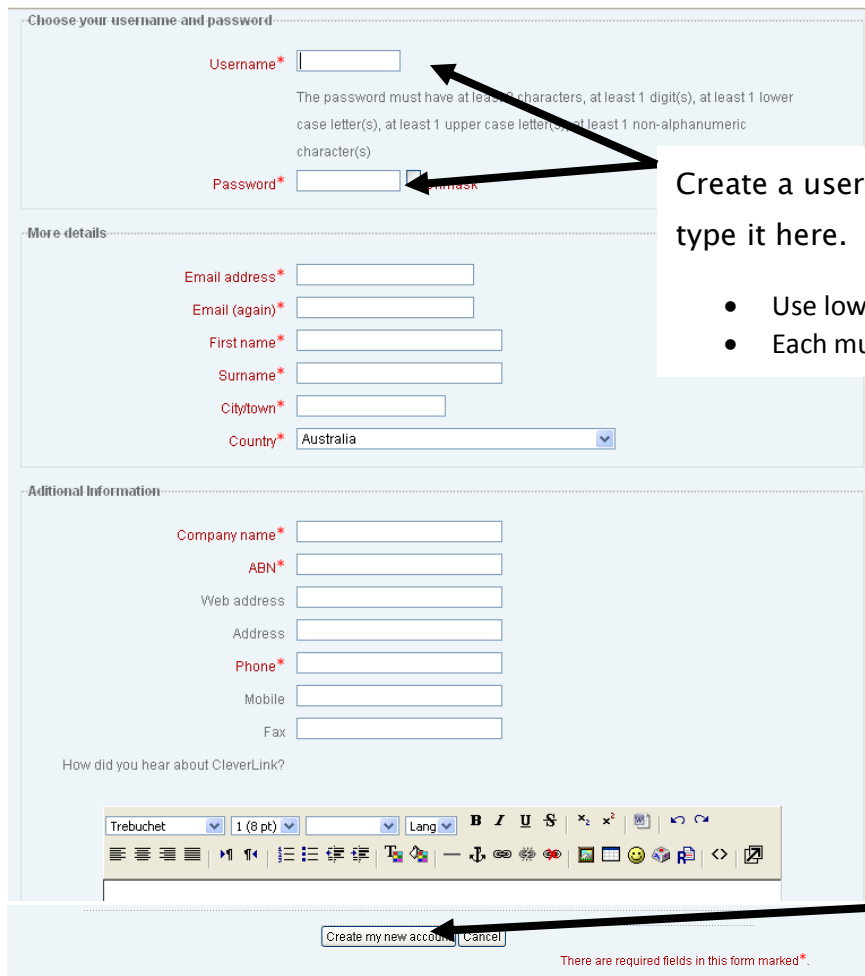
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The screenshot shows a registration form with three main sections: 'Choose your username and password', 'More details', and 'Additional Information'. The 'Choose your username and password' section has a 'Username*' field and a 'Password*' field with a 'show/hide' toggle. A text box below the password field states: 'The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s) and at least 1 non-alphanumeric character(s)'. The 'More details' section includes fields for 'Email address*', 'Email (again)*', 'First name*', 'Surname*', 'City/town*', and a 'Country*' dropdown menu set to 'Australia'. The 'Additional Information' section includes fields for 'Company name*', 'ABN*', 'Web address', 'Address', 'Phone*', 'Mobile', and 'Fax'. Below these fields is a text area for 'How did you hear about CleverLink?' and a rich text editor toolbar. At the bottom of the form is a 'Create my new account' button and a 'Cancel' button. A red error message at the bottom right says 'There are required fields in this form marked*'. Arrows from the text boxes point to the Username and Password fields, and another arrow points to the 'Create my new account' button.

Create a username & password and type it here.

- Use lower case only
- Each must be 6 characters long

Once complete, click 'Create my new account'

Step 3: You will now be re-directed to our confirmation page. In order to complete your registration, you will need to check your email for instructions. Click on the link in this email to confirm your registration. You will then be taken to the course pages where you can click to  to  for a course.

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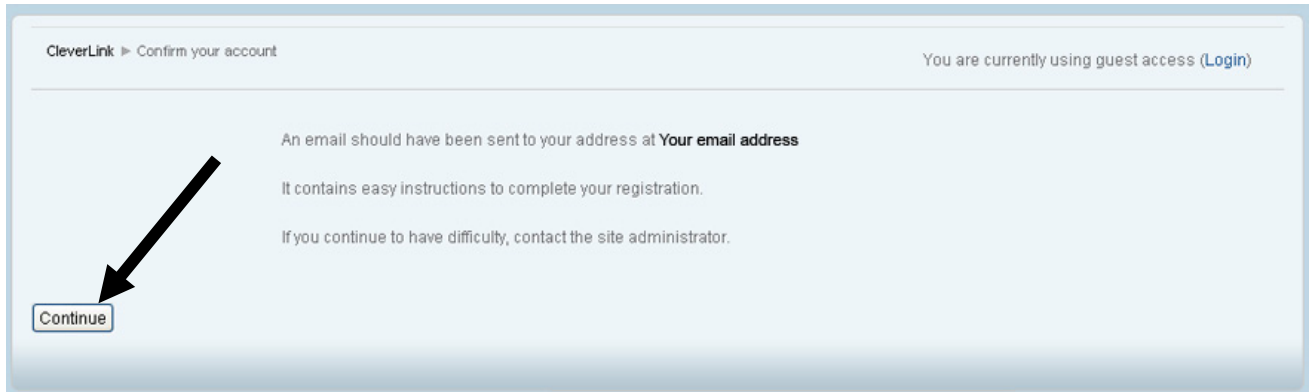
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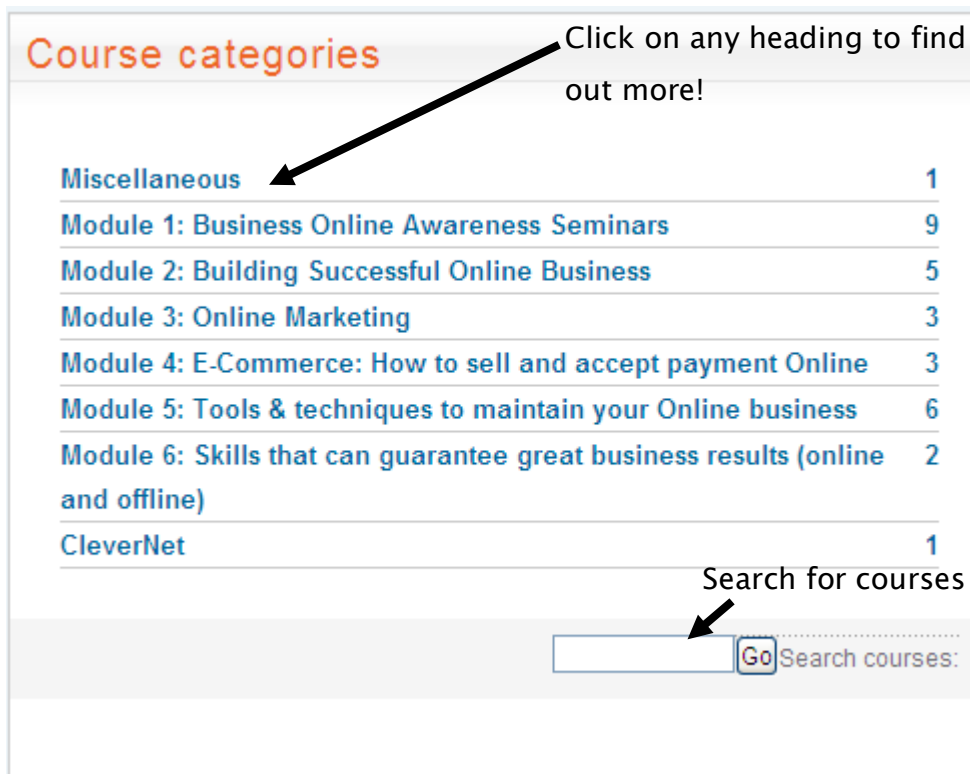
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Alternatively, you can simply click 'Continue' to go directly to the course categories:



Once at course categories, you will see a page similar to the one shown here. You can click on any of these headings to find out more about each topic – or search for a course:



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Option b: Select course/s first – and *then* complete registration

Step 1: You can choose to register through our FREE Seminar & Workshop page where you can view all the courses.



Once you have clicked on 'FREE Seminars & Workshops' (in order to view or register for our courses) you should see a page very much like the one shown here. You can now choose to either View Course or Register and we will go into more detail about this further on



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Step 2: From these pages you will be able to view & enroll in any of our available courses.

To make choosing the right course easier for you, we have created 'zones' that correspond with certain courses. For instance, if you have never used a computer before, you might be in Zone A. The courses that suit you will be marked Zone A.

If you don't know which Zone you are click on 'Which Zone am I In?'

Seminar and courses available	Date & Time	Location & Trainer	Zone
Module 1: Business Online Awareness Seminars			
M1S1N1 - Shellharbour: Powerful and Profitable Business: Why online is a MUST for small Business View Course Register	Thursday 17th June	Trainer Camtu Pham Richard Price Francine Bishop Libby Malcolm The Link Club, Wollongong CBD	A, B, C, F, G
M1S1N2 - Southern Highlands: Powerful and Profitable Business: Why online is a MUST for small Business View Course Register	9:30am - 1pm Thursday 22nd June	Trainer Libby Malcolm Simon Schroeder Location Southern Highlands	A, B, C, F, G
M1S1N3 - Wollongong: Powerful and Profitable Business: Why online is a MUST for small Business View Course Register	9:30am - 1pm Thursday 24th June	Trainer Francine Bishop Richard Price Location Wollongong Golf Club, Wollongong CBD	A, B, C, F, G
M1S2N1 - Kiama: Need extra business? 7 easy ways to find more View Course Register	9:30am - 1pm Friday 25th June	Trainer Libby Malcolm Francine Bishop	All Zones

Note: Zones are offered as a time saving guideline only. You are free to attend any course, whether it is recommended for your Zone or not.

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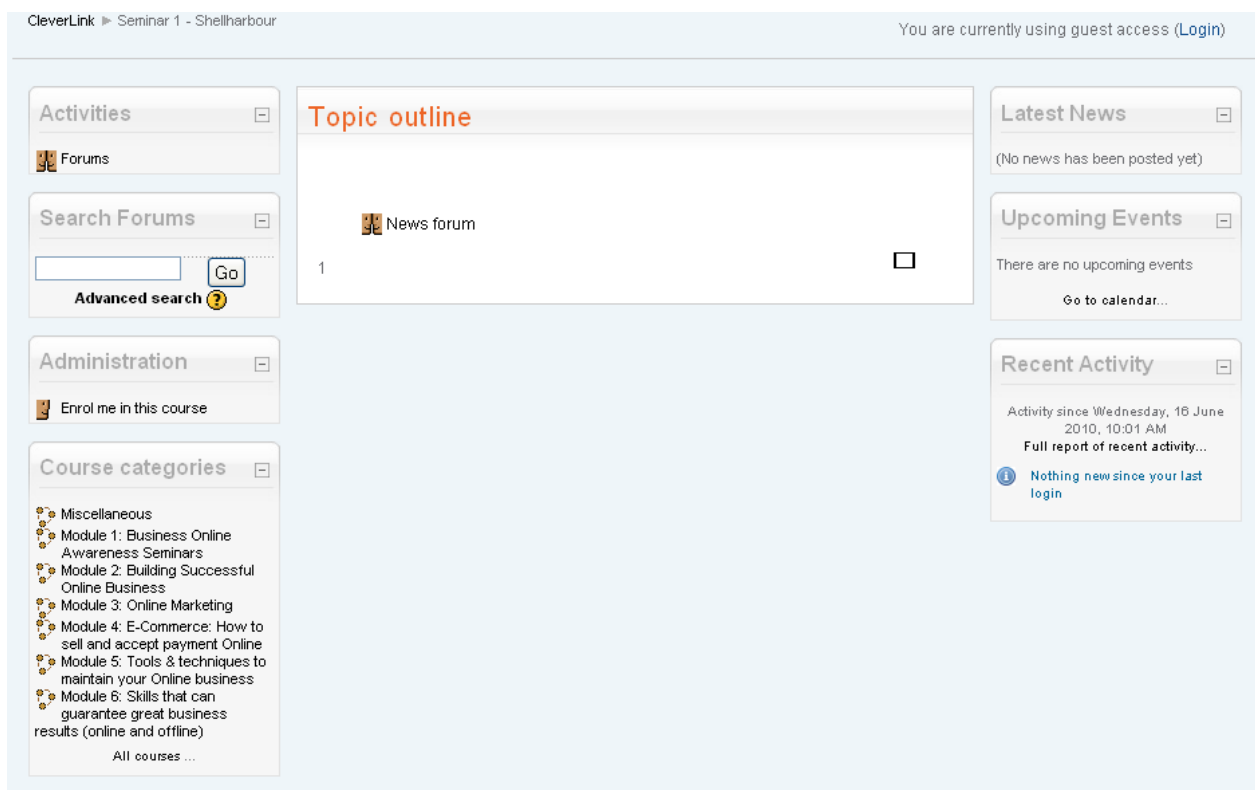
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Step 3: Now to view details about a course click the button 'View Course' or to register for the course click 'Register'.



Step 4: If you clicked View Course you will now be able to view all details about that course. You will also be able to view a News Forum.



The screenshot shows a course page for 'Seminar 1 - Shellharbour'. At the top right, it says 'You are currently using guest access (Login)'. The page is divided into several sections:

- Activities:** A 'Forums' link with a forum icon.
- Search Forums:** A search box with a 'Go' button and an 'Advanced search' link with a question mark.
- Administration:** A link to 'Enrol me in this course'.
- Course categories:** A list of categories including 'Miscellaneous', 'Module 1: Business Online Awareness Seminars', 'Module 2: Building Successful Online Business', 'Module 3: Online Marketing', 'Module 4: E-Commerce: How to sell and accept payment Online', 'Module 5: Tools & techniques to maintain your Online business', and 'Module 6: Skills that can guarantee great business results (online and offline)'. There is also a link for 'All courses ...'.
- Topic outline:** A section titled 'Topic outline' containing a 'News forum' link with a forum icon and the number '1'.
- Latest News:** A section titled 'Latest News' with the message '(No news has been posted yet)'.
- Upcoming Events:** A section titled 'Upcoming Events' with the message 'There are no upcoming events' and a 'Go to calendar...' link.
- Recent Activity:** A section titled 'Recent Activity' with the message 'Activity since Wednesday, 16 June 2010, 10:01 AM' and a link for 'Full report of recent activity...'. Below this is a blue information icon and the text 'Nothing new since your last login'.

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Step5: if you clicked register you will be enrolling for the course and will need login or register as outline in **Step 1** at the top of this document.

The following is an example of how to enroll in a course.

In this example I am going to enrol for the course – “M1S1N1 – Shellharbour: Powerful and Profitable Business: Why online is a MUST for small Business”

CleverLink ▶ Courses ▶ Login to Seminar 1 - Shellharbour You are currently using guest access ([Login](#))

M1S1N1 - Shellharbour: Powerful and Profitable Business: Why online is a MUST for small Business

Seminar outline: Your business may or may not already have a web site but e-business is more than having a Web presence! There are many other ways to attract more business via the Internet. This seminar aims to provide you with effective ideas to consider when taking your business online - and if you are already online – we will show you successful ways to engage your customers.

Topics:

1. Welcome to the information super highway and global market
2. Re-tune your mind set and get ready for the Online world
3. Review your business lead generation methods
4. Online opportunities and possibilities for small and home based business
5. How small business can benefit from Web 2.0
6. Pros and Cons of going Online
7. Actions that you can take to grow your business

[Click here to download Seminar Brochure](#)

[Login](#)

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Returning to this web site?	Is this your first time here?
<p>Login here using your username and password (Cookies must be enabled in your browser) ?</p> <p>Username <input type="text" value="clever"/></p> <p>Password <input type="password" value="....."/> <input type="button" value="Login"/> ← Login</p> <hr/> <p>Some courses may allow guest access</p> <p><input type="button" value="Login as a guest"/></p> <hr/> <p>Forgotten your username or password?</p> <p><input type="button" value="Yes, help me log in"/></p>	<p>Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:</p> <ol style="list-style-type: none">1. Fill out the New Account form with your details.2. An email will be immediately sent to your email address.3. Read your email, and click on the web link it contains.4. Your account will be confirmed and you will be logged in.5. Now, select the course you want to participate in.6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in. <p><input type="button" value="Create new account"/> ← Register</p>

Step6: Once you have registered for a course, you will then be asked to confirm your enrolment. (If you have decided not to enroll, you can choose 'no').

You are about to enrol yourself as a member of this course.
Are you sure you wish to do this?

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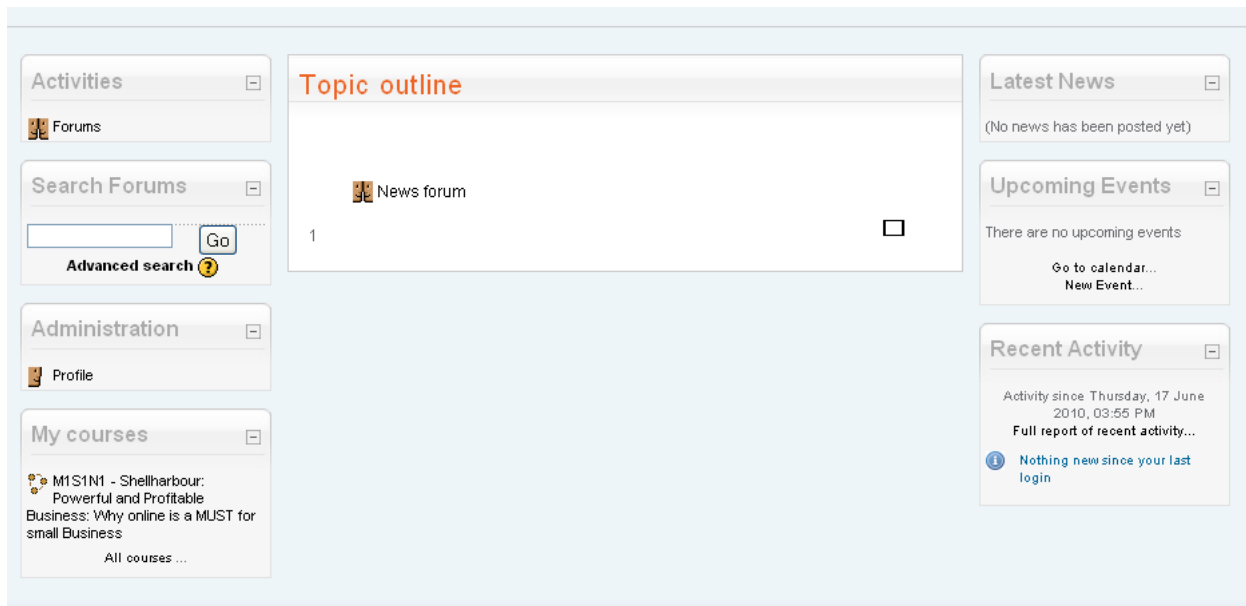
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Step7: You will now be able to view the course in which you enrolled, as well as read the latest CleverLink Connect news, and subscribe to the forum for an online discussion with the CleverLink Connect trainers.



The screenshot displays the CleverLink Connect user interface. On the left, there is a sidebar with several menu items: 'Activities' (with a sub-menu for 'Forums'), 'Search Forums' (with a search input field and a 'Go' button), 'Administration' (with a sub-menu for 'Profile'), and 'My courses' (listing 'M1S1N1 - Shellharbour: Powerful and Profitable Business: Why online is a MUST for small Business' and 'All courses ...'). The main content area is titled 'Topic outline' and shows a 'News forum' with a single topic numbered '1'. On the right side, there are three informational boxes: 'Latest News' (stating '(No news has been posted yet)'), 'Upcoming Events' (stating 'There are no upcoming events' with links to 'Go to calendar...' and 'New Event...'), and 'Recent Activity' (stating 'Activity since Thursday, 17 June 2010, 03:55 PM' and 'Full report of recent activity...', with a note 'Nothing new since your last login').

For more information – or to register and enroll over the phone – don't hesitate to call us on (02) 4284 3600 or email the CleverLink team at service@cleverlink.com.au

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