



WORLD  
SKATE

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# Rink Hockey 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

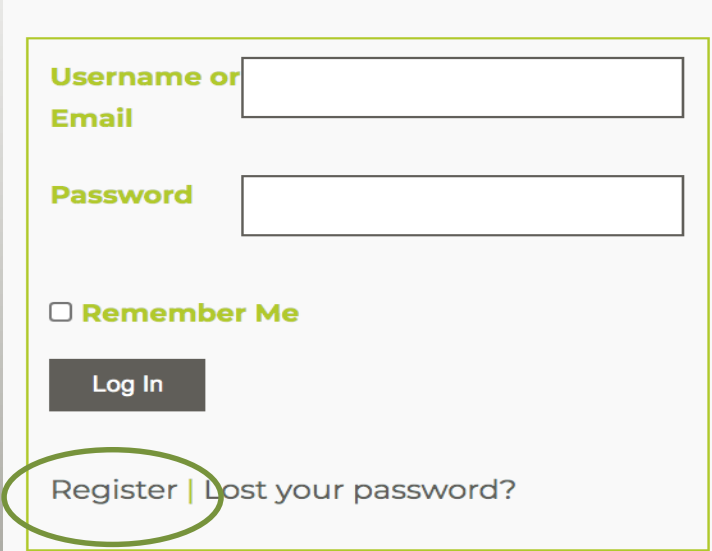
To access go to [courses.worldskate.org](https://courses.worldskate.org)

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.

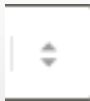
Below the form, there is a green button labeled **USER GUIDES**, also circled in green. A green arrow points from the text 'Click here to download the User Guides' to this button.

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**

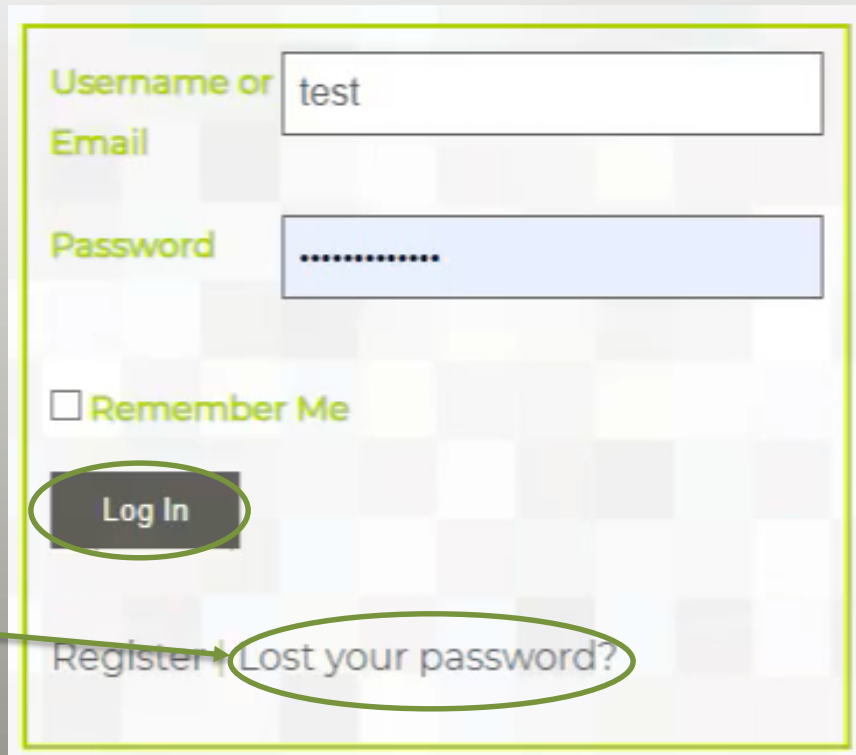
## Steps to Log-in - Registered User

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.
- Register | Lost your password?:** A link labeled "Lost your password?" circled in green, with a green arrow pointing to it from the text "If you don't remember your password, click here".

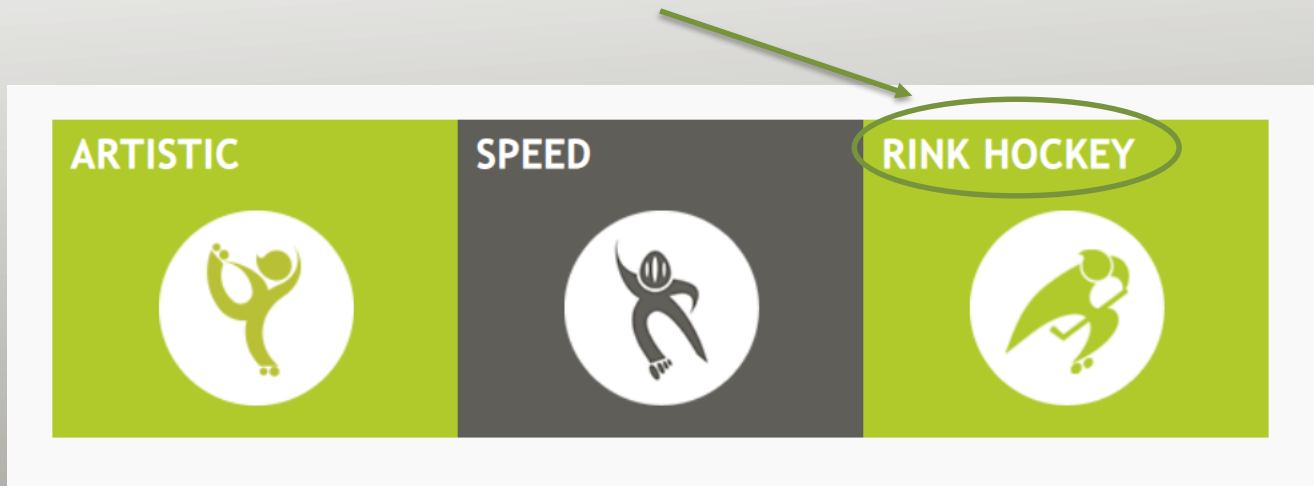
There are also green arrows pointing from the text "Insert username/email and password and click here" to the "Log In" button.

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

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



Then select the 'RINK HOCKEY' 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      **RINK HOCKEY**

Search for products...

			
<b>REFEREES (Mrg course)</b> <b>\$220.00</b> <i>From Feb 26, 2021</i> <i>To Mar 28, 2021</i> <b>Language: ENG-SPA</b> <b>09:00 to 13:00 (Lausanne local time)</b>	<b>REFEREES (Aft course)</b> <b>\$220.00</b> <i>From Feb 28, 2021</i> <i>To Apr 9, 2021</i> <b>Language: ENG-SPA</b> <b>16:00 to 20:00 (Lausanne local time)</b>	<b>COACHES Level 1 (Mrg course)</b> <b>\$220.00</b> <i>From Apr 16, 2021</i> <i>To May 14, 2021</i> <b>Language: ENG-SPA</b> <b>09:00 to 13:00 (Lausanne local time)</b>	<b>COACHES Level 1 (Aft course)</b> <b>\$220.00</b> <i>From Apr 18, 2021</i> <i>To May 16, 2021</i> <b>Language: ENG-SPA</b> <b>17:00 to 21:00 (Lausanne local time)</b>
<a href="#">Read more</a>   <a href="#">Show Details</a>	<a href="#">Read more</a>   <a href="#">Show Details</a>	<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 RINK HOCKEY:**

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

**RINK HOCKEY**

Search for products...

			
<b>REFEREES (Mrg course)</b> <b>\$220.00</b> <i>From Feb 26, 2021</i> <i>To Mar 28, 2021</i> <b>Language: ENG-SPA</b> <b>09:00 to 13:00 (Lausanne local time)</b>	<b>REFEREES (Aft course)</b> <b>\$220.00</b> <i>From Feb 28, 2021</i> <i>To Apr 9, 2021</i> <b>Language: ENG-SPA</b> <b>16:00 to 20:00 (Lausanne local time)</b>	<b>COACHES Level 1 (Mrg course)</b> <b>\$220.00</b> <i>From Apr 16, 2021</i> <i>To May 14, 2021</i> <b>Language: ENG-SPA</b> <b>09:00 to 13:00 (Lausanne local time)</b>	<b>COACHES Level 1 (Aft course)</b> <b>\$220.00</b> <i>From Apr 18, 2021</i> <i>To May 16, 2021</i> <b>Language: ENG-SPA</b> <b>17:00 to 21:00 (Lausanne local time)</b>
<a href="#">Add to cart</a> <a href="#">Show Details</a>	<a href="#">Read more</a>   <a href="#">Show Details</a>	<a href="#">Read more</a>   <a href="#">Show Details</a>	<a href="#">Read more</a>   <a href="#">Show Details</a>

Click here to add to cart

Click here to visualize details of the course

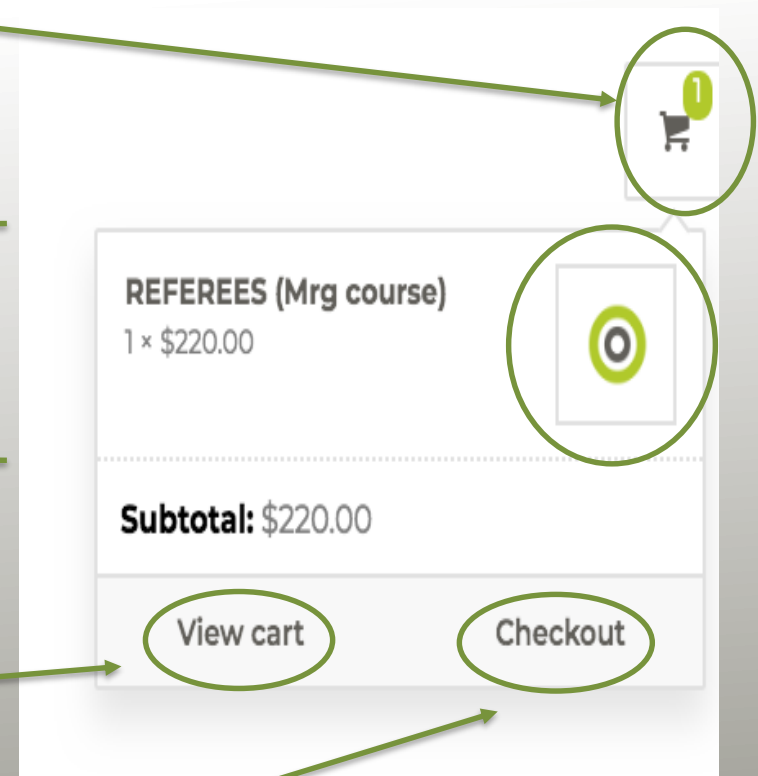
## Steps to purchase Courses- Cart

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
REFEREES (Mrg course) From Feb 26, 2021 To Mar 28, 2021 Language: ENG-SPA 09:00 to 13:00 (Lausanne local time)					\$220.00	- 1 +	\$220.00
DATE	DISCIPLINE	START TIME	END TIME	SPEAKER			
26 Feb	Rink Hockey Regulation I	09:00	13:00	Oscar Valverde			
5 Mar	Rules Application/Decisions	09:00	13:00	Rubén Fernandez			
7 Mar	Court Referees Signaling	09:00	13:00	Xavier Bleuzen			
14 Mar	Physical Training	09:00	13:00	Eduard Romero			
21 Mar	Laying on the Court	09:00	13:00	Oscar Valverde			
28 Mar	Technological System/Documents	09:00	13:00	Rubén Fernandez			
Coupon code <input type="text"/>					Apply coupon	<b>Return to Courses</b>	Update cart
<b>Cart totals</b>							
<b>SUBTOTAL</b>				\$220.00			
<b>TOTAL</b>				<b>\$220.00</b>			
<b>Proceed to checkout</b>							

Click here to Proceed to checkout

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

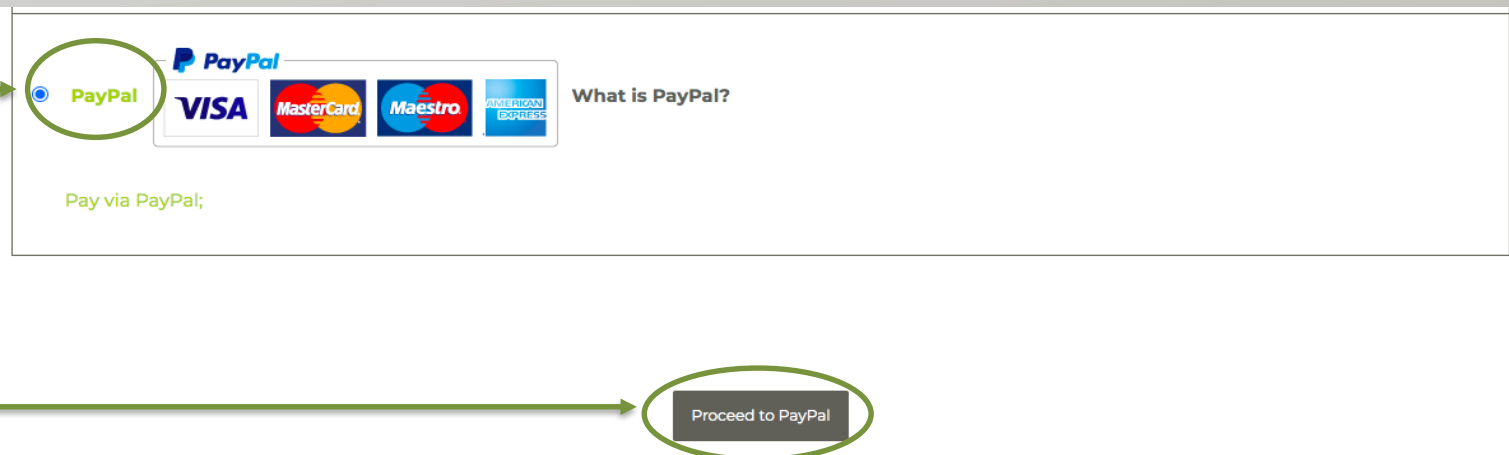
## Steps for Payment - Checkout (2/2)

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

### Your order

PRODUCT	SUBTOTAL
REFEREES (Mrg course) × 1	\$220.00
<b>SUBTOTAL</b>	<b>\$220.00</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.



# My Account - Dashboard

COURSES

 **MY ACCOUNT**

LOGOUT

Go to the Dashboard in My Account



[Redacted name]

LOGOUT

Hello [Redacted name] (not verified) ? Log out)


From your account dashboard you can view your recent orders, manage your billing address, and edit your password and account details.

Click here to view all purchased courses

 **DASHBOARD**

 MY COURSES

 EDIT ACCOUNT

 USER GUIDE

REFEREES (Mrg course)

From Feb 26, 2021 To Mar 28, 2021 Language: ENG-SPA 09:00 to 13:00 (Lausanne local time)

DATE	DISCIPLINE	START TIME	END TIME	SPEAKER
26 Feb	Rink Hockey Regulation I	09:00	13:00	Oscar Valverde
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21 Mar	Laying on the Court	09:00	13:00	Oscar Valverde
28 Mar	Technological System/Documents	09:00	13:00	Rubén Fernandez

## My Account - My Courses

COURSES



MY ACCOUNT

LOGOUT

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

My Courses



LOGOUT

DASHBOARD

**MY COURSES**

EDIT ACCOUNT

USER GUIDE

PRODUCT

DOWNLOAD

REFEREES (Mrg course)

From Feb 26, 2021 To Mar 28, 2021 Language: ENG-SPA 09:00 to 13:00 (Lausanne local time)

DATE	DISCIPLINE	START TIME	END TIME	SPEAKER
26 Feb	Rink Hockey Regulation I	09:00	13:00	Oscar Valverde
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21 Mar	Laying on the Court	09:00	13:00	Oscar Valverde
28 Mar	Technological System/Documents	09:00	13:00	Rubén Fernandez

Course

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

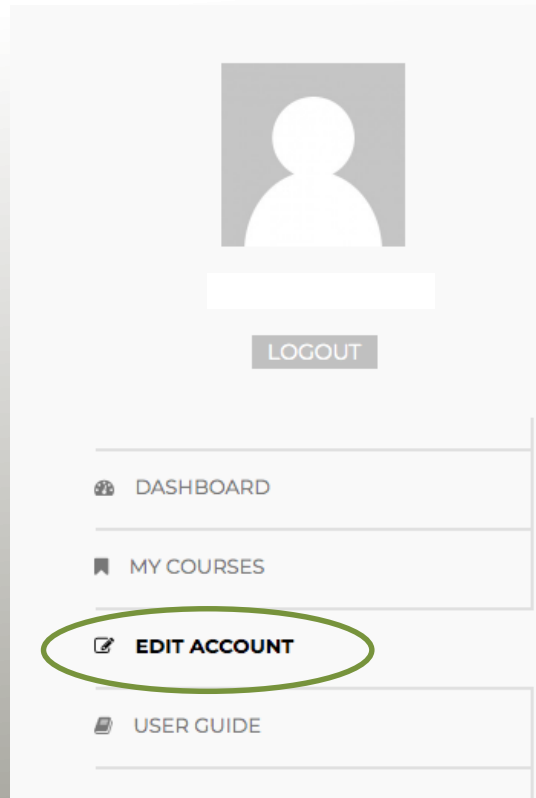
COURSES



MY ACCOUNT

LOGOUT

Go to Edit Account in My Account to edit your information



First Name \*

Last Name \*

Username \*

*Uenames cannot be changed.*

Date of Birth \*

Country

E-mail \*

International Phone Code \*

Phone Number: \*

Click here to save changes

Update

## My Account - User Guides

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

COURSES



MY ACCOUNT

LOGOUT




LOGOUT

 DASHBOARD

 MY COURSES

 EDIT ACCOUNT

 **USER GUIDE**

World Skate Online Courses – Attendees' User Guide

World Skate Online Course NF User Guide

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

**THANKS!**



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