



WORLD  
SKATE

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# Inline Speed Skating World Skate Online Courses - Attendees' User Guide

## Intro

This document is designed to provide the user with step by step instructions on how to access [courses.worldskate.org](https://courses.worldskate.org), the registration process, and how to purchase courses:

- [Steps to Log-in - Non-Registered User](#)
- [Steps for registration](#)
- [Steps to Log-in - Registered User](#)
- [Steps to select and purchase courses](#)
- [Steps to purchase Courses- Cart](#)
- [Steps for Payment - Checkout](#)
- [My Account - Dashboard](#)
- [My Account - My Courses](#)
- [My Account - Edit Account](#)
- [My Account - User Guides](#)
- [Miscellaneous](#)

## Steps to Log-in - Non-Registered User

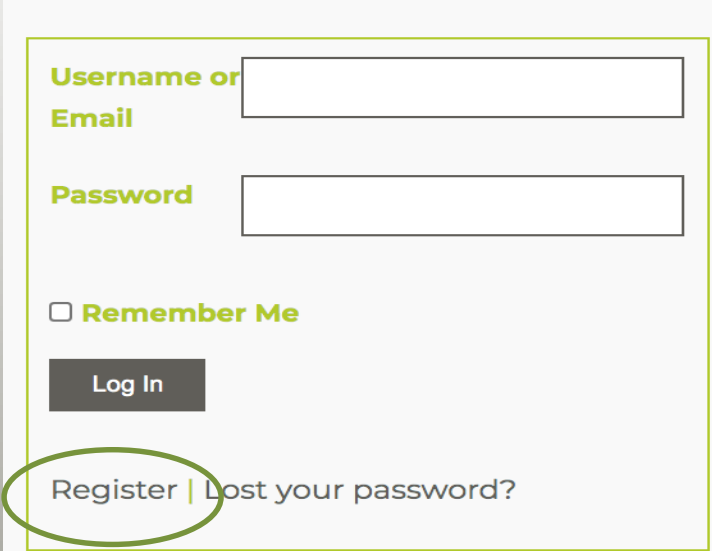
To access go to [courses.worldskate.org](https://courses.worldskate.org)

Please complete these steps to complete the registration.

PLEASE NOTE: If your National Federation has already registered you, you will receive a confirmation email with your log-in credentials (skip to page 5 of the user guide).

Click here to Register

This will redirect you to the registration page (see page 4 in the user guide)



The screenshot shows a login form with the following elements:

- Username or Email**: A text input field.
- Password**: A text input field.
- Remember Me**: A checkbox.
- Log In**: A dark button.
- Register | Lost your password?**: A link, circled in green.

Below the form, there is a green button labeled **USER GUIDES**, also circled in green. A green arrow points from the text "Click here to download the User Guides" to this button.

Click here to download the User Guides

## Steps for registration

Fill in all fields

\*Required Field/s



Some fields feature a drop-down box

1) If you are part of a Federation click 'Yes' and choose from the dropdown box

2) Accept the Conditions & Terms

3) Click «Register»

\*The password can be modified at a later date by entering into "Edit Account" in the "My Account" Section



**First Name \***

**Last Name \***

**Username \***

*Username cannot be changed.*

**Date of Birth \***

**E-mail \***

**Country**

**International Phone Code \***

**Phone Number: \***

**Are you Part of a National Federation? \***  Yes  No

**Discipline**

**Password \***

*Type your password. Minimum length of 6 characters.*

**Repeat Password \***

*Type your password again.*

\*

**Register**

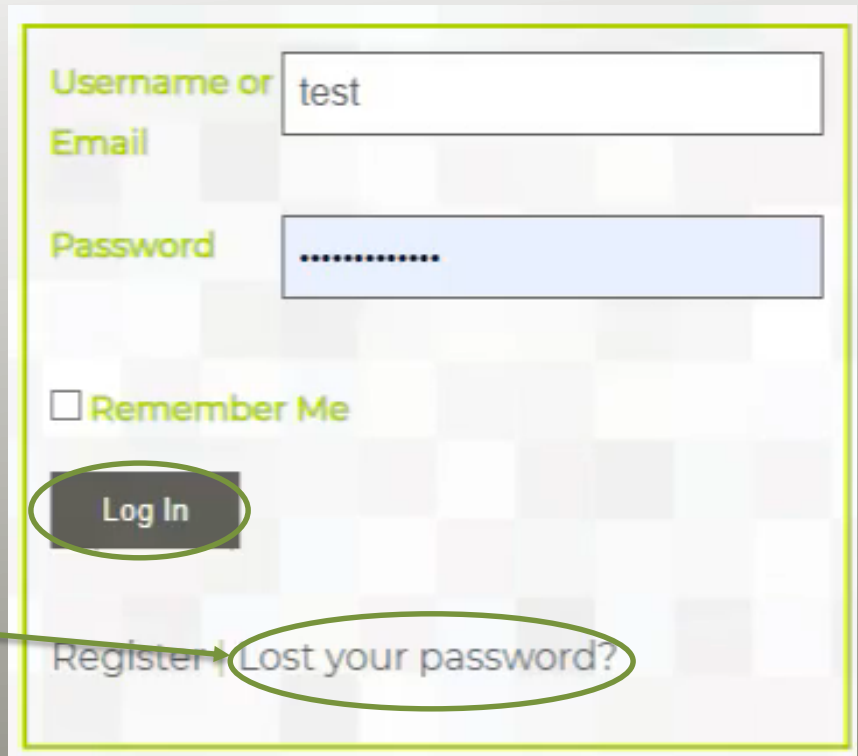
## Steps to Log-in - Registered User

Once the registration is complete, you will receive an account confirmation email with your log-in credentials.

Use the credentials to log-in.

Insert username/email and password and click here

If you don't remember your password, click here



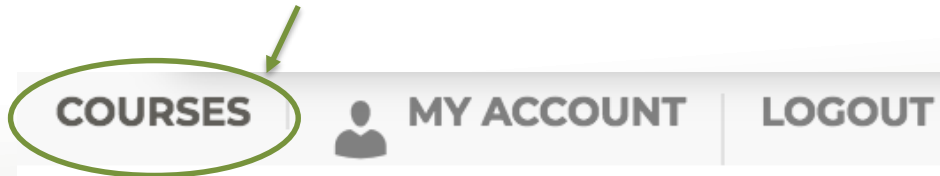
The screenshot shows a login form with the following elements:

- Username or Email:** A text input field containing the word "test".
- Password:** A password input field with masked characters (dots).
- Remember Me:** A checkbox labeled "Remember Me".
- Log In:** A dark button with the text "Log In", circled in green.
- Lost your password?:** A link labeled "Lost your password?", circled in green.
- Register:** A link labeled "Register" is visible to the left of the "Lost your password?" link.

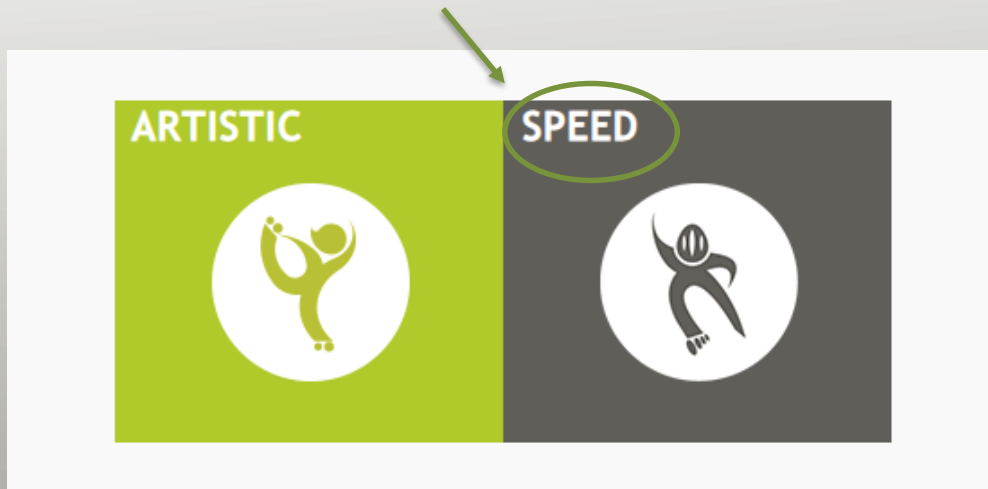
Two green arrows point from the text on the left to the "Log In" button and the "Lost your password?" link.

## Steps to select and purchase courses (1/4)

Select 'Courses' on the menu at the top right side of the page:





Then select the 'SPEED' tab:



## Steps to select and purchase courses (2/4)

If you registered by yourself on the site, you will see the following image:

**ARTISTIC**      **SPEED**

	
<b>COACHES Level 1 (Mrg course)</b> <b>\$190.00</b> <i>From Feb 6, 2021 To Mar 14, 2021</i> <b>Language: ENG</b> <b>09:00 to 11:40 (Lausanne local time)</b>	<b>COACHES Level 1 (Aft course)</b> <b>\$190.00</b> <i>From Feb 6, 2021 To Mar 14, 2021</i> <b>Language: ENG-SPA</b> <b>15:00 to 17:40 (Lausanne local time)</b>
<a href="#">Read more</a>   <a href="#">Show Details</a>	<a href="#">Read more</a>   <a href="#">Show Details</a>

Click on read more for the course details. However you will not be able to purchase any courses at this point. Please go on to the next page (8) of the User Guide to find out how to purchase courses.

## Steps to select and purchase courses (3/4)

**PLEASE NOTE THAT THE PURCHASE OF THESE COURSES IS LIMITED TO USERS REGISTERED BY THEIR RESPECTIVE NATIONAL FEDERATION. IF YOU REGISTERED IN THE SYSTEM BY YOURSELF YOU WILL SEE THE FOLLOWING IMAGE WHEN YOU TRY TO PURCHASE ANY COURSE FOR INLINE SPEED SKATING:**

You can register for this course only through your National Federation.

Please contact your National Federation directly.

**IN THIS CASE, PLEASE CONTACT YOUR NATIONAL FEDERATION TO PARTICIPATE IN THE COURSES**



## Steps to select and purchase courses (4/4)

After your National Federation registered you, choose the course/s you wish to purchase

ARTISTIC      **SPEED**

Search for products...

Course Name	Price	Start Date	End Date	Language	Time Slot	Buttons
COACHES Level 1 (Mrg course)	\$190.00	From Feb 6, 2021	To Mar 14, 2021	ENG	09:00 to 11:40 (Lausanne local time)	Add to cart, Show Details
COACHES Level 1 (Aft course)	\$190.00	From Feb 6, 2021	To Mar 14, 2021	ENG-SPA	15:00 to 17:40 (Lausanne local time)	Add to cart, Show Details

Click here to add to cart

Click here to visualize details of the course

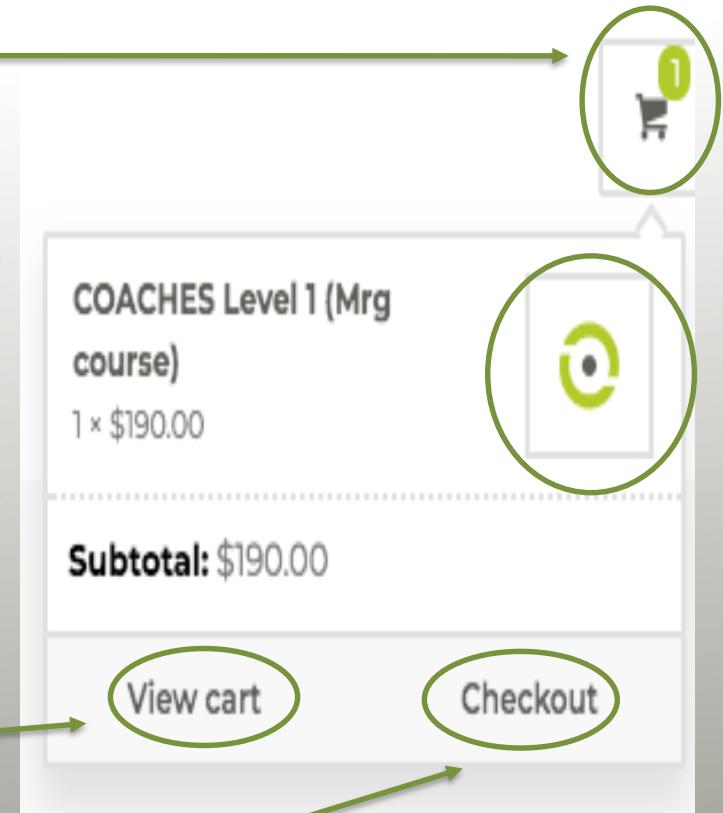
## Steps to purchase Courses- Cart

Click the cart icon to visualize the course/s added in the cart

List of course/s in the cart


Click to visualize the details of the cart

Click to proceed to checkout and payment



## Steps for Payment - Checkout (1/2)

When you click on View Cart, all courses added into the cart will be visible

	PRODUCT	PRICE	QUANTITY	SUBTOTAL
	COACHES Level 1 (Mrg course) From Feb 6, 2021 To Mar 14, 2021 Language: ENG 09:00 to 11:40 (Lausanne local time)	\$190.00	<input type="button" value="-"/> <input type="text" value="1"/> <input data-bbox="1574 506 1613 535" type="button" value="+"/>	\$190.00

Coupon code

Cart totals

SUBTOTAL	\$190.00
TOTAL	\$190.00

Click here to  
Proceed to  
checkout

Click here if you wish to select other  
courses before proceeding to  
checkout

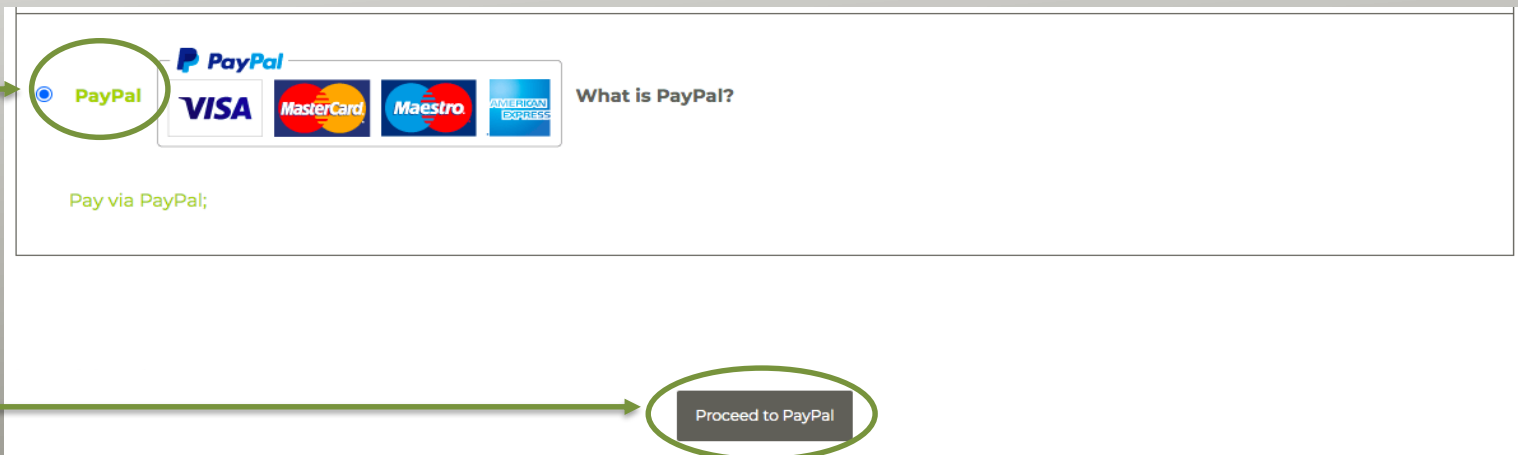
## Steps for Payment - Checkout (2/2)

When you click on Checkout, you will find the order summary

### Your order

PRODUCT	SUBTOTAL
COACHES Level 1 (Mrg course) * 1	\$190.00
<b>SUBTOTAL</b>	<b>\$190.00</b>

After having selected Paypal as the method of payment, then click “Proceed to Paypal” to complete the payment. You will be redirected to the appropriate secure window on Paypal to complete the payment.



PayPal VISA MasterCard Maestro AMERICAN EXPRESS What is PayPal?

Pay via PayPal;

Proceed to PayPal

# My Account - Dashboard

COURSES **MY ACCOUNT** LOGOUT

Go to the Dashboard in My Account

The screenshot shows the 'My Account' dashboard. At the top, there are navigation links for 'COURSES', 'MY ACCOUNT' (circled in green), and 'LOGOUT'. Below this, a user profile section includes a placeholder for a profile picture, a 'LOGOUT' button, and a greeting: 'Hello [Name] (not [Name]) ? Log out)'. A descriptive paragraph follows: 'From your account dashboard you can view your recent orders, manage your billing address, and edit your password and account details.' The phrase 'recent orders' is circled in green, with an arrow pointing to a table of orders below. On the left side, a sidebar menu contains 'DASHBOARD' (circled in green), 'MY COURSES', 'EDIT ACCOUNT', and 'USER GUIDE'. Below the main content, there is a secondary navigation bar with 'DASHBOARD', 'MY COURSES', and 'EDIT ACCOUNT'.

Click here to view all purchased courses

ORDER	DATE	STATUS	TOTAL	ACTIONS
#2391	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>
#2390	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>
#2387	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>
#2385	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>
#2336	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>
#2331	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>
#2325	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>
#2320	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>
#2318	21 October 2020	Completed	\$40.00 for 1 item	<a href="#">View</a>

## My Account - My Courses

COURSES




MY ACCOUNT

LOGOUT


Go to My Courses in My Account to access the course/s


My Courses





LOGOUT

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 DASHBOARD

 MY COURSES

 EDIT ACCOUNT

 USER GUIDE

PRODUCT	DOWNLOAD
COACHES Level 1 (Mrg course) From Feb 6, 2021 To Mar 14, 2021 Language: ENG 09:00 to 11:40 (Lausanne local time)	<a href="#">Course</a>
<p>Click here to access the course. The link will be activated the day of the course.</p> <p><a href="#">Download PDF</a></p>	<a href="#">Course</a>

Click here to access the course.  
The link will be activated the day of the course.

[Download PDF](#)

Click here to download the the course schedule

## My Account - Edit Account

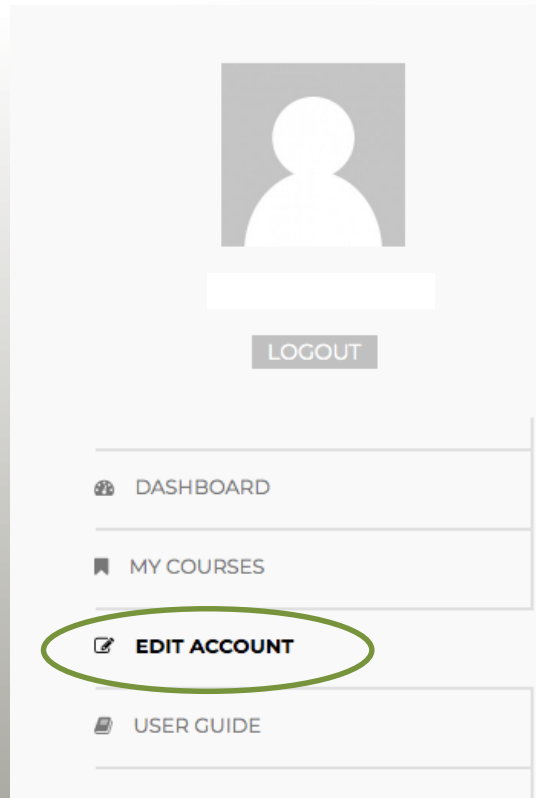
Go to Edit Account in My Account to edit your information

COURSES



MY ACCOUNT

LOGOUT



First Name \*

Last Name \*

Username \*

*Username cannot be changed.*

Date of Birth \*

Country

E-mail \*

International Phone Code \*

Phone Number: \*

Update

Click here to save changes

## My Account - User Guides

Go to My Courses in My Account to download the user guides

COURSES

MY ACCOUNT

LOGOUT



The screenshot shows a user's account page. On the left is a sidebar with navigation links: DASHBOARD, MY COURSES, EDIT ACCOUNT, and USER GUIDE. The USER GUIDE link is circled in green. On the right, there is a profile section with a placeholder image and a LOGOUT button. Below the profile, two user guides are listed: 'World Skate Online Courses – Attendees' User Guide' and 'World Skate Online Course NF User Guide'. A green bracket groups these two items. A green arrow points from the text 'Click here to download the user guides.' to the USER GUIDE link in the sidebar. Another green arrow points from the text 'Go to My Courses in My Account to download the user guides' to the MY ACCOUNT link in the top navigation bar.

Click here to download the user guides.



## Miscellaneous

If your National Federation purchases course/s for you, you will receive a registration confirmation email and you will be able to view the course in “Recent Orders” (page 12) and “My Courses” (page 13).

If you registered individually, please contact your National Federation in order to participate in the Inline Speed Skating Courses.

For assistance, please contact us at [academy@worldskate.org](mailto:academy@worldskate.org).

**THANKS!**



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