

# HOW IT WORKS

**Organization**  
**User Registration**

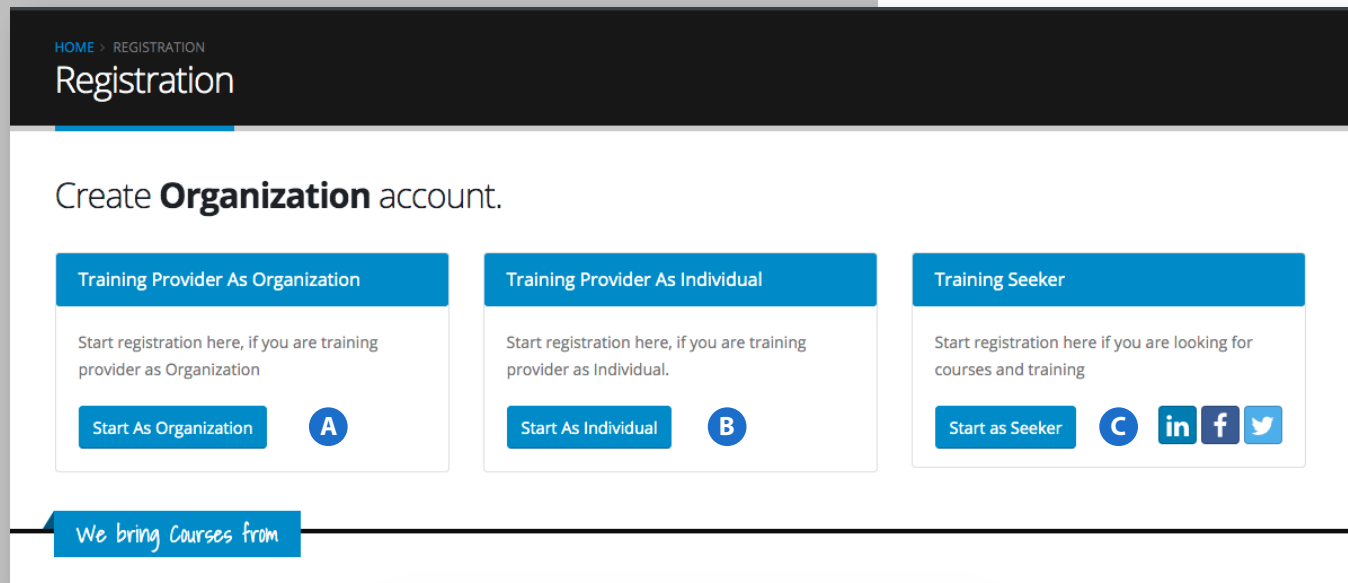


# 1 Registration

Go to registration page by click on below link:

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

Choose option A, register as Organization



The screenshot shows the registration page for Go4Course. At the top, there is a navigation bar with "HOME > REGISTRATION" and the title "Registration". Below the navigation bar, the main heading is "Create **Organization** account." There are three registration options presented in blue-bordered boxes:

- Training Provider As Organization:** This option includes a description "Start registration here, if you are training provider as Organization" and a button labeled "Start As Organization" with a circled letter "A" next to it.
- Training Provider As Individual:** This option includes a description "Start registration here, if you are training provider as Individual." and a button labeled "Start As Individual" with a circled letter "B" next to it.
- Training Seeker:** This option includes a description "Start registration here if you are looking for courses and training" and a button labeled "Start as Seeker" with a circled letter "C" next to it. To the right of the "Start as Seeker" button are social media icons for LinkedIn, Facebook, and Twitter.

At the bottom of the page, there is a blue banner with the text "We bring Courses from".

Once you chose to Start As Organization, a registration page will open as next page

# 2

## Filling Organization Basic Details

**A1 & A2:** Fill Your Organization Name and Registration Number (Optional)

Create An Organization Account

### Basic Details

Organization Name:  **A1** Commercial Registration No.:  Optional **A2**

Country:  **A3** City:  **A4**

Address:  **A5**

P.O.BOX:  **A6** Zip Code:  **A7**

Contact Number:  **A8** Contact Email:  **A9**

Add Logo:   **A10**  
Maximum Allowable Image Size is 2 MB

Website:

**A3-A7 :** Organization physical location and address, P.O.Box and Zip Code is optional to fill

Contact Phone Number

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

Add your website if available, if not add (N/A)

add high quality Logo with maximum size 2 MB



# 3 Filling Organization Accreditation and Training Areas

In this section, fill information about accreditation acquired by your organization. For example, if your organization has ISO, you need to add it and add the year of accreditation. More accreditation gives your customers more trust about your organization.

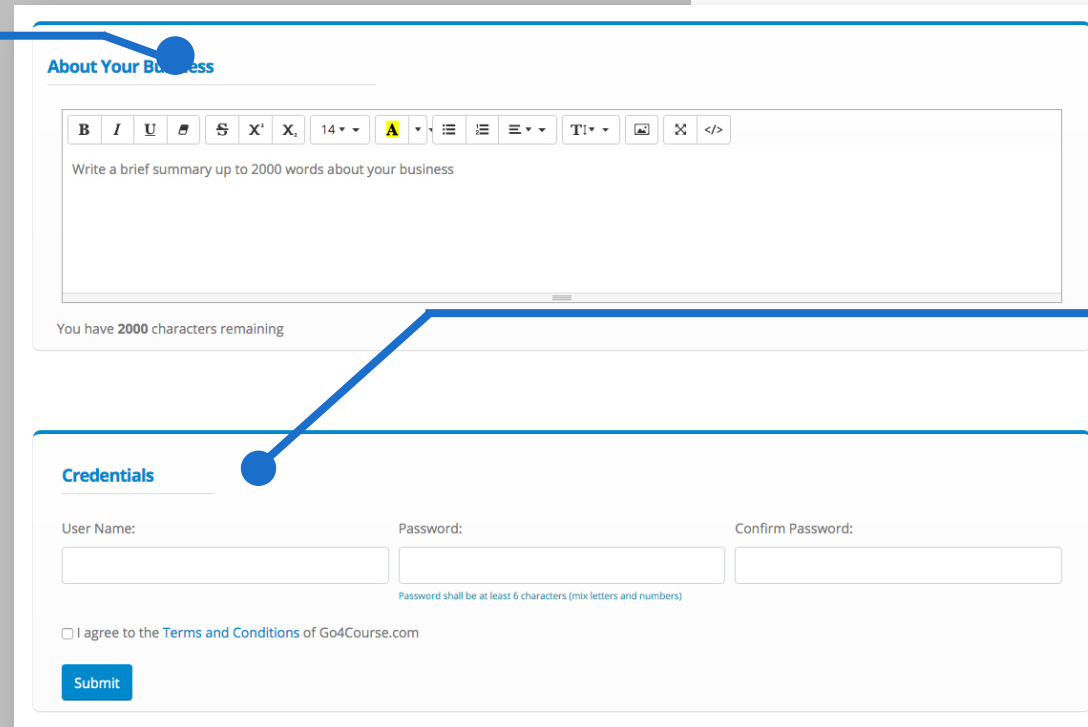
The screenshot shows two sections of a form. The top section, titled 'Accreditation', contains a text input field for 'Accreditation Body' with the placeholder 'EX: ISO, AMBA, .etc.', a dropdown menu for 'Year of Accreditation' with the placeholder '-- select --', a 'Delete Accreditation' button, and an 'Add Accreditation' button. The bottom section, titled 'Training Areas', has a subtitle 'Add all areas that provided by you to be available when you add courses to the website' and a grid of 16 checkboxes for various fields: Business and Management, Digital Marketing, Fashion and Beauty, Humanities and ARTS, IT, Technology and Software, Languages, Math, Science and Engineering, Media and Photography, Medical, Fitness, Healthcare and Safety, Personal Development, Politics and Economy, Social Sciences, Supply Chain Management, Training and Education, Travel, Tourism and Hospitality, and Others.

In this section, add all training areas that are provided by your organization. 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 a new course, so make sure to choose all relevant ones.

# 4 Filling About Your Business and Credentials Information

Write a brief descriptions about your organization up to 2000 characters, include but not limited to; Establishment year, competitive advantage, provided training areas...etc



The screenshot shows a registration form with two main sections: "About Your Business" and "Credentials".

- About Your Business:** Features a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, and text color. Below the toolbar is a text area with the placeholder "Write a brief summary up to 2000 words about your business". A status bar below the text area indicates "You have 2000 characters remaining".
- Credentials:** Contains three input fields labeled "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 this section is a checkbox labeled "I agree to the Terms and Conditions of Go4Course.com" and a blue "Submit" button.

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.**