



POSITIVE COACHING ALLIANCE

# ONLINE COURSE INSTRUCTIONS



## PCA ONLINE COURSE DASHBOARD



## COACH CERTIFICATION PROGRAM COURSES

- COACHING FOR WINNING AND LIFE LESSONS
- CULTURE, PRACTICES, AND GAMES

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Go to

**PCA'S ONLINE COURSE PAGE**

### EXISTING USERS

If you signed up for a course **after SEP 1, 2018**, we have transitioned your account to our new platform.

- click Login
- click "forgot password" function to set a new password

### NEW USERS

If you are new to PCA's Online Courses – or registered for your last course **before SEP 1, 2018** –

**– Please Click Sign Up –**

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Once registered or signed in – you will be taken to your **PCA ONLINE COURSE DASHBOARD**

Visit the Catalog at the bottom of the page, and click the \$30.00 – Add to Cart button underneath the course of your choice.

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**In the upper right corner**

- click the **Shopping Cart icon** and view shopping cart
- confirm correct course is selected
- Enter **Discount Code** and click **Apply**
- click **Proceed to Checkout**
- Complete the billing and shipping information (required)
- click on **View Course** to begin