

NEW STEWARDS OF CHILDREN FACILITATOR KIT & TRAINING SEATS ORDERING PROCESS

2



How to Order Your Facilitator Workshop Kit

1. Log into your facilitator dashboard:

https://secure3.convio.net/d2l/site/SPageNavigator/Training/training_login.html

2. Click ORDER MATERIAS & PRODUCT

• This will take you to our online Storefront. Please make sure you the storefront is logged into the correct account by checking the account details on the top right have corner.

Training Information and Resources

ADD A TRAINING	VIEW & MANAGE TRAININGS	ORDER MATERIALS & PRODUCT
VIRTUAL FACILITATOR TRAINING	NETWORK WITH INSTRUCTORS	SUBMIT CEUS

3. Click NEW Stewards of Children Materials (first box)

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4. Click Facilitator Workshop Kits

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5. Click Add to Cart and add 1 to your cart.





6. To checkout, click the cart icon in the upper right hand corner then click CHECKOUT.



7. Input your Shipping and Billing address and click Review and Place your Order.

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7. Click CREDIT CARD or PLACE ORDER to input payment information for Shipping.

A Promo Code should be automatically generated in the Promo Code box. This will remove the \$205 value and only have the shipping cost as payment due. (shipping payment varies by location & shipping option)

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8. Input your Credit Card information and click Pay Now.

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You should receive an email confirmation once the payment is placed and order is received at our warehouse. Drummond (our distribution company) will email you the order confirmation and tracking number within 24 business hours.



1. Log into your facilitator dashboard:

https://secure3.convio.net/d2l/site/SPageNavigator/Training/training_login.html

2. Click ORDER MATERIAS & PRODUCT

• This will take you to our online Storefront. Please make sure you the storefront is logged into the correct account by checking the account details on the top right have corner.

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3. Click NEW Stewards of Children Materials (first box)

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4. Click NEW Stewards of Children Training Seats - Includes one workbook per seat

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5. Click on whether you would like to order In-Person Training Seats (which include 1 physical workbook per seat) or Virtual Training Seats (which include 1 virtual workbook per seat). Add the quantity desired and click Add to Cart.

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If you would like to order Virtual Training Seats, please allow up to 48 business hours for us to process your order. You will then receive an email with instructions on how your participants can access their Virtual Workbooks.

6. Once the seats have been added, click on the cart link on the top right corner of the screen.

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7. Verify the training seat amount is correct and click CHECKOUT.

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8. Input your Shipping and Billing address and click Review and Place your Order.

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9. Select your SHIPPING OPTION and click CREDIT CARD or PLACE ORDER to input payment information for the order.

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	NEW Stewards of Children In-Person Training Seats - Includes 1 workbook per seat NEWSOC-INPERSON	\$16.00	40	\$640.00	Significante Recipined Promo Code			
	NEW Stewards of Children Virtual Training Seats – Includes 1 virtual workbook per seat NEWSOC-VIRTUAL	\$16.00	40	\$640.00	Аррју			
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10. Input your Credit Card information and click Pay Now.

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You should receive an email confirmation once the payment is placed and order is received at our warehouse. Drummond (our distribution company) will email you the order confirmation and tracking number within 24 business hours.

