

# HOW IT WORKS

Individual Training  
Provider Registration

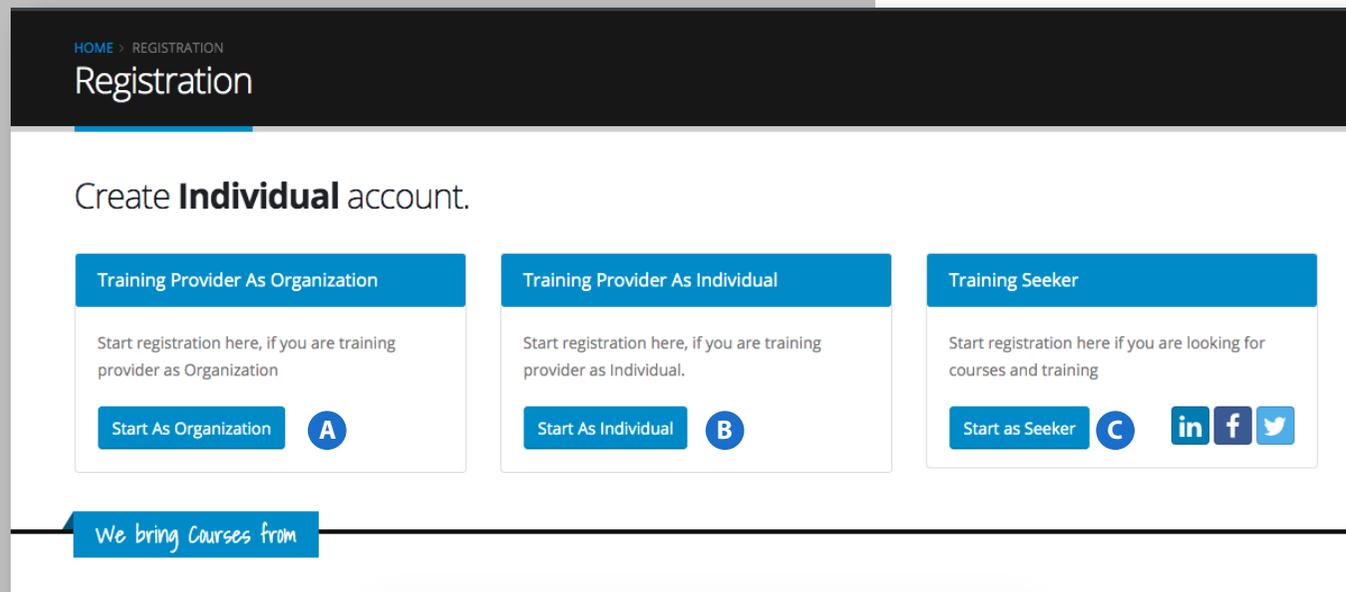


# 1 Registration

Go to registration page by click on below link:

<https://go4course.com/en/account/register>

Choose option B,  
register as **Individual Training Provider**



The screenshot shows the registration page with the following content:

- Navigation: HOME > REGISTRATION
- Section: Registration
- Text: Create **Individual** account.
- Three registration options are presented in blue boxes:
  - Training Provider As Organization**: Start registration here, if you are training provider as Organization. Button: Start As Organization (A).
  - Training Provider As Individual**: Start registration here, if you are training provider as Individual. Button: Start As Individual (B).
  - Training Seeker**: Start registration here if you are looking for courses and training. Button: Start as Seeker (C). Social media icons for LinkedIn, Facebook, and Twitter are also visible.
- Footer: We bring Courses from

Once you chose to Start As **Individual Training Provider**, a registration page will open as next page

# 2

## Filling Individual Trainer Basic Details

A1 - A3: Fill Your Name

A6-A10: Fill your physical location and address, P.O.Box and Zip Code is optional to fill

Create An Individual Account

**Basic Details**

Title:  A1

First Name:  A2

Last Name:  A3

Date of Birth:  A4

Gender:  A5

Country:  A6

City:  A7

Address:  A8

P.O.BOX:  A9

Zip Code:  A10

Contact Number:

Contact Email:

Website:

A4 & A5: Fill your date of birth and gender

Contact Email: this email will be used to contact with website and end users

Add your website if available.

Contact Phone Number



# 3 Filling Your Education and Training Areas

In this section, fill information about Education acquired by you  
For example if you have Bachelor of Business , you need to add it and add year of Graduation More education give your customers more trust about your quality

### Education

[Delete Education](#)

School Name:  Degree:

Field of Study:  Year of Graduation:

[Add Education](#)

### Training Areas

Add all areas that provided by you to be available when you add courses to the website

<input type="checkbox"/> Business and Management	<input type="checkbox"/> Digital Marketing	<input type="checkbox"/> Fashion and Beauty	<input type="checkbox"/> Humanities and ARTS
<input type="checkbox"/> IT, Technology and Software	<input type="checkbox"/> Languages	<input type="checkbox"/> Math, Science and Engineering	<input type="checkbox"/> Media and Photography
<input type="checkbox"/> Medical, Fitness, Healthcare and Safety	<input type="checkbox"/> Personal Development	<input type="checkbox"/> Politics and Economy	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Supply Chain Management	<input type="checkbox"/> Training and Education	<input type="checkbox"/> Travel, Tourism and Hospitality	<input type="checkbox"/> Others

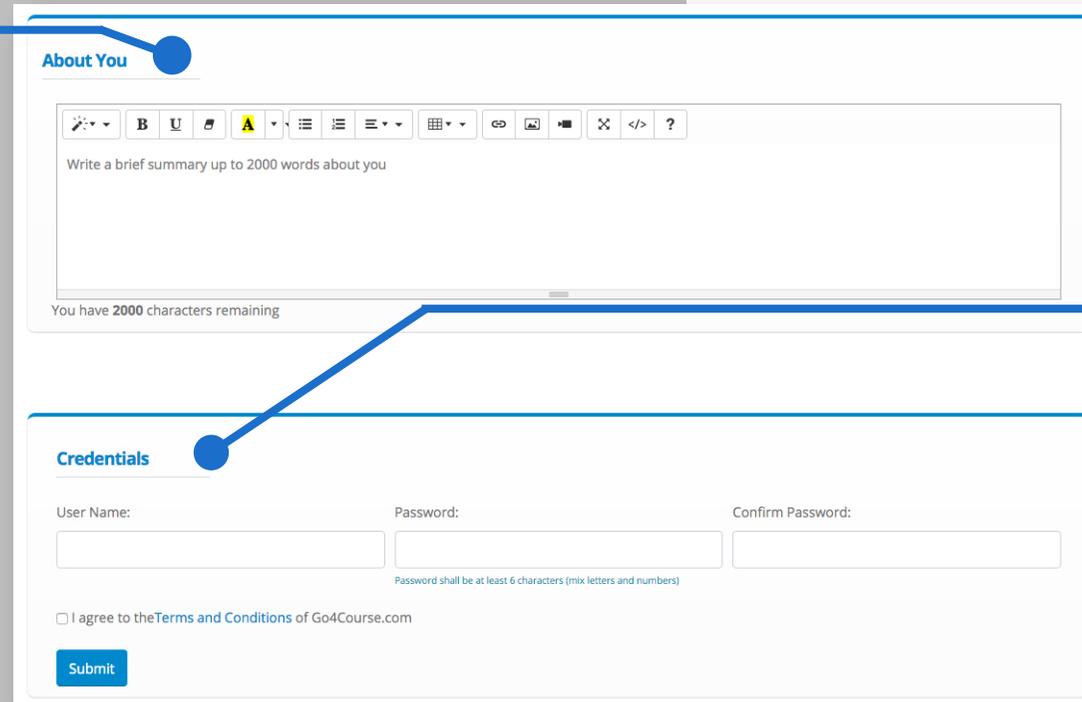
In this Section, add all training areas that provided by you.

For example if you provide Project Management courses then you need to add Business and Management, and if you provide IELTS courses then add Languages courses

Note: Only selected areas will appear when you create new course, so make sure to choose all relative ones.

# 4 Filling About You and Credentials Information

In this section, Write a brief descriptions about you up to 2000 characters, include but not limited to; Education, competitive advantage, training areas...etc



The screenshot shows a registration form with two main sections: 'About You' and 'Credentials'. The 'About You' section features a rich text editor with a toolbar containing icons for bold, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, table, link, unlink, image, video, code, and help. Below the toolbar is a text area with the placeholder text 'Write a brief summary up to 2000 words about you' and a character count 'You have 2000 characters remaining'. The 'Credentials' section contains three input fields: 'User Name:', 'Password:', and 'Confirm Password:'. Below the password fields is a note: 'Password shall be at least 6 characters (mix letters and numbers)'. At the bottom of the form, there is a checkbox for 'I agree to the Terms and Conditions of Go4Course.com' and a blue 'Submit' button.

In this Section, Choose user name that easy to memorize, and password mix with letters and numbers, more complicated password give you more security. Finally you need to accept terms and conditions then press submit

**Note: After submit you shall receive verification email, once you verify your email you can access and use your account.**