



WORLD  
SKATE

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

## Intro

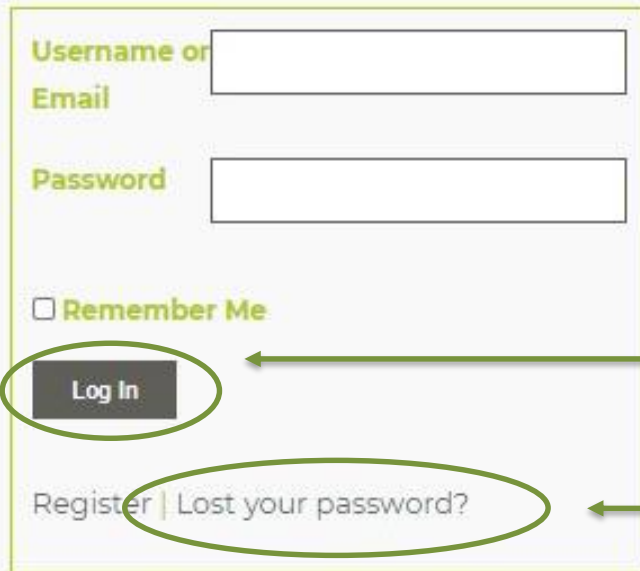
This user guide is designed to provide the National Federation user with step by step instructions on how to access [courses.worldskate.org](https://courses.worldskate.org), the registration process, and how to purchase courses:

- [Steps to Log-in](#)
- [Steps for Changing password](#)
- [Steps for NF Attendee/s registration](#)
- [Steps to purchase course/s for NF Attendee/s](#)
- [Steps to purchase course/s for NF Attendee/s - Cart](#)
- [Steps to assign course/s to NF Attendee/s](#)
- [Steps for Payment - Checkout](#)
- [My Account - My Courses](#)
- [My Account - Our Courses](#)
- [My Account - User Guides](#)
- [World Skate Support](#)

## Steps to Log-in

In order to access, it is necessary to log-in with the username and password received via email.

(If you don't remember your password, click on the link 'Lost your password?')



The image shows a login form with the following elements: a text input field for 'Username or Email', a text input field for 'Password', a checkbox labeled 'Remember Me', a 'Log In' button, and a link for 'Lost your password?'. The 'Log In' button and the 'Lost your password?' link are circled in green. A green arrow points from the text 'Insert the Log-in credentials and click here' to the 'Log In' button. Another green arrow points from the text 'If you don't remember your password, click here' to the 'Lost your password?' link.

Insert the Log-in credentials and click here

If you don't remember your password, click here

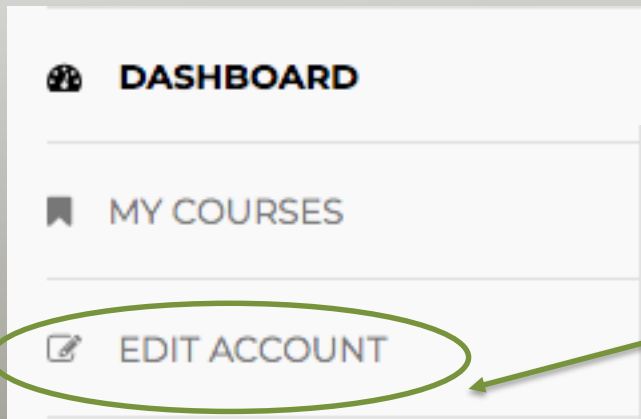
Click here to download the User Guides

## Steps for changing Password (1/2)

Password Requirements:

At least 6 characters

In order change your password, click on 'My Account' in the menu on the top right side of the page



Click on "EDIT ACCOUNT" to change password

## Steps for changing Password (2/2)

Password Requirements:  
At least 6 characters

NF User information

Modify Password:

1) Insert old password  
(Respect upper and lower case letters)

2) Insert New Password

3) Confirm New Password  
(enter the new password exactly as in  
the previous field)

Click here

First name \*

Last name \*

Username \*

*This will be how your name will be displayed in the account section and in reviews*

Email address \*

Password change

Current password (leave blank to leave unchanged)

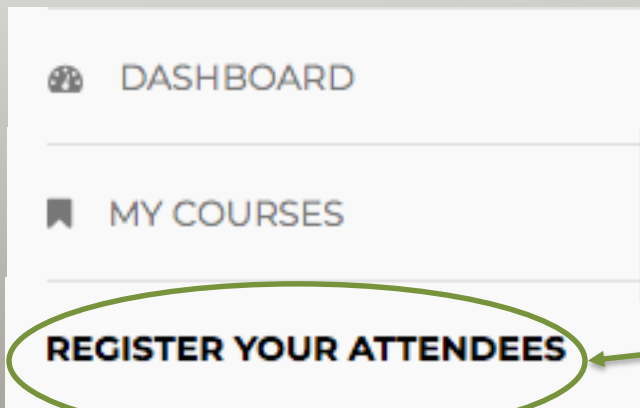
New password (leave blank to leave unchanged)

Confirm new password

Save changes

## Steps for NF Attendee/s registration (1/3)

To access the area for NF attendee/s registration, click on 'My Account' in the menu on the top right side of the page



To register your Attendee/s click here

## Steps for NF Attendee/s registration (2/3)

Fill in all fields


\* Required Field/s

Some fields feature a drop-down box

1) Insert email address


2) If the email is already registered, click here to update the information fields and save the changes made\*

There's already a user with this email, [click here to edit](#)

Users can register themselves or you can manually create users here. 

E-mail \*

3) If the email is not registered, fill in the remaining fields to complete the process

Users can register themselves or you can manually create users here. 

E-mail \*

First Name \*

Last Name \*

Username \*

*Usernames cannot be changed.*

Discipline

Role \*

Level

Proposed as World Skate Coach  Yes  No

\*If you don't update the information and save, the user will be inhibited from purchasing courses (individually or by NF)

# Steps for NF Attendee/s registration (3/3)

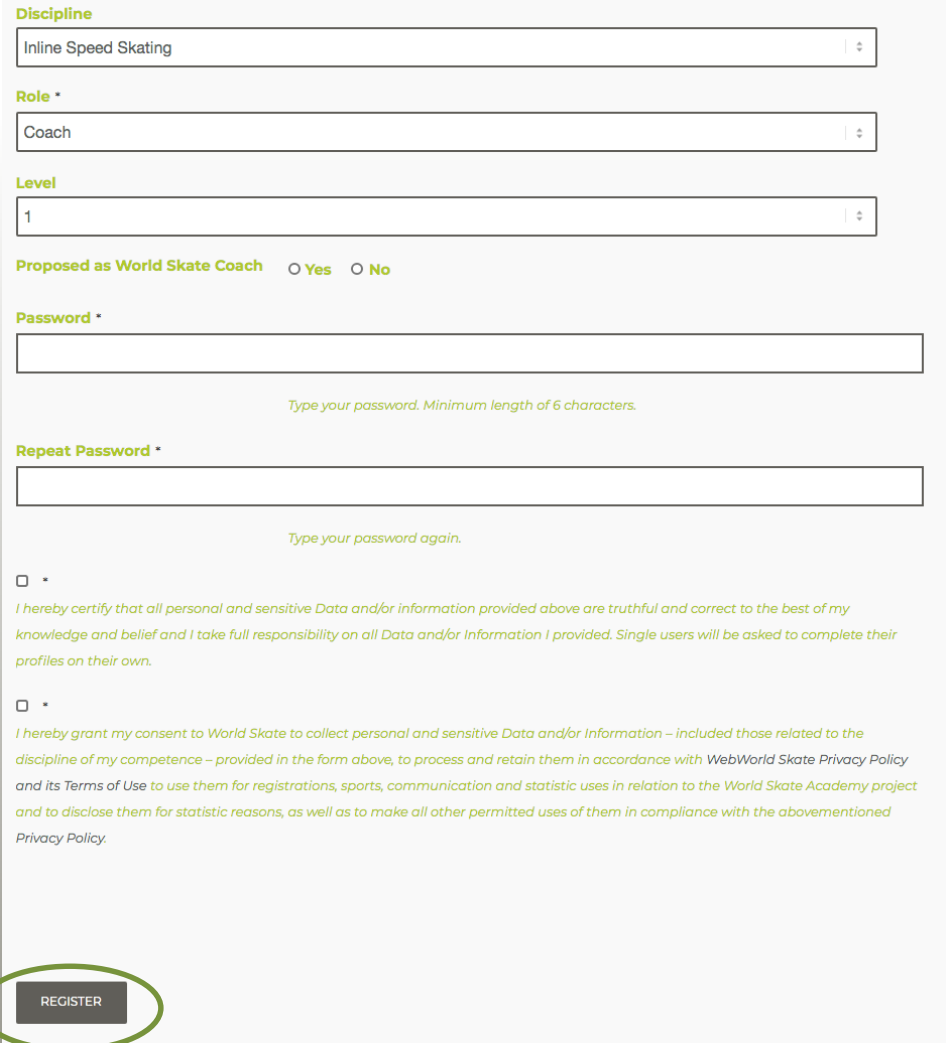
Fill in all fields

\* Required Field/s

Some fields feature a drop-down box

Create and insert the attendee's password (different from NF user password) respecting these requirements

Click here to save the new registration



The screenshot shows a registration form with the following fields and options:

- Discipline:** A drop-down menu with "Inline Speed Skating" selected.
- Role \*:** A drop-down menu with "Coach" selected.
- Level:** A drop-down menu with "1" selected.
- Proposed as World Skate Coach:** Radio buttons for "Yes" and "No", with "No" selected.
- Password \*:** A text input field with a placeholder: "Type your password. Minimum length of 6 characters."
- Repeat Password \*:** A text input field with a placeholder: "Type your password again."
- Consent:** Two checkboxes with associated text:
  - Checkbox 1: "I hereby certify that all personal and sensitive Data and/or information provided above are truthful and correct to the best of my knowledge and belief and I take full responsibility on all Data and/or Information I provided. Single users will be asked to complete their profiles on their own."
  - Checkbox 2: "I hereby grant my consent to World Skate to collect personal and sensitive Data and/or Information – included those related to the discipline of my competence – provided in the form above, to process and retain them in accordance with WebWorld Skate Privacy Policy and its Terms of Use to use them for registrations, sports, communication and statistic uses in relation to the World Skate Academy project and to disclose them for statistic reasons, as well as to make all other permitted uses of them in compliance with the abovementioned Privacy Policy."
- REGISTER:** A dark button at the bottom, circled in green, with a green arrow pointing to it from the text "Click here to save the new registration".



## Steps to purchase courses for NF Attendee/s (1/3)

To purchase courses for attendees, the NF must proceed with the following steps:

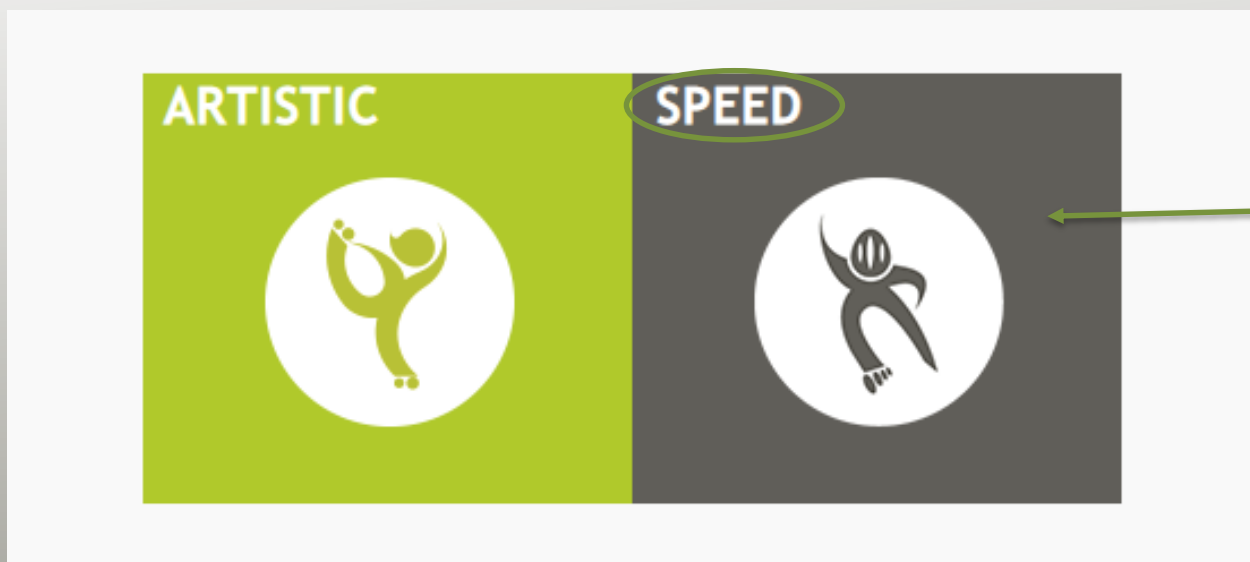
1. Choose the course/s to purchase and add to cart
2. Assign the course/s to the NF attendees (only to previously registered attendees)

If the NF does not proceed with the checkout and payment, the NF can log out. The NF can later proceed to register other attendees (see page 6-7-8 in the user guide) and purchase other courses, or the attendees (registered by the NF) may proceed to purchase courses by themselves.

Please Note: Attendees may not purchase courses, by themselves or through their NF, if not previously registered by their NF (see page 6-7-8 in the user guide).

## Steps to purchase courses for NF Attendee/s (2/3)

Select “Courses” in the menu at the top of the page to view the courses





Click on the ‘SPEED’ tab to view the courses page

## Steps to purchase courses for NF Attendee/s (3/3)

Select the course/s you wish to purchase in the “Courses” page

ARTISTIC **SPEED**

Search for products...

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

Click here to add to cart

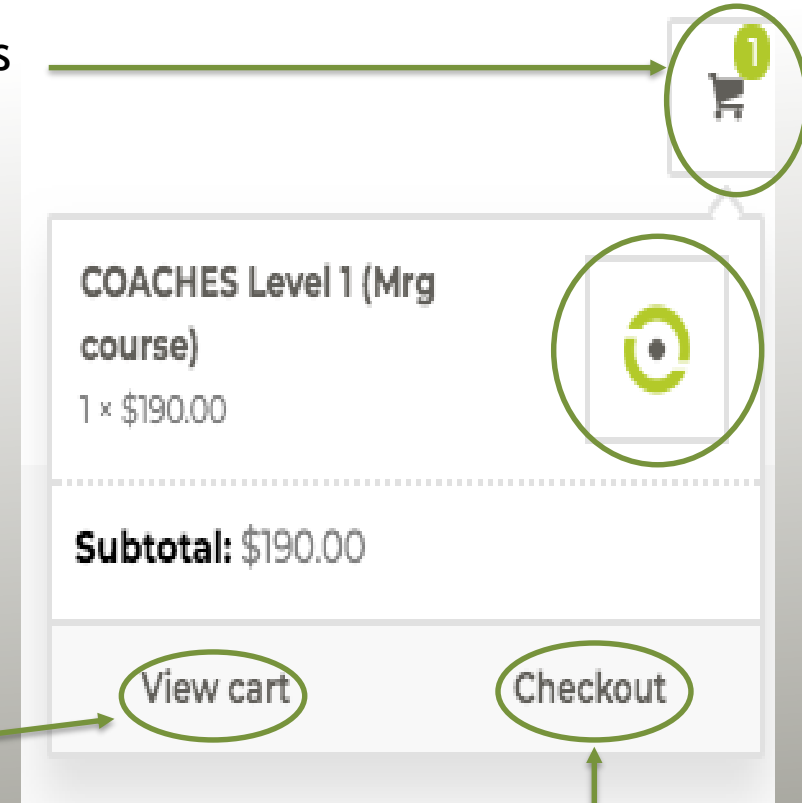
Click here to visualize details of the course

## Steps to purchase course/s for NF Attendee/s - Cart

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

List of course/s in the cart

Click to visualize the cart details and proceed to assign to NF attendees



Click to proceed to checkout and payment

## Steps to assign course/s to NF Attendee/s (1/2)

Click the cart icon to view the course/s to assign to NF attendee/s.

Assign the course to the corresponding attendee  
Multiple selection:      ctrl + Click Mouse (Windows)  
   cmd + Click Mouse (Mac)

| PRODUCT   | PRICE    | QUANTITY | SUBTOTAL | ASSIGN   |
|---|----------|----------|----------|--|
| COACHES Level 1 (Mrg course)<br>From Feb 6, 2021 To Mar 14, 2021 Language: ENG 09:00 to 11:40 (Lausanne local time) | \$190.00 | - 1 +    | \$190.00 | <input type="text" value="Luisana Lopez (luisana.lopez@worldskate.org)"/><br><input type="text" value="Sara Rubinetti (sara.rubinetti@worldskate.org)"/> |

Coupon code

Cart totals

|                 |          |
|-----------------|----------|
| <b>SUBTOTAL</b> | \$190.00 |
| <b>TOTAL</b>    | \$190.00 |

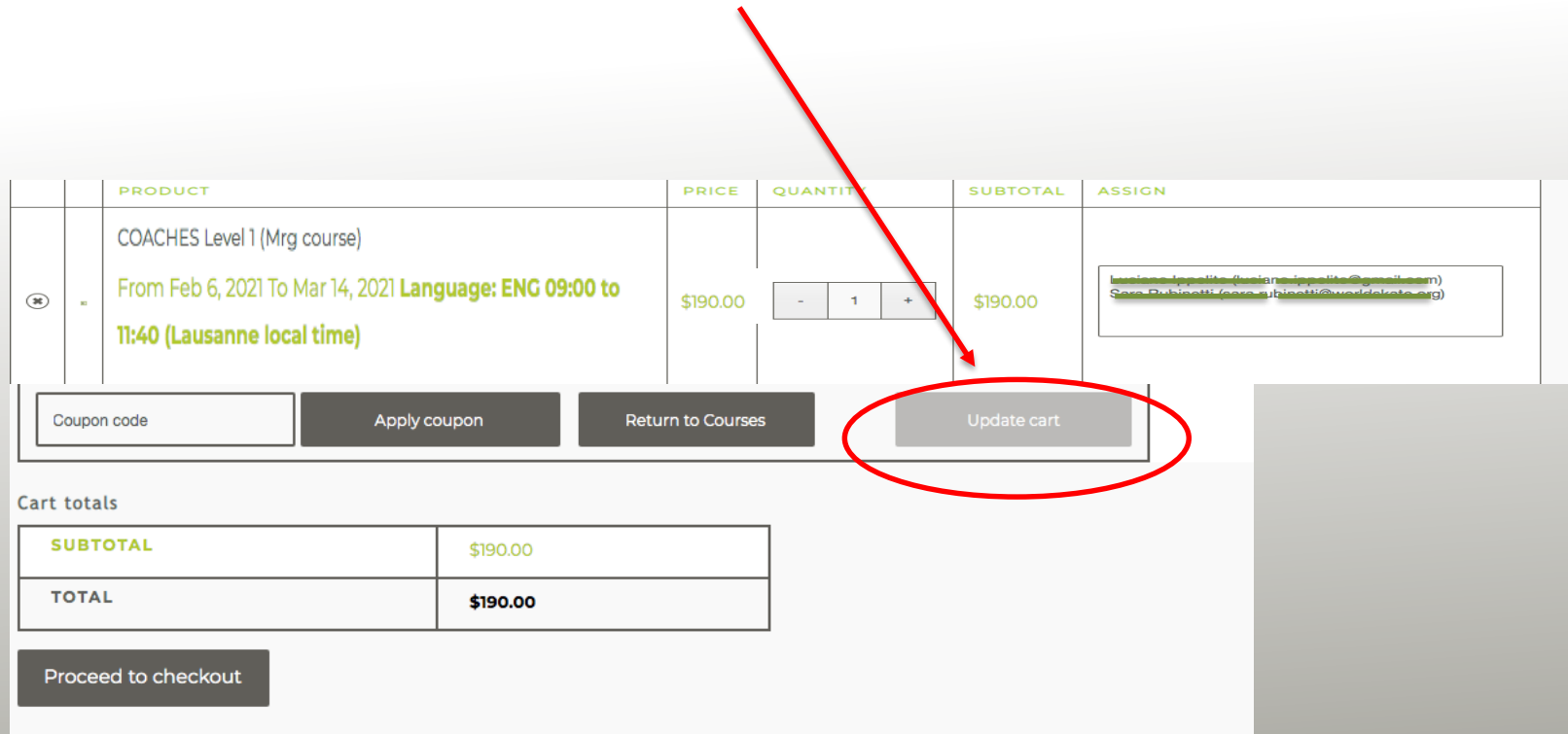
Click to proceed to checkout and payment

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

Click to update cart and save the attendee/s selection and course/s assigned. Repeat the process after each selection.

## Steps to assign course/s to NF Attendee/s (2/2)

**MAKE SURE TO CLICK ON UPDATE CART BEFORE PROCEEDING TO CHECKOUT.**



The screenshot shows a cart interface for a course. The main table has columns for PRODUCT, PRICE, QUANTITY, SUBTOTAL, and ASSIGN. The product is 'COACHES Level 1 (Mrg course)' with a price of \$190.00 and a quantity of 1. The subtotal is \$190.00. Below the table are buttons for 'Coupon code', 'Apply coupon', 'Return to Courses', and 'Update cart'. The 'Update cart' button is circled in red, and a red arrow points to it from above. Below the buttons is a 'Cart totals' table with 'SUBTOTAL' and 'TOTAL' both at \$190.00, and a 'Proceed to checkout' button.

| PRODUCT   | PRICE    | QUANTITY | SUBTOTAL | ASSIGN   |
|---|----------|----------|----------|--|
| COACHES Level 1 (Mrg course)<br>From Feb 6, 2021 To Mar 14, 2021 Language: ENG 09:00 to 11:40 (Lausanne local time) | \$190.00 | - 1 +    | \$190.00 | <a href="#">Lausanne Inline Skating (lausanne.inline@worldskate.com)</a><br><a href="#">Sara Dubinetti (sara.dubinetti@worldskate.org)</a> |

Coupon code

Cart totals

|                 |                 |
|-----------------|-----------------|
| <b>SUBTOTAL</b> | \$190.00        |
| <b>TOTAL</b>    | <b>\$190.00</b> |

**IF YOU DON'T CLICK HERE BEFORE YOU PROCEED TO THE CHECKOUT, YOUR ATTENDEES WILL NOT BE ABLE TO SEE THEIR COURSES IN THEIR PROFILE, AND CONSEQUENTLY WILL NOT BE ABLE TO ACCESS THE COURSE.**

## Steps for Payment - Checkout

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;

“more payment methods will be added soon’

Proceed to PayPal

# My Account - My Courses

COURSES



MY ACCOUNT

LOGOUT

Go to My Courses in My Account



National federation\_test

LOGOUT

DASHBOARD

MY COURSES

EDIT ACCOUNT

REGISTER YOUR ATTENDEES

USER GUIDE

OUR COURSES

| COURSE  | DOWNLOAD |
|---|----------|
| COACHES Level 1 (Mrg course)<br>From Feb 6, 2021 To Mar 14, 2021 Language: ENG 09:00 to 11:40 (Lausanne local time) | Course   |
| COACHES Level 1 (Mrg course)<br>From Feb 6, 2021 To Mar 14, 2021 Language: ENG 09:00 to 11:40 (Lausanne local time) | Course   |

Click here to view all purchased courses





# My Account - Our Courses

COURSES



MY ACCOUNT

LOGOUT

Go to Our Courses in My Account



National federation\_test

LOGOUT

DASHBOARD

MY COURSES

EDIT ACCOUNT

REGISTER YOUR ATTENDEES

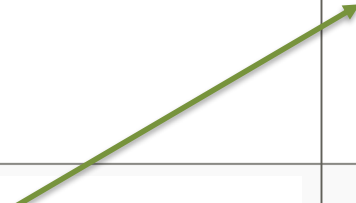
USER GUIDE

OUR COURSES

## Courses

| ORDER ID | COURSE  | ASSIGNED TO     |
|----------|---|-----------------|
| 4443     | COACHES Level 1 (Mrg course)<br>From Feb 6, 2021 To Mar 14, 2021 Language: ENG 09:00 to 11:40 (Lausanne local time) | test99 test99 - |
| 4443     |   |                 |

Here you will see the purchased course and the attendee whom you assigned it to.



Click here to view all purchased AND assigned courses.



## My Account - User Guides

Go to User Guide in My Account

COURSES



MY ACCOUNT

LOGOUT



National federation\_test

LOGOUT

World Skate Online Courses – Attendees' User Guide

World Skate Online Course NF User Guide

DASHBOARD

MY COURSES

EDIT ACCOUNT

REGISTER YOUR ATTENDEES

**USER GUIDE**

OUR COURSES

Click here to download the user guides.

## World Skate Support

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

**THANKS!**



**WORLD  
SKATE**