



WORLD
SKATE

Rink Hockey World Skate Online Courses - National Federations' User Guide

Intro

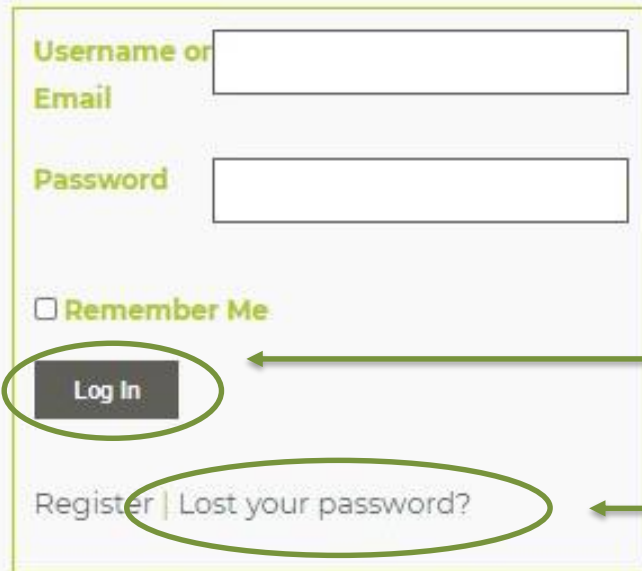
This user guide is designed to provide the National Federation user with step by step instructions on how to access courses.worldskate.org, the registration process, and how to purchase courses:

- [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 screenshot shows a login form with the following elements:

- A text input field labeled "Username or Email".
- A text input field labeled "Password".
- A checkbox labeled "Remember Me".
- A "Log In" button.
- Links for "Register" and "Lost your password?".

Annotations include:

- A green oval around the "Log In" button with an arrow pointing to it from the text "Insert the Log-in credentials and click here".
- A green oval around the "Lost your password?" link with an arrow pointing to it from the text "If you don't remember your password, click here".
- A green oval around the "USER GUIDES" button with an arrow pointing to it from the text "Click here to download the User Guides".

Insert the Log-in credentials and click here

If you don't remember your password, click here

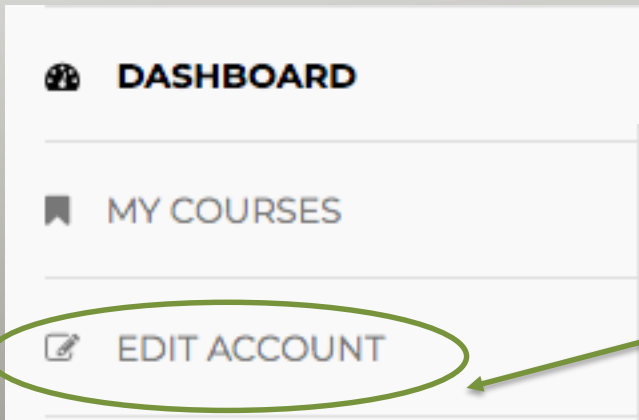
Click here to download the User Guides

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)

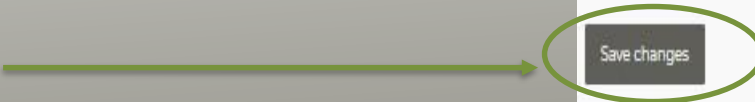
Password Requirements:
At least 6 characters

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)

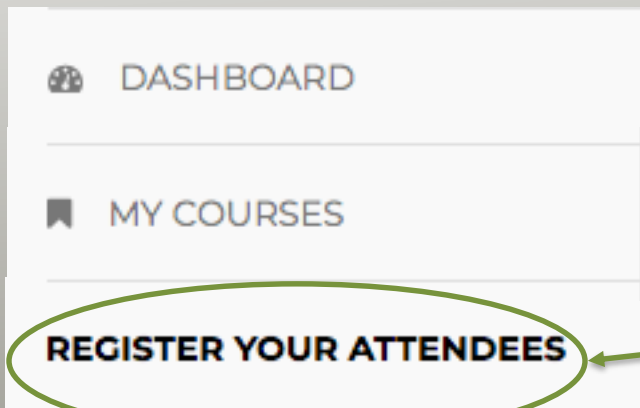
New password (leave blank to leave unchanged)

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 *

Password *

*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

Discipline

Rink Hockey

Role *

Password *

Type your password. Minimum length of 6 characters.

Repeat Password *

Type your password again.

*

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.

*

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

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 ‘RINK HOCKEY’ 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

The screenshot shows a website interface for purchasing courses. At the top, there are navigation tabs: ARTISTIC, SPEED, and RINK HOCKEY (which is selected and underlined). To the right is a search bar with the placeholder text "Search for products...". Below the navigation is a grid of four course cards. Each card features a circular logo at the top, followed by the course title, price (\$220.00), dates, and language. At the bottom of each card are two buttons: "Read more" and "Show Details". In the first card, these two buttons are circled in green. A green arrow points from the "Read more" button to the text "Click here to add to cart" below the screenshot. Another green arrow points from the "Show Details" button to the text "Click here to visualize details of the course" below the screenshot.

Course Title	Price	Dates	Language	Time
REFEREES (Mrg course)	\$220.00	From Feb 26, 2021 To Mar 28, 2021	ENG-SPA	09:00 to 13:00 (Lausanne local time)
REFEREES (Aft course)	\$220.00	From Feb 28, 2021 To Apr 9, 2021	ENG-SPA	16:00 to 20:00 (Lausanne local time)
COACHES Level 1 (Mrg course)	\$220.00	From Apr 16, 2021 To May 14, 2021	ENG-SPA	09:00 to 13:00 (Lausanne local time)
COACHES Level 1 (Aft course)	\$220.00	From Apr 18, 2021 To May 16, 2021	ENG-SPA	17:00 to 21:00 (Lausanne local time)

Click here to add to cart

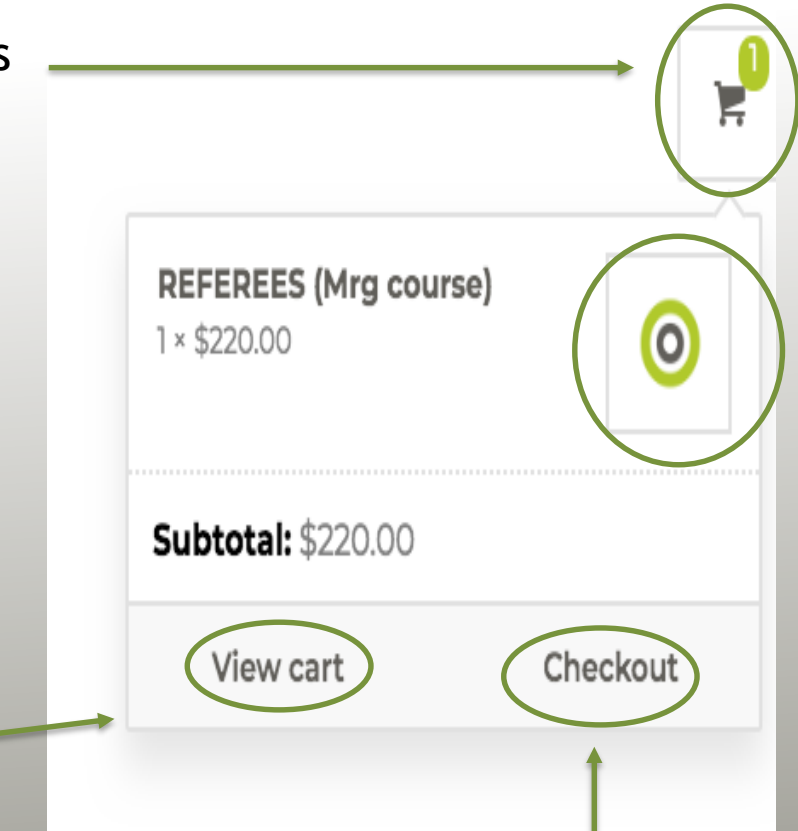
Click here to visualize details of the course

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
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	<input type="text"/> Enter Email Name (enteremail@skatehockey.com) <input type="text"/> Jose Alvarado (josealvarado@skatehockey.com) <input type="text"/> Luis Robledo (luisarobledos@gmail.com) <input type="text"/> Date Meira (datameira@gmail.com) <input type="text"/>
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				

Cart totals	
SUBTOTAL	\$220.00
TOTAL	\$220.00

Proceed to checkout

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.

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

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.

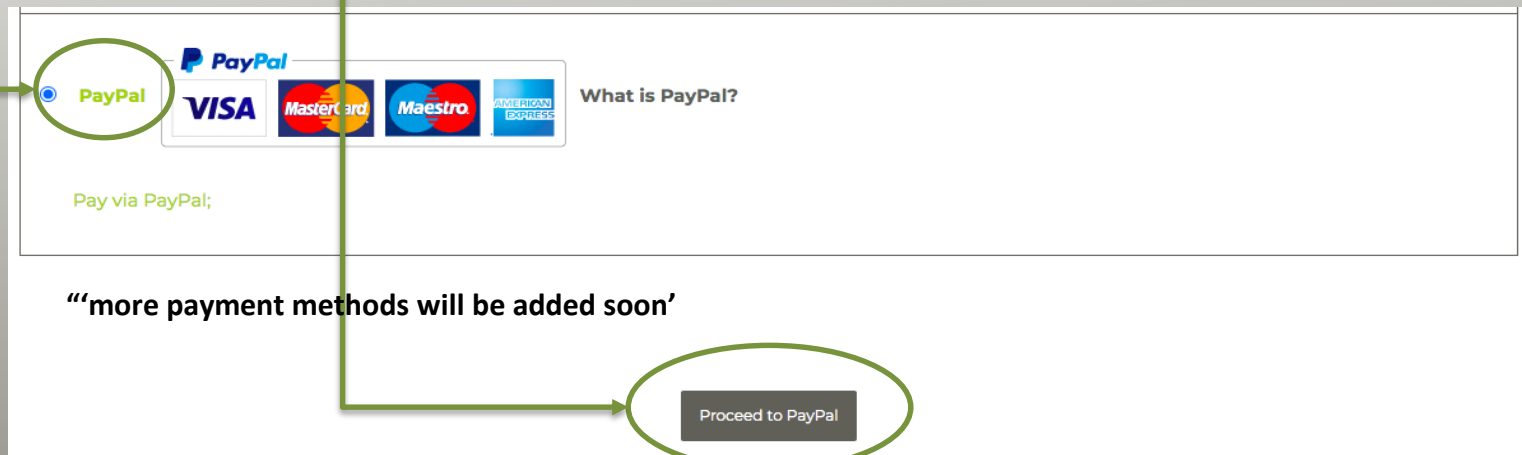
Steps for Payment - Checkout

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

Your order

PRODUCT	SUBTOTAL
REFEREES (Mrg course) × 1	\$220.00
SUBTOTAL	\$220.00

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.



The screenshot shows a payment selection interface. At the top, there are logos for PayPal, VISA, MasterCard, Maestro, and AMERICAN EXPRESS. The PayPal logo is circled in green. Below the logos, the text "Pay via PayPal;" is visible. To the right of the logos, there is a link that says "What is PayPal?". Below this, the text "'more payment methods will be added soon'" is displayed. At the bottom right, there is a button labeled "Proceed to PayPal" which is also circled in green. A green line starts from the text "After having selected PayPal..." and points to the circled PayPal logo. Another green line starts from the text "then click 'Proceed to PayPal'..." and points to the circled "Proceed to PayPal" button.

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

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

Download PDF

DOWNLOAD

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

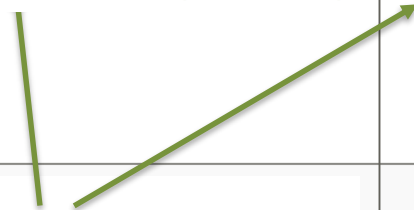
USER GUIDE

OUR COURSES

Courses

ORDER ID	COURSE	ASSIGNED TO
4443	REFEREES (Mrg course) From Feb 26, 2021 To Mar 28, 2021 Language: ENG-SPA 09:00 to 13:00 (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.

THANKS!



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