



**NEW STEWARDS OF CHILDREN
FACILITATOR KIT & TRAINING SEATS
ORDERING PROCESS**



How to Order Your Facilitator Workshop Kit

1. Log into your facilitator dashboard:

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

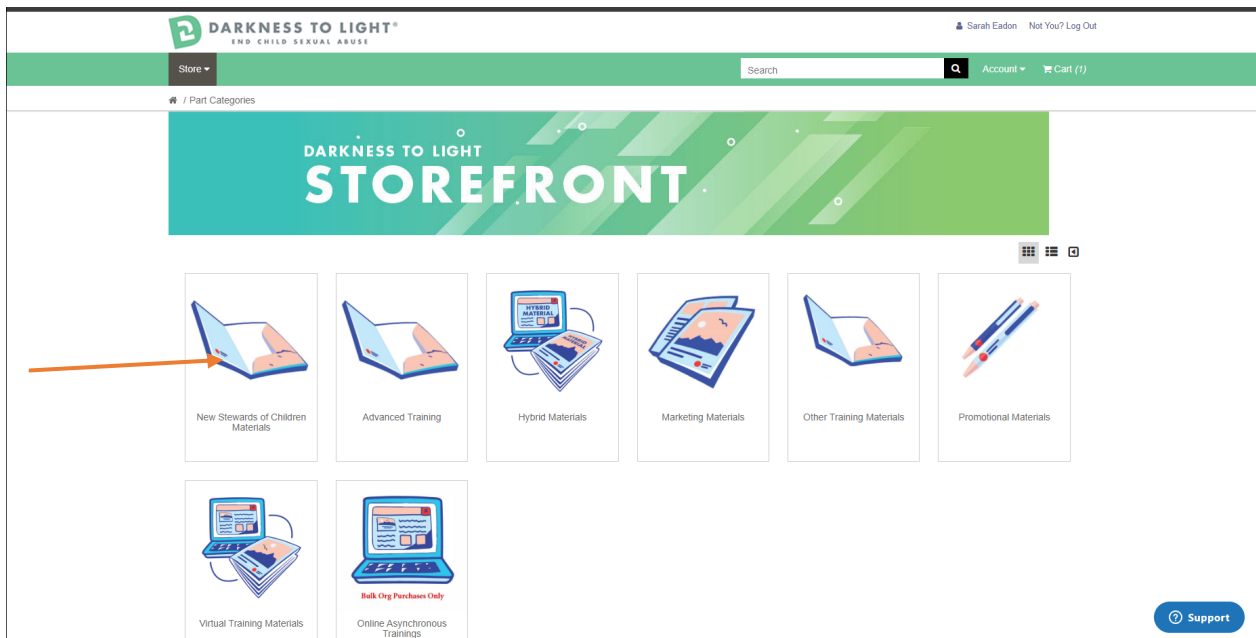
2. Click ORDER MATERIAS & PRODUCT

- 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.

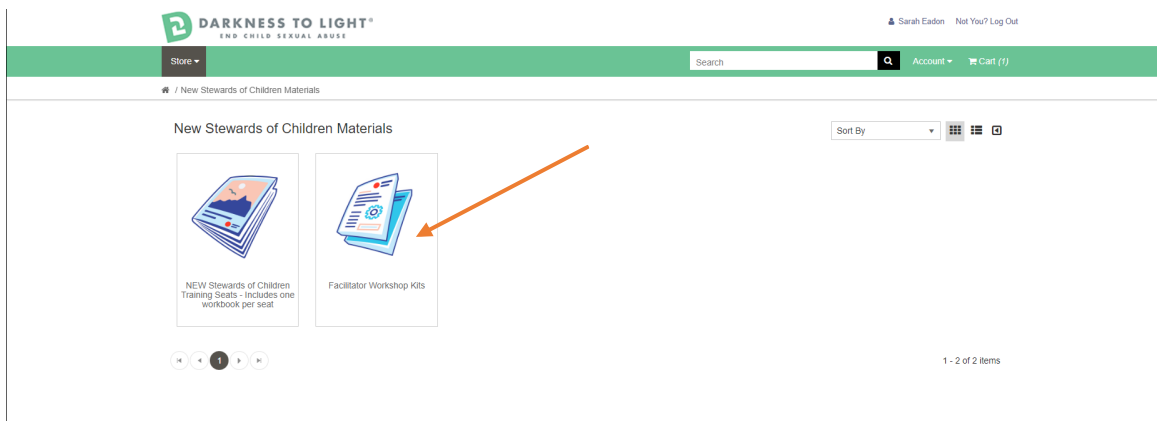
Training Information and Resources



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

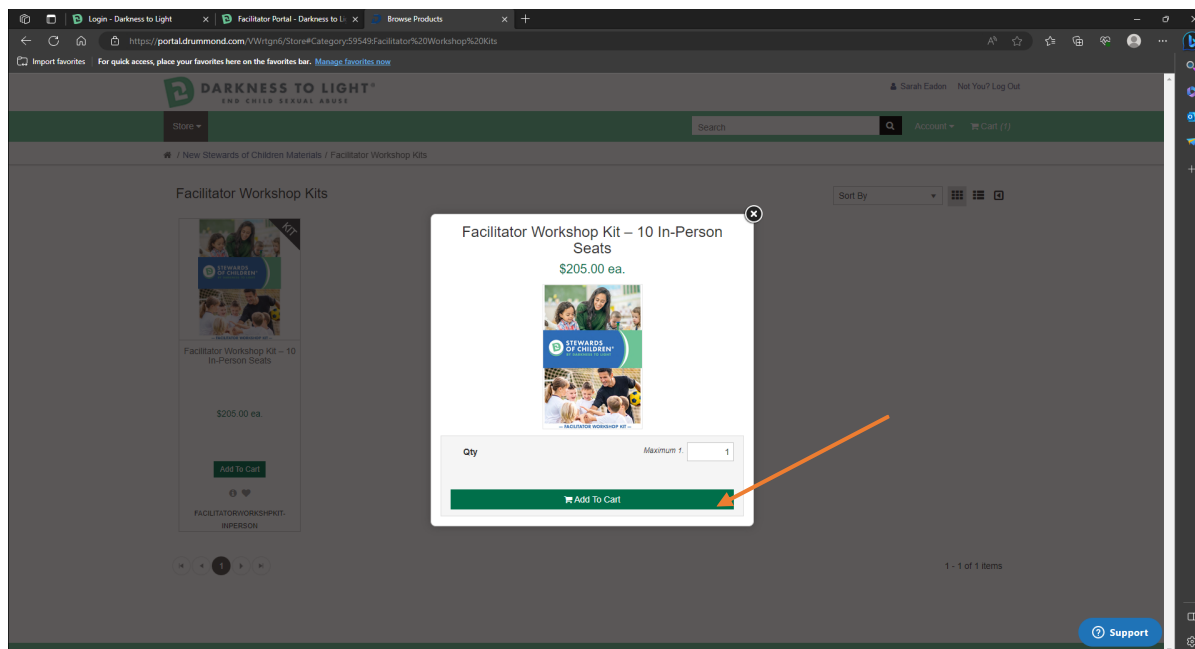
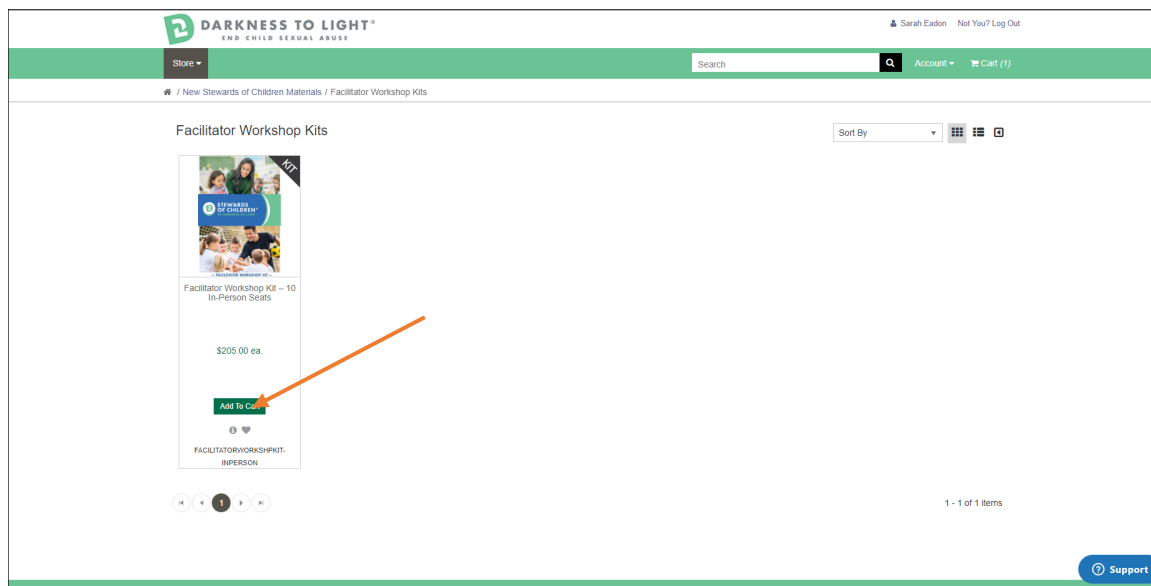


4. Click Facilitator Workshop Kits



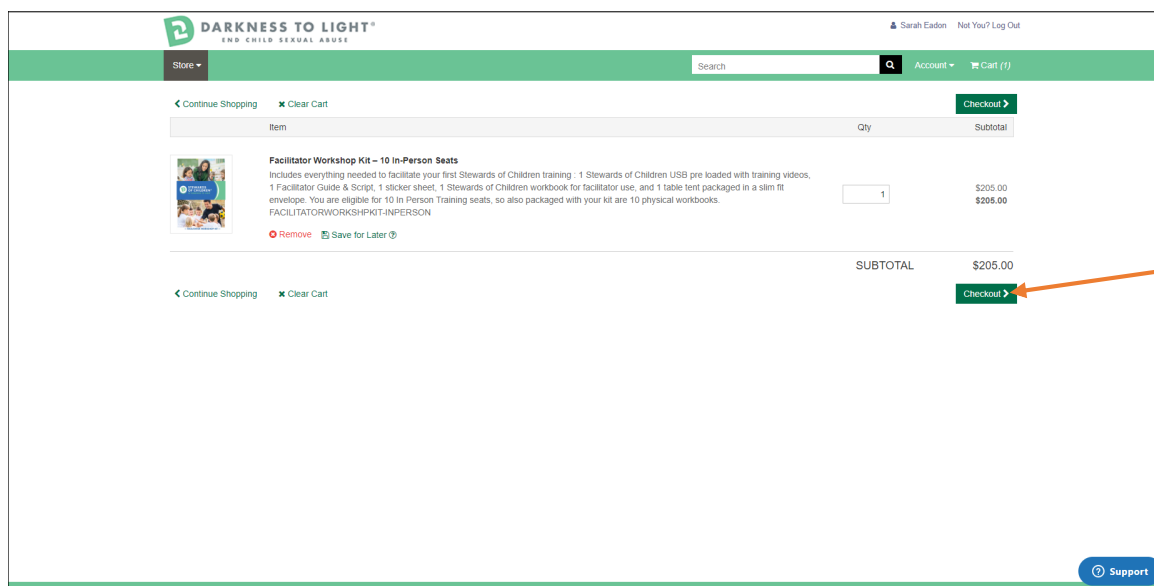
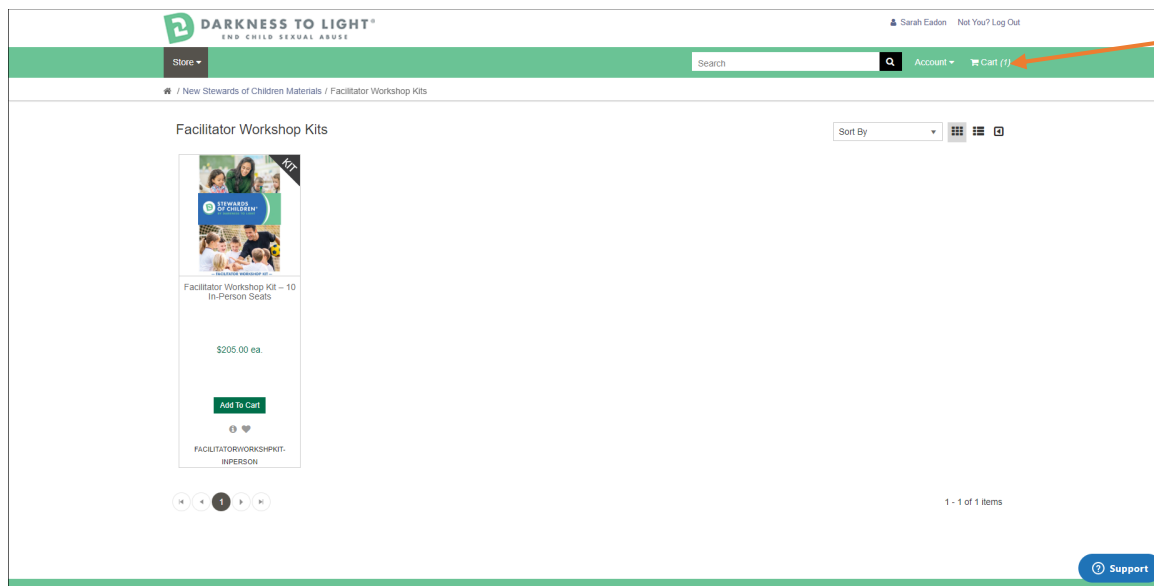
How to Order Your Facilitator Workshop Kit

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

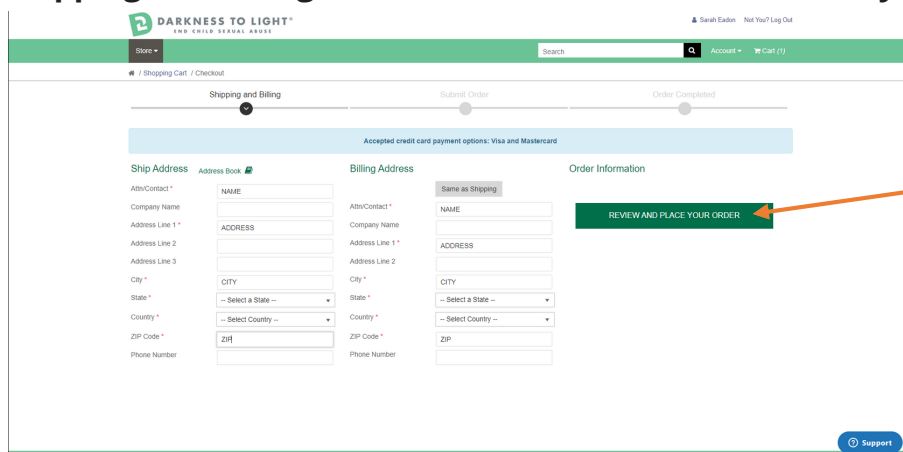


How to Order Your Facilitator Workshop Kit

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



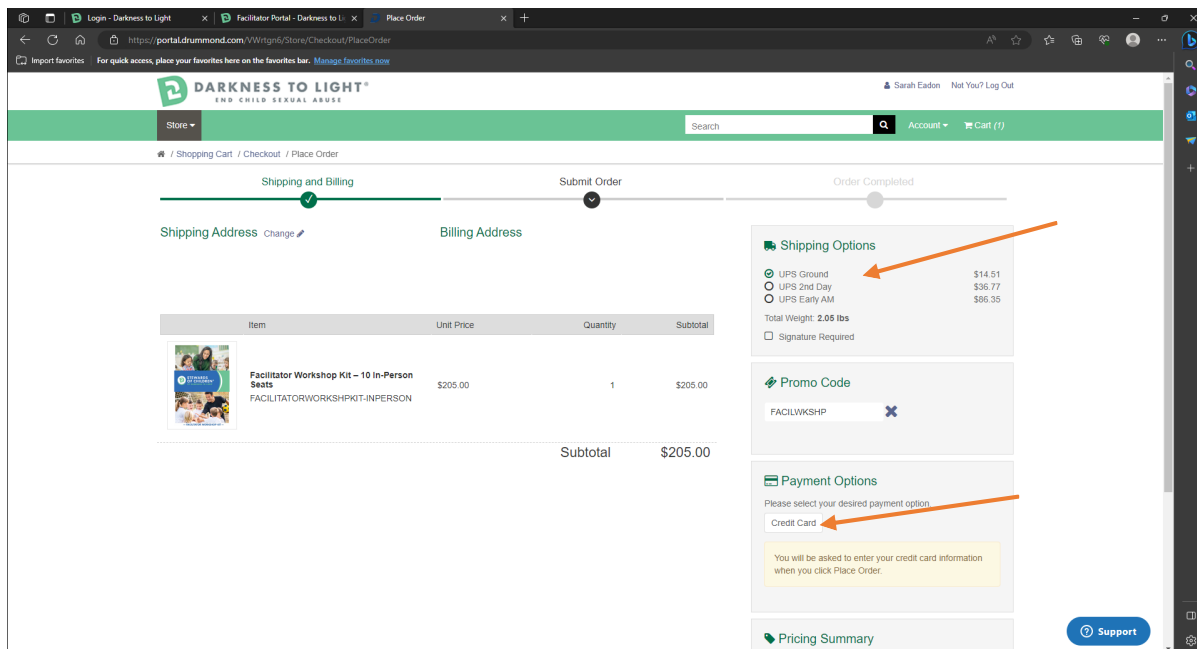
7. Input your Shipping and Billing address and click Review and Place your Order.



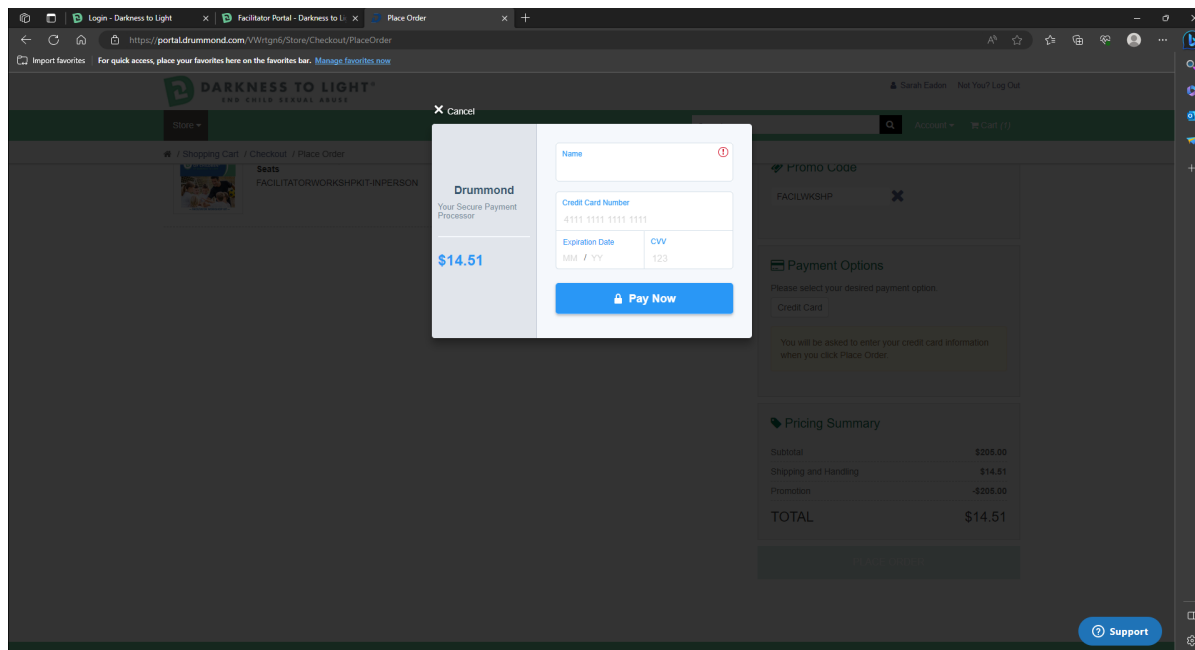
How to Order Your Facilitator Workshop Kit

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)



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



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.



How to Order NEW Stewards of Children Training Seats

1. Log into your facilitator dashboard:

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

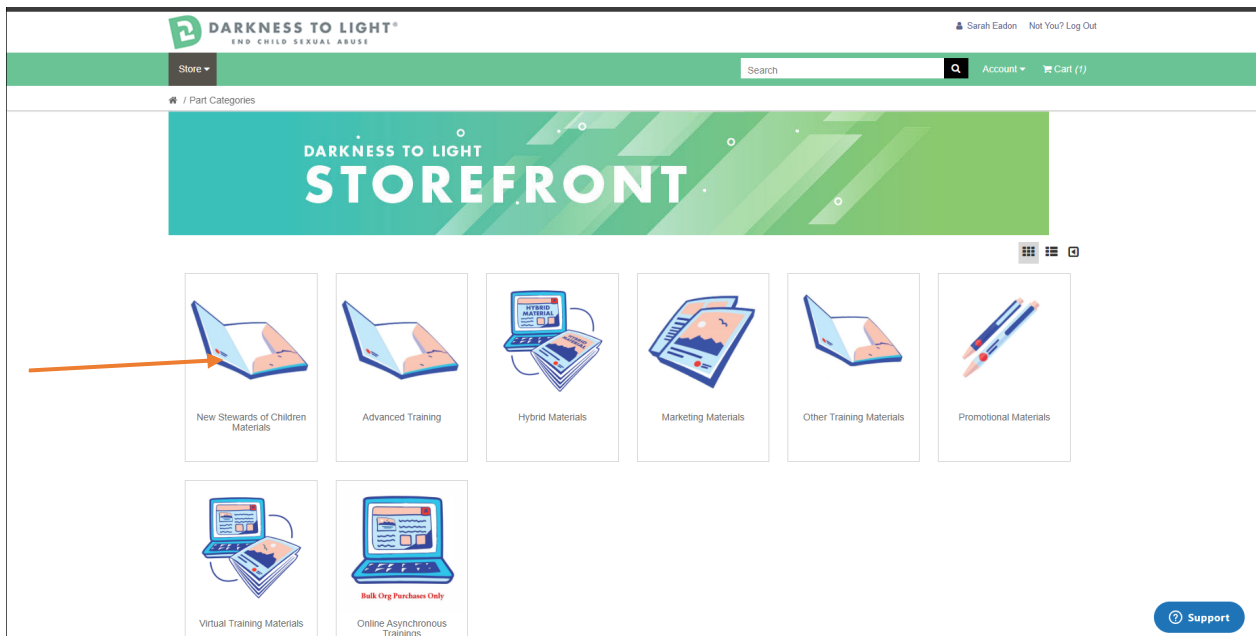
2. Click ORDER MATERIAS & PRODUCT

- 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.

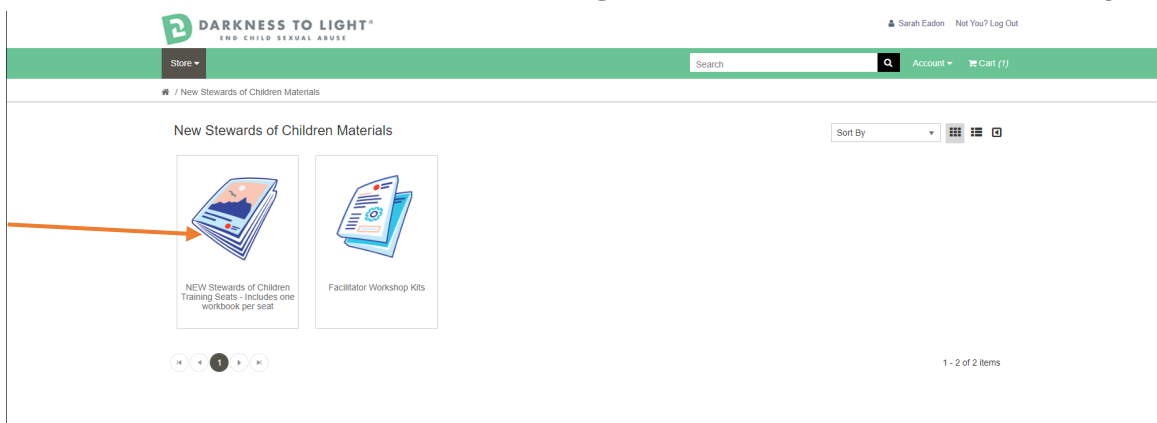
Training Information and Resources



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

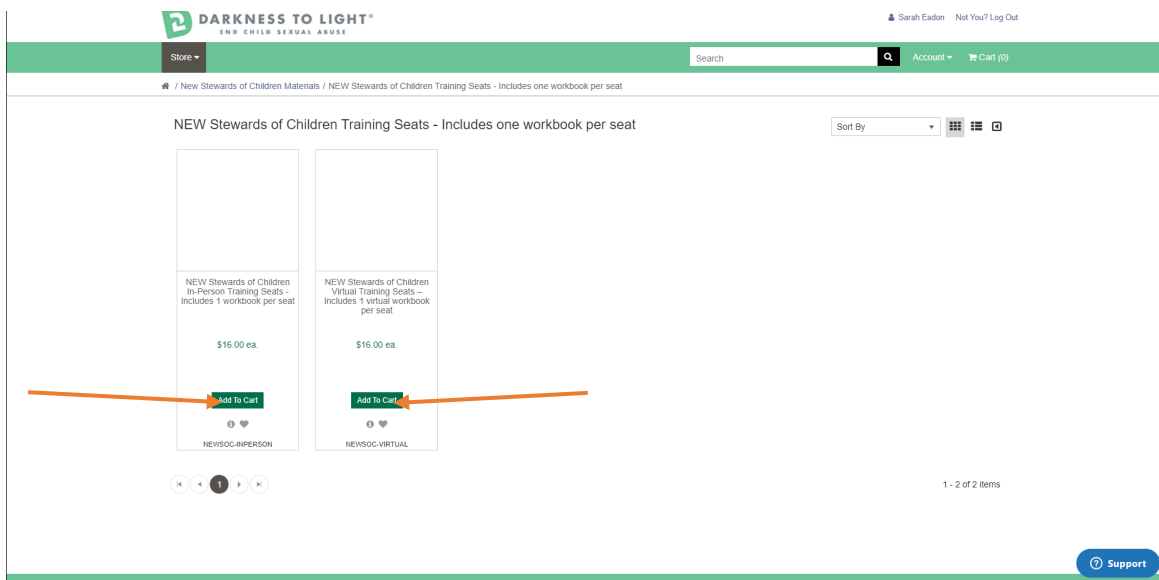


4. Click NEW Stewards of Children Training Seats - Includes one workbook per seat



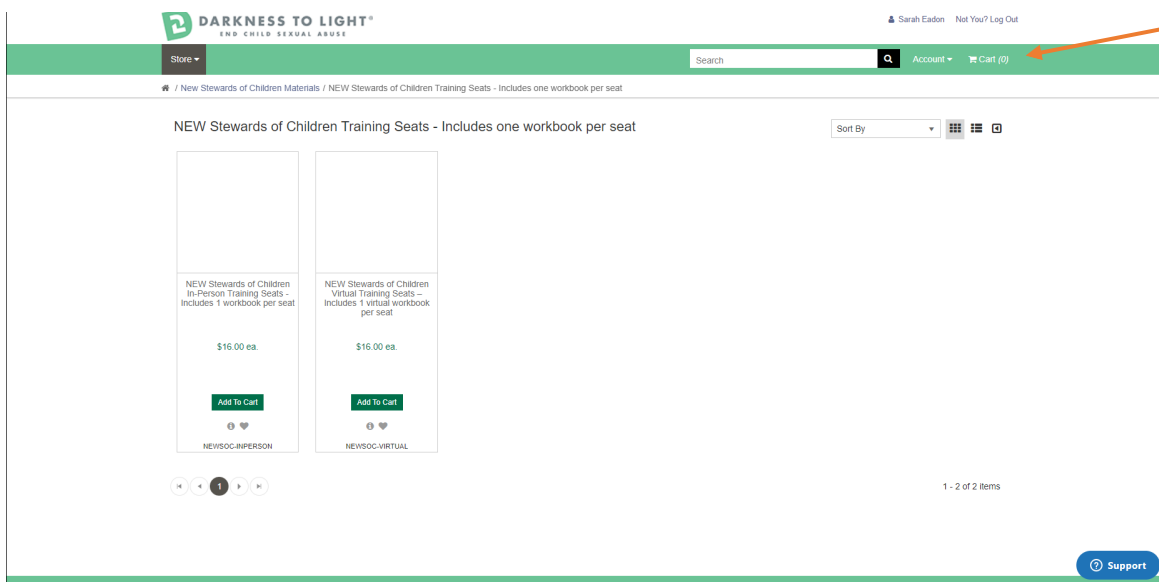
How to Order NEW Stewards of Children Training Seats

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.



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.



How to Order NEW Stewards of Children Training Seats

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

DARKNESS TO LIGHT
END CHILD SEXUAL ABUSE

Sarah Eadon Not You? Log Out

Store Search Account Cart (2)

Continue Shopping Clear Cart Checkout

Item	Qty	Subtotal
NEW Stewards of Children In-Person Training Seats - Includes 1 workbook per seat A training seat includes the two-and-a-half-hour training presented by a Darkness to Light Authorized Facilitator and a physical NEW Stewards of Children workbook. NEWSOC-INPERSON Remove Save for Later	40	\$16.00 \$640.00 Click for Discounts
NEW Stewards of Children Virtual Training Seats - Includes 1 virtual workbook per seat A training seat includes the two-and-a-half-hour training presented by a Darkness to Light Authorized Facilitator and a virtual NEW Stewards of Children workbook. Not Downloadable - Darkness to Light Team will provide virtual training access materials. NEWSOC-VIRTUAL Remove Save for Later	40	\$16.00 \$640.00 Click for Discounts
SUBTOTAL		\$1,280.00

Continue Shopping Clear Cart Checkout

Support

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

DARKNESS TO LIGHT
END CHILD SEXUAL ABUSE

Sarah Eadon Not You? Log Out

Store Search Account Cart (1)

Shopping Cart / Checkout

Shipping and Billing Submit Order Order Completed

Accepted credit card payment options: Visa and Mastercard

Ship Address Address Book

Attn/Contact * NAME
Company Name
Address Line 1 * ADDRESS
Address Line 2
Address Line 3
City * CITY
State * -- Select a State --
Country * -- Select Country --
ZIP Code * ZIP
Phone Number

Billing Address

Same as Shipping

Attn/Contact * NAME
Company Name
Address Line 1 * ADDRESS
Address Line 2
City * CITY
State * -- Select a State --
Country * -- Select Country --
ZIP Code * ZIP
Phone Number

Order Information

REVIEW AND PLACE YOUR ORDER

Support

How to Order NEW Stewards of Children Training Seats

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

The screenshot shows the checkout page for Darkness to Light. The page is divided into three main sections: Shipping and Billing, Submit Order, and Order Completed. The Shipping and Billing section is active, showing shipping and billing addresses. The Submit Order section contains a table of items, a subtotal, and shipping options. The Order Completed section contains a promo code field, payment options, and a pricing summary.

Item	Unit Price	Quantity	Subtotal
NEW Stewards of Children In-Person Training Seats - includes 1 workbook per seat NEWSOC-INPERSON	\$16.00	40	\$640.00
NEW Stewards of Children Virtual Training Seats - includes 1 virtual workbook per seat NEWSOC-VIRTUAL	\$16.00	40	\$640.00
Subtotal			\$1,280.00

Shipping Options:

- UPS Ground \$15.26
- UPS 2nd Day \$36.77
- UPS Early AM \$86.35

Total Weight: 6.00 lbs

Signature Required

Payment Options:

Please select your desired payment option.

Credit Card

You will be asked to enter your credit card information when you click Place Order.

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

The screenshot shows the Drummond payment processor overlay on the checkout page. The overlay is a modal window with a white background and a blue border. It contains a form for entering credit card information and a "Pay Now" button. The background shows the checkout page with the pricing summary.

Drummond
Your Secure Payment Processor

\$14.51

Name

Credit Card Number
4111 1111 1111 1111

Expiration Date MM / YY CVV 123

Pay Now

Pricing Summary:

Subtotal	\$1280.00
Shipping and Handling	\$14.51
Promotion	-\$308.00
TOTAL	\$14.51

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.

